

## **Instructions to Authors**

### **Initial Manuscript Submission**

Maximum length for submitted papers is 10,000 words; for short communication and case report , 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 Jordan Journal of Biological Sciences. Submitted material will not be returned to the author unless specifically requested.

#### **Authors must also supply:**

1. an electronic copy of the final version (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
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### **Type of Papers**

The journal publishes high-quality original scientific papers, short communications, correspondence and case studies . Review articles are usually by invitation only. However, Review articles of current interest and high standard will be considered

### **Submission of Manuscript**

Manuscript, or the essence of their content, must be previously unpublished and should not be under simultaneous consideration by another journal. The authors should also declare if any similar work has been submitted to or published by another journal. They should also declare that 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 authors should also declare that 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 Guideline. 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: [JJBS@hu.edu.jo](mailto:JJBS@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 lay out. The text should be prepared in single column format. 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
  
- Discussion
- Conclusion
- Acknowledgements
- References

### **Brief guidelines**

#### **Title Page**

The title page should contain a brief title, first full name, middle initial and family 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.

#### **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.

#### **Keywords**

Immediately after the abstract, **about 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.

#### **Abbreviations**

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

#### **Introduction**

Provide a factual background, clearly defined problem, proposed solution, a brief literature survey and

the scope and justification of the work done.

### **Materials AND Methods**

Give 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. Subheading should be used.

### **Results**

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

### **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 part can also be described as separate, if appropriate. The Results and Discussion sections can include subheadings, and when appropriate, both sections can be combined

### **Conclusion**

This should briefly state the major findings of the study.

### **Acknowledgment**

A brief acknowledgment section may be given after the conclusion section just before the references. The acknowledgment of people who provided assistance in manuscript preparation, funding for research, etc. should be listed in this section.

### **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.

## **Reference 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. In the text, a reference identified by means of an author's name should be followed by the year of publication in parentheses (e.g. (Brown,2009)). For two authors, both authors' names followed by the year of publication (e.g. (Nelson and Brown, 2007)). When there are more than two authors, only the first author's name followed by "et al." and the year of publication (e.g. (Abu-Elteen *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. e.g., Hilly, (2002a, 2002b); Hilly, and Nelson, (2004). 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., Shtawy,A., University of Jordan, personal communication). Journal titles should be abbreviated according to the system adopted in Biological Abstract and Index Medicus, if not included in Biological Abstract or Index Medicus journal title 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. Below are samples of properly formatted and complete references:

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Hilly MO, Adams MN and Nelson SC. 2009. Potential fly-ash utilization in agriculture. *Progress in Natural Sci*, **19**: 1173-1186.

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### **Conferences and Meetings:**

Embabi NS. 1990. Environmental aspects of distribution of mangrove in the United Arab Emirates. Proceedings of the First ASWAS Conference. University of the United Arab Emirates. Al-Ain, United Arab Emirates.

### **Theses and Dissertations:**

El-Labadi SN. 2002. Intestinal digenetic trematodes of some marine fishes from the Gulf of Aqaba. MSc dissertation, Hashemite University, Zarqa, Jordan

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