

## **Instructions to Authors**

### **Initial Manuscript Submission**

Maximum length for submitted manuscripts is not more than 10,000 words; for short communications and case reports, 3,500 words; for discussions, 2,000.

Submitted manuscripts should not have been previously published and should not be submitted for publication elsewhere while they are under consideration by JJEES. Submitted material will not be returned to the author unless specifically requested.

Authors should submit their articles by e-mail (jjees@hu.edu.jo). The title page must include the followings:

- -the full title of the manuscript
- -the names of all authors (first name and last name). with ranks/positions.
- the affiliations of all authors including the full addresses with e-mail, telephone and fax, of the corresponding author.

Authors must also supply:

1. An electronic copy of the manuscript including figures and tables (see section below)
2. A cover letter and copyright transfer agreement with original signature(s) - without this we are unable to accept the submission, and
3. Permission grants -if the manuscript contains extracts, including illustrations, from other copyright works (including material from on-line or internet sources). It is the author's responsibility to obtain written permission from the owners of the publishing rights to reproduce such extracts using the Permission Request Form.

### **Submission of Manuscript**

The authors should declare the followings:

- if any similar work has been submitted to or published by another journal
- it has not been submitted/ published elsewhere in the same form, in English or in any other language, without the written consent of the Publisher

- the paper is the original work of the author(s) and not copied (in whole or in part) from any other work.

All papers will be automatically checked for duplicate publication and plagiarism. If detected, appropriate action will be taken in accordance with International Ethical Guidelines. By virtue of the submitted manuscript, the corresponding author acknowledges that all the co-authors have seen and approved the final version of the manuscript. The corresponding author should provide all co-authors with information regarding the manuscript, and obtain their approval before submitting any revisions.

Electronic submission of manuscripts is strongly recommended, provided that the text, tables and figures are included in a single Microsoft Word file. Submit manuscript as e-mail attachment to the Editorial Office at: [JJES@hu.edu.jo](mailto:JJES@hu.edu.jo). After submission, a manuscript number will be communicated to the corresponding author within 48 hours.

### **Preparation of Manuscript**

The manuscript should be written in English with simple layout. The text should be prepared in single column format, double-line spaced, have a margin of 30 mm all around with font size 12. Bold face, italics, subscripts, superscripts etc. can be used. Pages should be numbered consecutively, beginning with the title page and continuing through the last page of typewritten material.

The text, excluding the abstract, if required, can be divided into numbered sections with brief headings. Starting from introduction with section 1. Subsections should be numbered (for example 2.1 (then 2.1.1, 2.1.2, 2.2, etc.), up to three levels.

Manuscripts in general should be organized in the following manner:

- Title
- Abstract
- Keywords
- Introduction
- Materials & Methods
- Results and Discussion or each individually.
- Conclusions

- Acknowledgements
- References

## **Brief guidelines**

### **1. Title Page**

The title page should contain a brief title, the full name of each author and name and address of the department(s) and institution(s) from where the research was carried out for each author. The title should be without any abbreviations and it should enlighten the contents of the paper. All affiliations should be provided with a lower-case superscript number just after the author's name and in front of the appropriate address.

The name of the corresponding author should be indicated along with telephone and fax numbers (with country and area code) along with full postal address and e-mail address.

### **2. Abstract**

The abstract should be concise and informative. It should not exceed **200 words** in length for full manuscript and Review article and 100 words in case of Case Report and/ or Short Communication. It should briefly describe the purpose of the work, techniques and methods used, major findings with important data and conclusions. No references should be cited in this part. Generally non-standard abbreviations should not be used, if necessary they should be clearly defined in the abstract, at first use.

### **3. Keywords**

**4-8 keywords** should be given. Use of abbreviations should be avoided, only standard abbreviations, well known in the established area may be used, if appropriate. These keywords will be used for indexing.

### **4. Abbreviations**

Non-standard abbreviations should be listed and full form of each abbreviation should be given in parentheses at first use in the text.

### **5. Introduction**

Provide a factual background, clearly defined problem, proposed solution, a brief literature survey and the scope and justification of the work done.

### **6. Materials and Methods**

This section gives adequate information to allow the experiment to be reproduced. Already published methods should be mentioned with references. Significant modifications of published methods and new methods should be described in detail. Capitalize trade names and include the manufacturer's name and address. Subheadings can be used.

## **7. Results**

Results should be clearly described in a concise manner. Results for different parameters should be described under subheadings or in separate paragraphs. Results should be explained, but largely without referring to the literature. Table or figure numbers should be mentioned in parentheses for better understanding.

## **8. Discussion**

The discussion should not repeat the results, but provide detailed interpretation of data. This should interpret the significance of the findings of the work. Citations should be given in support of the findings. The Results and Discussion sections can include subheadings, and when appropriate, both sections can be combined

## **9. Conclusions**

This should briefly state the major findings of the study.

## **10. Acknowledgment**

This section is to acknowledge people who provided assistance in in research work, funding for research, manuscript preparation, etc.

## **11. Tables and Figures**

Tables and figures should be presented as per their appearance in the text. It is suggested that the discussion about the tables and figures should appear in the text before the appearance of the respective tables and figures. No tables or figures should be given without discussion or reference inside the text.

Tables should be explanatory enough to be understandable without any text reference. Double spacing should be maintained throughout the table, including table headings and footnotes. Table headings should be placed above the table. Footnotes should be placed below the table with superscript lowercase letters. Each table should be on a separate page, numbered consecutively in Arabic numerals.

Each figure should have a caption. The caption should be concise and typed separately, not on the figure area. Figures should be self-explanatory. Information presented in the figure should not be repeated in the table. All symbols and abbreviations used in the illustrations should be defined clearly. Figure legends should be given below the figures.

## **12. References style**

- References should be listed alphabetically at the end of the manuscript.
- Every reference referred in the text must be also present in the reference list and vice versa.
- Journal titles should be given in full.
- The author is responsible for the accuracy and completeness of the references and for their correct textual citation. Failure to do so may result in the paper being withdraw from the evaluation process.
- In the text, a reference identified by means of an author's name should be followed by the year of publication in parentheses. Example (Qinna, 2009).
- For two authors, both authors' names followed by the year of publication. Example (Smith and Hutton, 2007).
- When there are more than two authors, only the first author's name followed by "et al." and the year of publication. Example (Moore et al., 2010).
- When two or more works of an author has been published during the same year, the reference should be identified by the letters "a", "b", "c", etc., placed after the year of publication. This should be followed both in the text and reference list. Example (Hilly, 2002a, 2002b); Hilly and Nelson (2004a).
- For indirect citation of more than one paper use the “;” to separate between the citations starting from newest publication. Example (Qinna, 2000; Moode et al., 1998).
- Below are samples of properly formatted and complete references:

### **- Journals:**

- Al-Qinna, M.I. (2018). Analyses of Climate Variability in Jordan using Topographic Auxiliary Variables by the Cokriging Technique. *Jordan Journal of Earth and Environmental Sciences* 9: 67-74.
- Salahat, M.A., and Al-Qinna, M.I. (2015). Rainfall Fluctuation for Exploring Desertification and Climate Change: New Aridity Classification. *Jordan Journal of Earth and Environmental Sciences* 7: 27-35.
- Gillies, J.A., Abu-Allaban M., Gertler, A.W., Lowenthal, D., Jennison, B., Goodrich, A. (2008). Enhanced PM<sub>2.5</sub> Source Apportionment Using Chemical Mass Balance Receptor Modeling and Scanning Electron Microscopy. *Jordan Journal of Earth and Environmental Sciences* 1: 1-9.

**- Books:**

Hunt, J. (1996). Petroleum Geochemistry and Geology. 2nd Ed., H.W. Freeman and Company, New York.

**- Chapter in a book:**

Shinn, E.A. (1983). Tidal Flat Environment, In: Carbonate Depositional Environments, edited by Scholle, P.A., Bebout, D.G., Moore, C.H., The American Association of Petroleum Geologists, Tulsa, Oklahoma, U.S.A. pp. 171-210.

**- Periodicals:**

Sexton, P.F., Wilson, P.A., Pearson, P.N. (2006). Paleoecology of Late Middle Eocene Planktonic Foraminifera and Evolutionary Implication, Marine Micropaleontology, 60(1): 1-16.

**- Conferences and Meetings:**

Huber, B.T. (1991). Paleogene and Early Neogene Planktonic Foraminifer Biostratigraphy of Sites 738 and 744, Kerguelen Plateau (southern Indian Ocean). In: Barron, J., Larsen, B., et al. (Eds.), Proceedings of the Ocean Drilling Program. Scientific Results, vol. 119. Ocean Drilling Program, college station, TX, pp. 427-449.

**- Dissertations:**

Thawabteh, S.M. (2006). Sedimentology, Geochemistry, and Petrographic Study of Travertine Deposits along the Eastern Side of the Jordan Valley and Dead Sea, M.Sc. Thesis, The Hashemite University.

**- Unpublished Works:**

Articles in preparation or submitted for publication, unpublished observations, personal communications, etc. should not be included in the reference list but should only be mentioned in the article text (e.g., Makhoul, I.M. and El-Haddad, A. (2006). Depositional Environments and Facies of the Late Triassic Abu Ruweis Formation, Jordan, J. Asian Earth Sciences, England, in Press.).

**- Web Pages and On-line Material:**

Burka, L.P. (2002). "A hypertext history of multiuser dimensions." *MUD history*, <http://www.ccs.neu.edu> (Dec. 5,2003).

Include an author if possible, a copyright date, a title, the Web address, and the date the material was accessed or downloaded (in parentheses at the end).

### **13. Illustrations**

Supply each illustration on a separate sheet with the lead author's name, the figure number and the top of the figure indicated, on the reverse. Supply original photographs; photocopies or previously printed material are not acceptable. Line artwork must be high-quality laser output (not photocopies). Tints are not acceptable; lettering must be of a reasonable size that would still be clearly legible upon reduction, and consistent within each figure and set of figures. Electronic versions of the artwork should be supplied at the intended size for printing; the maximum column width is 143 mm. **The cost of printing color illustrations in the Journal may be charged to the author.**

### **14. Copyright**

To enable the publisher to disseminate the author's work to the fullest extent, the author must sign a Copyright Transfer Agreement, transferring copyright in the article from the author to the publisher, and submit the original signed agreement with the article presented for publication. A copy of the agreement to be used (which may be photocopied) can be found in the first issue of each volume of the journal. Copies may also be obtained from the journal editor or publisher, or may be printed from this website.

### **15. Further Information**

PDF proofs will be sent to the corresponding author for checking via e-mail. This stage is to be used only to correct errors that may have been introduced during the production process. Prompt return of the corrected proofs, preferably within two days of receipt, will minimize the risk of the paper being held over to a later issue. Twenty (20) complimentary offprints will be provided to the corresponding author, unless otherwise indicated. There is no page charge to authors. Further offprints and copies of the Journal may be ordered.

### **16. Disclaimer**

Articles, communication, or editorials published by JJEES represent the sole opinions of the authors. The publisher shoulders no responsibility or liability what so ever for the use or misuse of the information published by JJEES.

**17. Manuscripts should be submitted electronically to the following mailing**

**address:**

**Professor Mahmoud Abu-Allaban**

Editor-in-Chief, JJEES

The Hashemite University

[JJEES@hu.edu.jo](mailto:JJEES@hu.edu.jo)