University of Kurdistan Hewlêr
Promoting the Kurdistan Region through academic excellence

Standard Operating Procedure (SOP):
Submitting Manuscripts to the UKH Journals

Objective:

To set out the process how to submit a manuscript/ research paper for the UKH journals. This process is relevant for UKH academics, research and teaching staff, and postgraduate students.

The Process:

1) The UKH has two academic journals: the UKH Journal of Science, Medicine and Engineering (UKHJSME); and, the UKH Journal of Social Sciences (UKHJSS).

2) Access the journals portal and select the journal at: https://journals.ukh.edu.krd

3) Or, access the journal website directly at:

   UKHJSS: https://journals.ukh.edu.krd/index.php/ukhjss/

   UKHJSME: https://journals.ukh.edu.krd/index.php/ukhjsme/

4) *Registe*r as a New User to get an account or *Login* if you already have an account.

5) Click on "About" rubric then select "Submission".

6) Read the submission check list and author guidelines, carefully, then click on "Make Submission" to submit your paper electronically.

Submission Preparation Checklist:

7) As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The submission has not been previously published, nor has it been submitted to multiple journals at the same time for consideration (or an explanation has been provided in Comments to the Editor).

- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.

- Where available, URLs for the references have been provided.

- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end. The template is available to download on the submission page.

- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines (ref: POL/QAA/011).

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