

# JJEES Guide for Authors

## The Jordan Journal of Earth and Environmental Sciences ( JJEES )

### INSTRUCTIONS TO AUTHORS:

The Jordan Journal of Earth and Environmental Sciences (JJEES) is the national journal of Jordan in earth and environmental sciences. It is an internationally refereed journal dedicated to the advancement of knowledge. It publishes research papers that address both theoretical and applied valuable subjects and matters in both Arabic and English languages in the various fields of geoscience and environmental disciplines. JJEES is published quarterly by the Hashemite University.

Submitted articles are blindly and rigorously reviewed by distinguished specialists in their respected fields.

The articles submitted may be authentic research papers, scientific reviews, technical/scientific notes.

### SUBMISSION OF PAPERS

**Online:** For online submission upload one copy of the full paper including graphics and all figures at the online submission site, accessed via <http://jjees.hu.edu.jo>. The manuscript must be written in MS Word Format. All correspondence, including notification of the Editor's decision and requests for revision, takes place by e-mail and via the Author's homepage, removing the need for a hard-copy paper trail.

**By Mail:** Manuscripts (1 original and 3 copies) accompanied by a covering letter may be sent to the Editor-in-Chief. However, a copy of the original manuscript, including original figures, and the electronic files should be sent to the Editor-in-Chief. Authors should also submit electronic files on disk (one disk for text material and a separate disk for graphics), retaining a backup copy for reference and safety.

Note that contributions may be either submitted online or sent by mail. Please do NOT submit via both routes. This will cause confusion and may lead to delay in article publication. Online submission is preferred.

### FORMATE GUIDE:

1. The research papers should be printed on one side of the paper, be double-line spaced, have a margin of 30 mm all around, and no more than 30 pages (7,500 words, font size 13). The title page must list the full title and the names and affiliations of all authors (first name, middle name and last name). Also, their addresses, including e-mail, and their ranks/positions must be included. Give the full address, including e-mail, telephone and fax, of the author who is to check the proof.
2. The research must contain the title and abstract, keywords, introduction, methodology, results, discussion, and recommendations if necessary. The system of international units must also be used. Scientific abbreviations may be used provided that they are mentioned when first used in the text. Include the name(s) of any sponsor(s) of the research contained in the paper, along with grant number(s).
3. Authors should submit with their paper two abstracts, one in the language of the paper and it should be typed at the beginning of the paper followed by the keywords before the introduction. As for the other abstract, it should be typed at the end of the paper on a separate sheet. Each abstract should not contain more than 200 words.
4. Captions and tables should be numbered consecutively according to their occurrence in the research with headings. When mentioned in the text, the same consecutive numbers should be used. Captions and tables must be typed on separate sheets of paper and placed at the end of the paper.
5. The author(s) should submit a written consent that he or she will not publish the paper in any other journal at the same time of its publication in JJEES. After the paper is approved for publication by the editorial board, the author does not have the right to translate, quote, cite, summarize or use the publication in the other mass media unless the editor-in-chief submits a written consent according to the policy of JJEES. Submitted material will not be returned to the author unless specifically requested.

### 6. DOCUMENTATION:

#### - References:

- a. To cite sources in the text, use the author-date method; list the last name(s) of the author(s), then the year. Examples: (Holmes, 1991); (Smith and Hutton 1997).
- b. In the event that an author or reference is quoted or mentioned at the beginning of a paragraph or sentence or an author who has an innovative idea, the author's name is written followed by the year between two brackets. Example: Hallam(1990).
- c. If the author's name is repeated more than once in the same volume, alphabets can be used. Example: (Wilson, 1994 a; Wilson, 1994 b).
- d. Footnotes may be used to solve any ambiguity or explain something as in the case of a term that requires illustration. In this case, the term is given a number and the explanation is written in a footnote at the bottom of the page.

- e. If the number of authors exceeds two, the last name of the first author followed by et al. is written in the text. Example: (Moore et al.). Full names are written in the references regardless of their number.
- f. Prepare a reference section at the end of the paper listing all references in alphabetical order according to the first author's last name. This list should include only works that been cited.

**- 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., and Moore, C. H., The American Association of Petroleum Geologists, Tulsa, Oklahoma, U.S.A. pp. 171-210.

**- Periodicals:**

Sexton, P. F., Wilson, P. A., and Pearson, P. N., 2006. Paleocology 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:**

Makhlouf, 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.

**- Illustrations:**

- a. 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 side.
- b. Supply original photographs; photocopies and previously printed material are not acceptable.
- c. Line artwork must be high-quality laser output (not photocopies).
- d. Tints are not acceptable; lettering must be of reasonable size that would still be clearly legible upon reduction, and consistent within each figure and set of figure.
- e. Electronic versions of the artwork should be supplied at the intended size of printing; the maximum column width is 143 mm.
- f. The cost of printing color illustrations in the Journal may be charged to the author(s).

7. Arranging articles in JJEES is based on the editorial policy.

8. The author should submit the original and two copies of the manuscript, together with a covering letter from the corresponding author to the Editor-in-Chief.

9. The editorial board's decisions regarding suitability for publication are final. The board reserves the right not to justify these decisions.

10. In case the paper was initially accepted, it will be reviewed by two specialized reviewers.

11. The accepted papers for publication shall be published according to the final date of acceptance.

12. If the author chooses to withdraw the article after it has been assessed, he/she shall reimburse JJEES the cost of reviewing the paper.

13. The author(s) will be provided with one copy of the issue in which the work appears in addition to 20 off prints for all authors. The author(s) must pay for any additional off prints of the published work.

14. Statement transferring copyright from the authors to the Hashemite University to enable the publisher to disseminate the author's work to the fullest extent is required before the manuscript can be accepted for publication. A copy of the Copyright Transfer Agreement to be used (which may be photocopied) can be found in the first issue of each volume of JJEES.

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