



QOU International Conference
on Information and Communication Technology

Publication and Documentation Guidelines

Papers submitted to the QICICT conference should use English language and comply with the following guidelines and instructions. Failing to do so would result in your paper not be considered.

First: Requirements for Preparing the Research Paper

1. Your paper must include the following components:

- Title of the research paper.
- An abstract of 150-200 words.
- 2-6 keywords, separated by commas.
- An introduction that includes a theoretical context and a review of previous studies on the topic (within the introduction headline).
- The research problem, objectives, research questions and/or hypothesis.
- The importance of the study, its limitations, and scope.
- Definition of key terms, including theories and methodologies.
- Methodology, the sample (if any), the study tools, the validity and reliability of the study tools, the data analysis method.
- Discussion and results should include: The results of data analysis, graphs, tables, and their corresponding discussion.
- Conclusion to summarize the main findings of the paper, and any recommendations for future works.
- Endnotes (if any) should be placed at the end of the research paper before the references list, unlike footnotes, which should be stated within the body of the paper at the end of the relevant page.
- Bibliography and References: References should be arranged alphabetically and follow the APA system for citation.
- Appendixes (if any) should be placed at the end of the research paper.

2. Graphs and diagrams:

Graphs, images, flowcharts, and diagrams should be placed within the text, serially numbered, captions and descriptions placed underneath each graph.

3. Tables:

Tables should be placed within the text, serially numbered with titles written above each relevant table, whereas any description should be written underneath.

4. Numerals:

Arabic numerals (1234567890) should be used in all parts of the research.

Second: Submission Guidelines

1. Authors should submit their paper through the following paper submission system https://ict.qou.edu/conf_23/ after signing up for an account.
2. Authors should submit a written statement to indicate that the paper has not been published nor submitted for publishing in any other journal or conference

proceedings, and that it is not a chapter or a part of a published book. [click here to download the form](#)

3. Authors should fill out an online form to submit a short Curriculum Vitae (CV) in which she/he includes his/her full name, workplace, academic position, specialization, and contact information phone and mobile number, in addition to the e-mail address. [click here to download the form](#)
Please note that the submitted information through this form is for official use (to be placed on the research cover page, and as a mean for contacting the researcher, etc.). In case the researcher desires to modify any submitted information, he/she should submit an official letter with the necessary documents.
4. The researcher should submit a copy of the data collection tools (survey, etc.) if not mentioned in the body of the paper or the annex.
5. Research submitted for publication in the journal will be subject to an examination of plagiarism using the Plagiarism Detector software. Note that the researcher bears full responsibility for the contents of the research in the event there is plagiarism that was not detected using this software.

Third: Publication Guidelines

1. Papers are accepted in English only, and the language used should be well constructed and sound.
2. Papers should be submitted as a pdf file, with the following format:
 - Font type: Times New Roman.
 - Bold font size 14 for headings.
 - Bold font size 13 for sub-headings.
 - Font size 12 for the rest of the text.
 - Font size 11 for tables and diagrams.
 - Line spacing: 1.0
 - Margins: 2cm top, 2.5 cm bottom, 1.5 cm left and right.
 - Page layout: Two equal columns with 1 cm in between.
3. The paper should be from 4 to 6 A4 pages with maximum 2000 words, including figures, graphs, tables, endnotes, references, and appendixes.
4. The paper has to be original, neutral, and of scientific value.
5. The paper should not have been published or submitted to be published in other journals or conferences. The researcher must submit a written acknowledgment that the research will not be published or sent for publication in other journals during and after the review process. In addition, the main researcher must acknowledge that he/she had read the publication guidelines and he/she had fully followed them.
6. The paper should not be a chapter or part of an already published book.
7. Neither the research nor part of it should be published elsewhere unless the researcher obtains a written acknowledgment from the QICICT conference chair or TPC chair.
8. The researcher has to indicate if his research is part of a master thesis or a doctoral dissertation, as he/she should clarify this in the footnote of the cover page.
9. In case the research does not comply with the publication guidelines, the TPC chair will send a rejection/apology letter to the researcher.
10. The researcher will be notified of the results and final decision of the TPC chair on the announced notification of acceptance/reject date.

11. The researcher has the right to communicate with the conference OC chair or TPC chair to inquire about his/her paper in the event that he/she did not receive any notification from the conference chairs after 2 days from the announced date of notification of acceptance/reject.
12. The applicant (the corresponding author) of the paper is the main contact with the conference chairs for effective communication during the entire phases of processing the publication request. This does not absolve the researchers participating in the research from the legal and ethical responsibilities within the standards of publication, documentation, commitment, statement of publication ethics, and malpractice, and any other matters requested by the conference chairs from the corresponding researcher.
13. The applicant of the research publication form, as the main communicating author (corresponding author), shall abide by the requests of the conference chairs within the specified time, and respond to their messages and inquiries as soon as possible, and shall bear the result of any delay in the processing of the publication request due to delay or no-response.

Four: Documentation

1. The researcher should use the APA style in documenting scientific and applied research, as follows:

- The reference is indicated in the text immediately after the citation paragraph, in the following order: Author's last name, year of publication, and page number.
- The reference is referred to in the list of references as follows:
Author's surname, first (second name, if any) author names. Year of publication. Book or research title. Edition, place of publication: Publisher.
- References should be arranged at the end of the paper in alphabetical order, starting with the surname of the author, followed by the name of the author, year of publication, and title of the book or paper.

2. Terms and expression:

Ambiguous terms or expressions are to be explained in endnotes. An adjacent number will characterize the terms or expressions to be explained. A list of endnotes related to the numbers in the body of the study should be placed before the list of references.

3. References:

The references in the list of references must be referred to the body of the research and vice versa.

Note: For more information about using APA style for documentation, please check the following link: <https://apastyle.apa.org>

Five: Peer Review

All submitted papers are subjected to an initial review phase and a blind peer-review phase.

The initial review process

The conference TPC chair conducts an initial review of the submitted paper for publication to ensure that it meets the publication standards of the conference, to decide its eligibility for the peer-review process, and the researcher's commitment to the standards of publication, documentation, and general rules of the journal as follows:

- The research scope is in line with the journal scopes.
- The paper is arranged as per the research formatting guidelines.
- The paper includes the abstract and keywords.
- The paper does not disclose any information about the researcher's identity.
- The commitment letter includes correct data and is duly signed.
- Examine the citation and plagiarism percentage using the Plagiarism Detector program and ensure that it is within the permissible limit.

The editorial board has the right to reject the paper on the grounds of authors not abiding by the publication standards of the conference and the formatting guidelines.

The blind peer-review process

Papers that meet the publication standards shall be sent to two competent reviewers selected from specialized professors at universities and research centers inside and outside Palestine. The two reviewers are chosen by the TPC in confidentiality, as the identity of the researcher and reviewers is unknown to any of them. Any information revealing their identities is removed from the paper or reviewers' reports.

1. Each reviewer shall submit a separate report on the validity of the research for publication.
2. If the results of the two reviewers differ (one is accepted and the other is rejected), the research is sent to a third reviewer.
3. After ensuring that the reviewers' identities are strictly hidden, the researcher shall be provided with the final review result and the reviewers' comments.
4. The researcher is required to make the final amendments, if any, according to the outcome of the final review. He/she must submit an amended copy of the paper, in addition to a report containing the amendments made by him/her, within a period not exceeding two weeks from the date of notification. The amended paper is sent back to the reviewers to make sure that the researcher committed to carrying out the reviewers' comments. The TPC reserves the right to reject the research in the event the researcher did not commit to carrying out the required amendments.
5. The researcher is notified of the result by the TPC subject to minor or major modifications (if any).

6. After the researcher has committed to carry out the amendments, he/she is provided with an email notification stating that his/her paper has been accepted for publication in the conference proceedings.

Six: Scientific Research Ethics

The researcher must:

1. Commit to high professional and academic standards during the whole process of conducting research papers, from submitting the research proposal, conducting the research, collecting data, analyzing and discussing the results, and eventually publishing the paper. All must be conducted with integrity, neutralism, and without distortion.
2. Acknowledge the efforts of all those who participated in conducting the research, such as colleagues and students, list their names in the list of researchers, and acknowledge the financial and moral support utilized in conducting the research.
3. Commit to state references soundly to avoid plagiarism in the research.
4. Commit to avoid conducting research papers that may harm humans or the environment. The researcher must obtain in advance approval from the University or the institutions he/she works at or from a committee for scientific research ethics, if any, when conducting any experiments on humans or the environment.

Seven: Intellectual Property Right

1. The TPC confirm its commitment to intellectual property rights.
2. Researchers also have to commit to intellectual property rights.
3. The conference chairs own the research copyrights and publication once the researcher is notified about the approval of the paper. The scientific materials published or approved for publishing in the conference proceedings should not be republished elsewhere.
4. The researcher has the right to accredit the research to himself and place his/her name on all published copies, editions, and volumes.
5. The researcher has the right to have his/her name published on his/her research.