Article Outline

1. *Introduction:* An introduction to the topic and the objectives of the article.

2. *Literature Review:* The most important reference studies related to the topic of the article should be mentioned, and it is forbidden to write each previous study separately, but the previous studies are presented in a manner that discusses similarities and differences, both in terms of methods and tools, and the most prominent findings of these studies and how much they are related to the topic of the article.

3. References:

4. *Citing references within the body of the text or article:* Documentation should be taken into account in one of the following forms:

1- *The narrative method:* (during the narration of the sentence) the author's surname is mentioned outside the bracket and the year is placed within the brackets, and we include the page number at the end of the quotation, according to the following example:

Example: Al-Maqdisi (2020) defined parental attitudes as "the orientation towards one or both parents…" (118).

Abdel-Qader (2015) identified parental educational trends… (17), and Abdel-Wahhab et al. (2023) indicated that mothers have a major role in the social behavior of children (18).

Gessler (2020) saw that sunflower seeds are resistant to climatic factors... (25). Grass et al. (2019) identified these factors with environmental factors... (17).

2- The compensatory method: (reference at the end of the sentence) the reference information is placed in brackets (researcher's surname, year, page number).

Example: Parental attitudes are defined as "the attitude of one or both parents that affects the family's treatment and the upbringing of their children in late childhood" (Al-Maqdisi, 2020, 118).

Example: Educational trends... (Abdul Qadir, 2015, 17) and mothers have a great role in behavior.... (Abdul Wahhab, 2023, 17).

B- Cases of mentioning references within the body of the text:

1. Mention (the researcher's nickname, year of publication, and page number without using the letter (p) starting from right to left in the Arabic language reference and from left to right in the foreign language reference.

Example: (Elias, 2020, 13), (Abdul Rahman, 2021, 15).

2. When there is more than one researcher, we mention the surname of the first researcher, and for the rest of the researchers, regardless of their number, we do not mention them, but we use "and others" and then (year of publication, page number), starting from right to left for the Arabic reference, and for foreign languages, we mention from left to right, reference in a foreign language, the researcher's surname followed by "et al.," in italics, followed by the research year.

Example: (Khalifa *et al.*, 64, 2019), (Grass *et al.*, 2022, 75)

3. When there is no author: we mention the first two words of the article title, then ((year of publication), and the page number).

4. When there is more than one reference to the same author and both references were published in the same year, we put the letter A after the first reference, and the letter B after the second reference to differentiate them.

Example: Al-Saeed (2022-a), Al-Saeed (2022-b), (Pier, 2023a) and (Pier, 2023b). The reference to which the letter "A" is placed is preceded alphabetically over the title of the second reference when it is mentioned in the list of references.

5. When using more than one reference for attribution and documentation, the references are arranged in alphabetical order, not by year of publication, and the separation is with a semicolon (Al-Saeed and colleagues, 2019, 12); (Al-Nahlawi, 2022, 15).

6. When using two references for two authors who have the same surname, even if the (year of publication) is different, the full name is written in Arabic, but in English, the first letter of the name is mentioned, followed by the surname. For example: Abdel Wahhab Al-Saeed indicated (2018, 15)... and this is what it agrees with Rasha Al-Saeed (2005, 25)… J. Pieer (1998, 17) stated... A. Pieer (2005, 30) also concluded...

7. If the reference is an organization, institution or company that has an abbreviated name, the full name of the entity is mentioned for the first time along with the abbreviation, and in the event of repeated use, only the abbreviation is mentioned.

Example: (Syrian Standard Specifications SSS, 2023), (World Health Organization WHO, 2020).

8. Documenting verses from the Holy Qur'an, the verse is written with the appropriate notation, and is documented using the name of the surah and the number of the verse.

Example: As in the Almighty's saying: ﴾And complete the Hajj and the Umrah for God's sake﴿ [Al-Baqara, verse: 196]

9. Documentation of a translated reference: write the name of the primary author of the reference (not the name of the translator) followed by the date of publication of the original source/date of the translated reference.

Example: These matters are described in psychological studies (Peter, 1995/2005).

10. When using several references for the same researcher, we mention the researcher's surname, and then arrange the years from the oldest to the most recent, with a comma between them.

Example: (Amer, 2019, 2020, 2023) …, (Aziz, 2018, 2020).

11. When attributing information quoted from another reference that is not available and could not be accessed, then we mention the original reference to the information that could not be accessed and is called (the original source), while the reference that transmits the information and is available to the researcher is called (the secondary source):

Example: Qassis mentioned (1991, as reported by Abd al-Wahhab, 2008, 12) ... or (Qassis, 1991, as reported by Abd al-Wahhab, 2008, 12).

12. Referring to a well-known website or program in brackets.

Example: The website of the Ministry of Higher Education (http://www.mohe.gov.sy) has been made available… You can use the statistical program (SPSS version 21)

13. Explanation of any term or clarification of its explanation, indicated by numbers at the top of the term, and explaining the meaning of the term in (page footer) in font size 10, as well as with any footnote to be added.

Example: Agricultural census [1].

To add a footnote, select the "References" option in the word file, then "Insert a footnote".

3. Research materials and methods, including the following:

  - Scientific studies:
  - Literature review: community, sample, and data collection tools

4. Results and Discussion

A - The tables are numbered according to their appearance in the research (font size 10) and are provided with titles at the top of the table (the title is written in bold font, font size 10), written below the table in normal font and font size 10, where the reference taken from or an explanation of the symbols is mentioned, preceded by the phrase (whereas:)

The table is as follows:

Table (1) The result of the first experiment

Column 1	Column 2	Column 3	Column 4
First line	The result	The result	The result
Second line	The result	The result	The result
Third line	The result	The result	The result

B - The figures are numbered according to their appearance in the research, and their titles are provided at the bottom of the figure (title in bold, size 10) in addition to an explanation of the symbols contained therein at the bottom of the figure, and their reference is added if they were taken from an approved reference at the bottom of the figure.
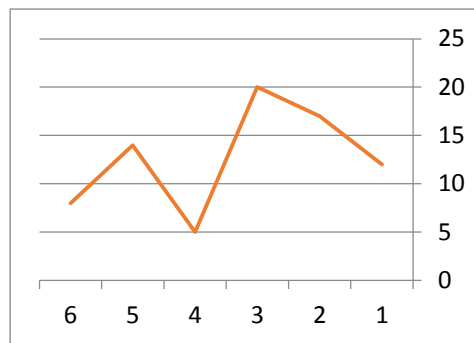

Figure (1) Form of the result

5. Discussion: It should be mentioned briefly with numbered paragraphs.

6. List of References: (To be found at the end of the article)

- Start with Arabic references, followed by English.

- References are arranged alphabetically from A to Z.

- References are written sequentially, regardless of their different sources: magazines, books, websites, etc.

- When the article, book, or chapter has a DOI number, it is written at the end of the reference in the form: https://doi.org/10.21608

- Only the references mentioned in the article should be written, and it is not permissible to write any reference that was not mentioned in the body of the research.

- Title of the book - Title of master's or doctoral dissertation - Title of research paper in conferences - Title of seminars - Name of journal or periodical - Name of the blog - Title of video - Title of work published on social networking sites should be written in italics instead of bold or underlined words.

- References are numbered in the list of references.

The following points should also be taken into account:

A- Attribution to a book:

- *The book is by one author* (The surname, the first name if the reference is in Arabic and the first letter of the first name of the reviewer in English). (Year of Publication). Book title (in italics). Vol: Volume number, if any. publisher. The number of pages of the book. Example:

Al-Jabri, Muhammad Abed. (2001). The Arab moral mind. Vol: 2, Center for Arab Unity Studies. 317.

Herbst, H. (2019). Volunteer support, marital status. Health Psychology, 24, 255-299.

- *A book that has two or more authors up to six authors*: we follow the previous system, but we put a comma and after it we use (and) before the surname of another author, and the names of the writers are placed according to the order of their occurrence on the cover of the book or the title page: the number of pages of the book. Example:

Al-Shayji, Muhammad, Youssef, Khalifa, and Al-Kamali, Raouf. (2000). Hadiths about monopoly, their authority and impact on Islamic jurisprudence. Vol: 3. Dar Ibn Hazm: 394.

Jaber, Jawdat, Al-Azza, Saeed, and Al-Maaita, Ali. (2002). Introduction to psychology. Dar Al Thaqafa Library for Publishing and Distribution: 259.

- *A book with more than six authors:* The names of the authors are written up to the sixth author, so that we add the names of the writers according to the order of their occurrence on the cover of the book or the title page, then we put "and others".

- *Translated book:* Author's surname, first name. (Year of Publication). The title of the book. Translation: The translator's name is not reversed. Publisher: Number of pages of the book. For example, Reggio, Raldo. (1999). *Introduction to industrial and organizational psychology.* Translated by: Firas Helmy. Dar Al-Shorouk: 465.

- *A book written by an organization or association:* The organization. (Year of publication) Title of the book. Publisher: Number of pages of the book.

- *A chapter of a book that has an editor:* The surname of the author of the chapter or article, first name. (Year of Publication). Article title. Edit: The name of the editor is not reversed.

The title of the book. Vol: Edition number: the starting page number - the end page number. publisher. Example:

Soueif, Mustafa. (2009). Al-Farabi and Ibn Khaldun. Edited by: Louis Malika, Psychology Readings. I: 3, 3-73. National Publishing House

B - Attribution to an article:

A magazine or periodical in the list of references:

Surname, First name. (Year of Publication). Research title, journal name (in italics), volume number, if any (issue, if any): page number. Start page - end page.

Al-Khidr, Othman. 1999. Computerized Mechanical Aptitude Test Preparation. *Educational Journal*. 6 (3): 26-40.

If there is more than one author:

Abu Al-Hassan, Salimi, Abu Auf, Abeer, Ramadan, Al-Sayed, and Abdel-Rahman, Khaled. (2005). Raising children in kindergarten. *Psychological Journal*. 5(1): 15-32.

Herbst-Damm, K.L and Kulik, J.A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229.

- In case of a difference in the year of publication and the researcher is the same person, the references are arranged according to the date of publication from the oldest to the most recent.

- In case the publication is in the same year and by the same researcher, it shall be arranged according to the alphabetical order by the first word in the title of the reference.

- The individual references are arranged by the author first, followed by the joint references in alphabetical order according to the surnames of the co-authors.

Article from a daily page:

Surname, first name. (year of publication, day, month). Article title. *The name of the newspaper*. Number: the starting page number – the ending page number. Example:

Mololi, Saeed (6 September 2020). The use of social media among university students. *Tishreen newspaper*. Issue 135: 3-5.

Articles published on the Internet:

Publisher's last name, first name. (Year of publication) *Title of the article*. Web site name. retrieval date. day, month. http://www................

Example: Naqawa, Ammar. *What is geography?* Theme. February 7, 2017.

http://mawdoo3.com/%D9%85%D8%A7_%D9%87%D9%8A_%D8%A7%D9%84%D8%A C%D8%BA%D8%B1%D8%A7%D9 %81%D9%8A%D8%A7

C - Proceedings of conferences and seminars:

Researcher's surname, first name. (convening date, convening period). *Contribution title*. The name of the seminar or conference. Country. Example:

Al-Sayeh, Omran, Mounir, Muhammad and Shehabi, Khaldoun (May 5-6, 2020). *Evaluation of the use of technology in the education of children of the first stage*. Seventh Educational Conference. Faculty of Education, Damascus University, Syria.

Goller, I. and Kobe, C. (2008, September 5-9). Developing a team creativity training for engineers. Proceedings of 9th CINet, Spain.

D - Master's or PhD theses:

Researcher's surname, first name. (Year of Completion), *Title of the thesis*. Academic level Department, School, University. The name of the database from which it was extracted and the electronic website (if any).

Example: Al-Azzawi, Ibrahim (2023). *The effectiveness of using the computer program in automating banks*. Master's thesis, Department of Banking, Faculty of Economics, University of Damascus, Scientific Research Directorate database. http://damascusuniversity.edu.sy/srd

Casas, M. (2019). Professional Learning Community (PLC). (Doctoral dissertation, University of California). ProQuest Dissertations and Theses Global.