Islamic Republic of Afghanistan
Ministry of Higher Education
Herat University

Guidelines for preparing and accepting research articles for publication in the Afghanistan
Research Journal of Herat University

1. Introduction
Herat University International Journal (Journal) is a scientific-research journal that works in
both natural sciences and social sciences. The journal welcomes the submission of articles by
all researchers. This journal is prepared in accordance with international standards and all
articles published in it must be in accordance with accepted scientific standards and criteria.
The journal will not consider submission of an article that has already been published
elsewhere or accepted for publication.

2. The types of research articles that are accepted for publications in this journal.
The Journal accepts the following research articles:
    1. Scientific research articles
    2. Promotional articles
    3. Articles and case studies
    4. Short scientific reports

3. Guide to preparing articles
The following is a guideline for preparing scientific articles:

3.1 Scientific-research article
A research paper should not exceed 7,000 words and 20 pages.

3.1.1 Promotional articles
Promotional articles should not exceed 5000 words.

3.1.2. Articles and case studies
Case studies should not exceed 1000 words

3.1.3. Short scientific reports
Short scientific papers should not exceed 1000 words. A short report is written about a new
scientific finding which was not investigated before. Writing a scientific report after
completing the research cannot prevent a stronger and more complete scientific article.

3.2 Guidelines for preparing scientific articles
The scientific article in social sciences should be written in one of four languages: Persian,
Pashto, Arabic and English. The distance between the lines is double-space and margin at the
top, bottom, right and left sides should be 3 cm.

3.2.1 Title page
The first page of the article should contain the title of the article (maximum 12 words). In the
continuation of the first page, the names of the authors, their field of study, duty and place of
work should be stated in detail. In the continuation of the first page, the names of the authors,
their field of study, duty and place of work should be stated in detail.

The name of the principal author along with the contact number and email address (preferably institutional email address) should be mentioned.

3.2.2 Abstract
The second page is dedicated to abstract. The abstract should be written structurally and should not exceed 250 words. In the structural abstract, the problem / topic design sections, method, findings and final result are written clearly and separately.
After the abstract, three to five keywords are mentioned that can be used to find and index an article.

3.2.3 Main article
The main text of scientific research articles should be arranged in the order of the following titles:
1. Introduction (Includes problem statement, background and purpose of the research);
2. Hypothesis (quantitative approach) and research question(s);
3. Research methodology
4. Findings
5. Conclusion
6. References

3.2.3 Tables
Each table must be submitted separately to the journal in a separate file with its title. All tables must be numbered clearly and their numbers must be mentioned in the original text. Details and data descriptions of a table should be clearly written at the end of the table. The table title and the description below it should be double-spaced.

3.2.4 Graphs, images, diagrams
Graphs, images, and diagrams should be submitted separately in separate files with the title of the journal. The names of the graphs, images and diagrams are written below it. The descriptions of each should be written in detail at the end of it in double-spaced form.

3.2.5 References
The sources that have been used or mentioned in the preparation of the text of the article should be clearly stated in the text and at the end of it. The journal uses the APA referral method. Inside the text, the author's name, year of publication and page number are mentioned in parentheses, and at the end the sources are arranged in alphabetical order. The journal encourages all authors to use endnote software to submit their articles. The Journal will not accept articles that are not arranged according to the APA referral method or if the referral has spelling and technical errors.
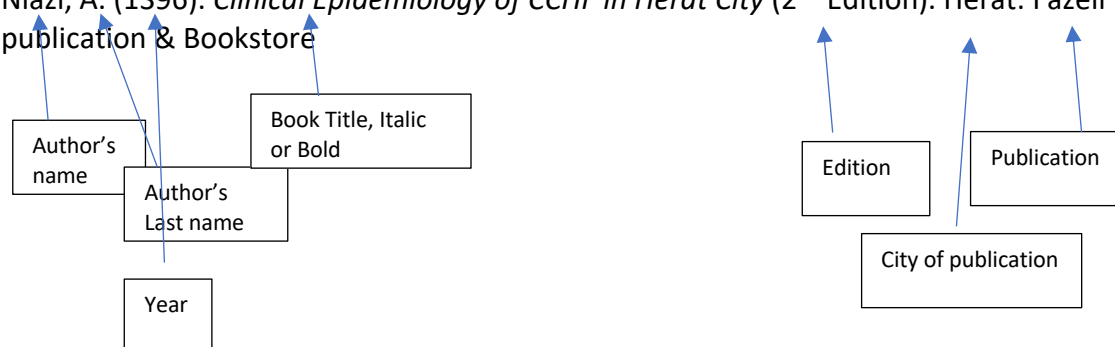APA referral guidelines are mentioned in the appendix.

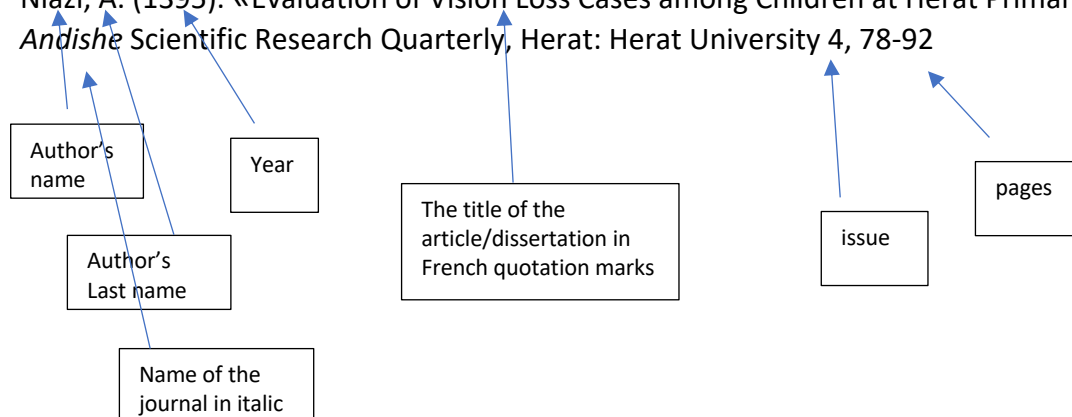| Type of citation	If the reference is used for the first time inside the text, use it at the end of the sentence inside a pair of parentheses	If the reference is used for the second time or more, it should be used at the end of the sentence inside parenthesis	If the reference is used for the first time and the writer has been used as the subject of the sentence.	If the reference is used for the second time or more and the writer has been used as the subject of the sentence.
If the original article has only one author				
If the original article has two authors				
If the original article has more than two authors				
Institutions, organizations, and authors as a group with page numbers				
Authors as a group with no page number				
If the author of the original text is unknown				
If the date of publication for the original text is unknown				

Appendix II

1_ Book Citation

Niazi, A. (1396). *Clinical Epidemiology of CCHF in Herat City* (2nd Edition). Herat: Fazeli publication & Bookstore

Author's name

Author's Last name

Book Title, Italic or Bold

Year

Edition
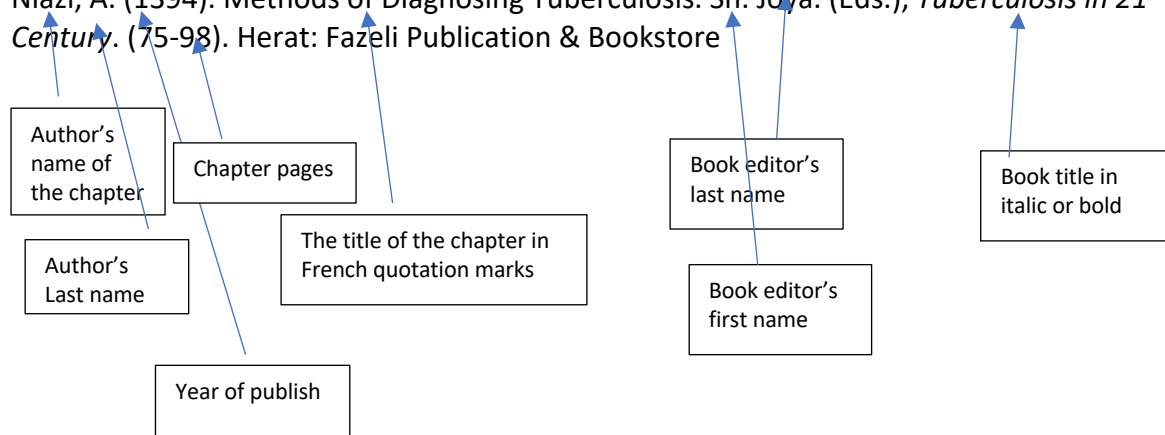
Publication

City of publication

2_ Scientific Article

Niazi, A. (1395). «Evaluation of Vision Loss Cases among Children at Herat Primary Schools». *Andishe* Scientific Research Quarterly, Herat: Herat University 4, 78-92

Author's name

Year

Author's Last name

The title of the article/dissertation in French quotation marks

issue

pages

Name of the journal in italic

3_ A book chapter

Niazi, A. (1394). Methods of Diagnosing Tuberculosis. Sh. Joya. (Eds.), *Tuberculosis in 21st Century*. (75-98). Herat: Fazeli Publication & Bookstore

Author's name of the chapter

Chapter pages

The title of the chapter in French quotation marks

Book editor's last name

Book title in italic or bold

Author's Last name

Book editor's first name

Year of publish

Appendix III
Article checklist

Checked	Article structure and form
	The article title does not exceed more than 12 words
	The authors' names, affiliations and their emails are mentioned in the title page.
	The article consists abstract in Persian, Key words, introduction (including problem statement, objectives and literature review), body (hypothesis, research design, hypothesis, findings, data analysis), conclusion and references.
	Article title, abstract, body and reference list each starts in anew page
	The abstract is between 150-250 words
	The key words are up to 5 words
	The headings for each part of the article (introduction, problem statement, different headings of the main body) has been chosen specifically based of context, not general ideas
	There is no significance of study, background of the study, and objectives but they are explained under the problem statement. Definition of key terms are in the literature review section; the title "Theoretical Framework" has been chosen in accordance with the theory.
	There is no English word in the text and the English authors' names has been changed to Persian.
	The article as footnote including the important explanations and the individuals' English names are mentioned there.
	The article is written in Nazanin B, Zar B or Lotus B fonts; the font size is 14. The English section of the article is written is in Times New Roman font 12. After each full stop there are two spaces, after each comma there must be one space.
	The headings of the article are in Nazanin B font 14 in bold.
	The line spacing is 1.15
	The first line of each paragraph is indented 0.9 cm inside on Microsoft Word (except the abstract, the table headings and photos)
	The margin of each page is 3 cm.
	The page number starts from the title page, positioned at the top left.
	The word count of the article (including the references and footnotes) does not exceed 7000 words. It is a must that the number of pages should not exceed 20.
	The extended abstract including the article title, authors' names, afflictions, emails, text and key terms are in a separate file between 1000-1200 words. The extended abstract includes the following: abstract, the hypothesis and design, results, conclusion, the highlighted findings and references. The findings of the article are the most important part of a scientific research paper.
	The paper follows the same font and writing style.
	The sentences are written in past tense.

	The sentences are in active voice not passive. This means the sentences have subjects and the verbs are not unknown.
	There is a subject-verb agreement in every sentence.
	The sentences are clear not a fragment.
	There are different types of sentences; different sentences structures have been used to ensure that all sentences are not the same in terms of structure.
	The language is academic and formal
	There are no non-academic or non-methodological terms such as "survey" are not used, but words such as study, explain, analysis, measure, evaluate, interpret, … are used in accordance with the methodology
	There are no informal sentences or the ones just related to one class; first, it might be unclear for the reader, second, it looks unprofessional, third, it makes the argument weak, fourth, it waste the writing space and word count.
	While describing the steps of the research, use (I, we) or the word "researcher"
	No sentence should start with the connecting words such as: and, because, but
	Adverbs are not overused at the beginning of sentences (like: unfortunately, in conclusion, …)
	There is no unnecessary adjective in the sentences
	The author considered word spelling and the rules related to compound or plural words
	The punctuation marks (full. Stop, comma, semicolon, quotations, parenthesis, hyphen and question marks) have been used correctly.
	There is no sign for correct pronunciation of words.
	The length of sentences is short. The length should not be more than 1.5 lines.
	There is no sentence without ending.