

A) General Conditions for Articles

1. Submissions should have a research-oriented analytical approach, logical structure, content coherence, and be well-documented. They should be written in a clear and fluent style with a persuasive argument.
2. Typed articles should be submitted to the head of scientific research at Katib University, either in person or via email as a Word file, using the email address provided at the end of these guidelines.
3. Article length should not exceed 25 pages (approximately 300 words per page).
4. Complete author details, including name, surname, academic rank/qualifications, email, and contact number, should be submitted along with the article.
5. Submitted articles must not have been previously published in domestic or international journals, or as part of a published book.
6. In the case of translated articles, the original version should also be submitted as an attachment.
7. Submitting an abstract (in both Persian and English) according to the conditions outlined in section (b) of these guidelines is mandatory.

B) Article Formatting Guidelines

Submitted articles should have a scientific structure and include the following elements: title, author information, abstract, keywords, introduction, main body, conclusion, and reference list, as described below:

1. **Abstract (Persian/English):**
The Persian and English abstract should be limited to a maximum of 130-150 words. The abstract should briefly include the problem statement, research objective, research method, and important findings. It should avoid listing topics or reviewing them, providing evidence, or making sweeping statements.
2. **Keywords:**
Include a maximum of 5 keywords, or up to 7 relevant words in exceptional cases, that are related to the content and serve as subject index terms for the article.
3. **Introduction:**
The introduction of an article expresses the research problem, research background, the necessity and importance of the research, the innovative aspect of the discussion, the main and sub-questions, and provides an overview of the general structure of the article based on the main and sub-questions, the plan, and the fundamental concepts and terminology of the article.

4. Body of the article:
The theoretical or conceptual framework, methodology, materials including evidence, documents, argumentation, and analysis.
5. Conclusion:
The conclusion of the article presents detailed research findings, which are briefly summarized in the form of news headlines and provides a general answer to the main and sub-questions of the article. It should refrain from mentioning the statement of the problem, the conclusion, introductory discussions, statement of the structure of the discussions, theoretical framework, evidence, documents, mentioning examples or elaborations in this section.
6. Referencing articles:
The accepted method of referencing in scientific research journals is in-text citing. The details of how to cite and organize the list of references are as follows:
7. Persian sources - 6:
In-text citation: (Author's last name, year of publication: page number). For example: (Kāteb, 1390: 220).

Organizing the list of references:

a. Book:

Author's last name, first name (year of publication), title of the work, name and last name of the translator, place of publication: publisher. Example: Kāteb, Fayz Mohammad (1390), Sarāj al-Tavārikh, Kabul: Amīr Publications.

b. Journal:

Translator's name and last name, name of the journal, year of publication, (issue), "title of the article", (Author's last name, first name (year of publication of the journal): page numbers of the article. Example: Ārifi, Mohammad Akram (1389), "Dual Governance in Afghanistan," Scientific Journal - Specialized, 1(1), 44-20.

2. Latin sources:

Citing Latin sources in humanities journals (law, politics, economics) is usually done in the usual format, and for other scientific disciplines (medical, engineering, computer science), common methods such as APA, Harvard, IEEE, Chicago, ABNT, etc., can be used depending on the prevalence of each method in each field.

APA example:

In-text citation: (Author's last name, year). For example: (Farr, 2022).

Full citation: Farr, G. (2022). Higher Education Status in Afghanistan During the Last Decades. Kateb Law Journal, 1(12), 1-20. <https://doi.org/kulj-101010>

3. Example of online citation - 6:

Available at: <https://doi.org/kulj-101010> (retrieved on 12/12/2022).

c) Evaluation and acceptance conditions:

1. Adherence to the writing conditions and regulations stated in this guideline and special procedures of scientific research journals.
2. The author of the article should complete and submit the research form to the center's email address "Received Article Forms".
3. After the initial review, the received article will be sent to two experts and professionals in the field for evaluation and review if it meets the general conditions mentioned in section "a".
4. The evaluation of the article is carried out based on structural, formal, and content criteria and methods using an attached form.
5. In case of suggested revisions by the referees, the author should apply all the suggested revisions and send the final corrected version of the article in both PDF and Word formats to the research center's office.
6. The article can be published after receiving the revised version and approval from the referees and the journal's scientific council.

d) Reminder:

1. The right to reject or accept, as well as editing articles, is reserved for the journal.
2. The right to publish the article after acceptance is reserved for the journal. It is possible to publish in other journals or books with the mention of the journal's address.
3. The opinions expressed in the articles are those of the authors, and the responsibility lies with them.
4. Received articles, software, etc., are not returned whether accepted or rejected.
Email for communication with scientific research journals: journal@kateb.edu.af

**Guidelines for Writing Research Articles with a Focus on Economics and Management
(Scientific-Research Journal of Economics and Management)**

In the following text, the instructions for writing scientific research articles are described. It is hoped that the esteemed author(s) will adhere to the mentioned points in order to facilitate better understanding for students and inexperienced writers of the content of articles presented in the journal.

Title: Brief and Relevant to the Content

- The title should include the main variables of the research and should not contain abbreviations or new terms.

- The title should describe the content of the article, be aligned with the main objective, and indicate the main research result (if it is new).
- Avoid unnecessary words such as "study," "comparison," and even, if possible, "relationship," "effect," "impact," "prediction," "model," and "test." In most cases, mentioning the main study variables in sequence is sufficient.
- Avoid mentioning the location and time of the study unless it is a "prevalence study or a specific period as a control variable," or unless the time or location of the study is part of the research problem.
- In experimental (intervention) studies, the title should clearly depict the behavioral problem and the type of intervention, indicating the effect of the independent variable(s) (i.e., the type of intervention) on the dependent variable(s) (i.e., the behavioral problem). Therefore, words like "effect" can be explicitly mentioned in the title or implied within it.
- In non-experimental studies, depending on the emphasis on a specific sample, finding the relationship between variables, predicting criterion variables based on predictor variables, or determining the psychometric properties of an instrument, the way of writing the title may vary.
- Avoid posing the title as a headline or interrogative sentence as much as possible.
- The maximum number of words in the title should be 12.
- Generally, the title should capture the essence of the article and reflect the main idea of the study.

Author Name and Affiliation(s)

- Start with the full name, followed by the surname, in the following order (avoid using titles such as Dr., Eng., Prof., CEO, President, etc.).
- Indicate the affiliation(s) of the author(s) with separate numbers for each author. Common examples of organizational affiliations are as follows:
 - For faculty members, mention the name of the academic department and university, city, and country (e.g., Faculty of Economics, Kateb University, Kabul, Afghanistan).
 - For authors working in research centers or scientific institutions affiliated with a university, mention the workplace, city, and country (e.g., Family Research Institute, Kateb University, Kabul, Afghanistan).
 - For authors working in research centers or scientific institutions not affiliated with a university, mention the name of the educational group and institute, city, and country (e.g., Women's Studies Group, Institute of Humanities and Social Sciences, Kabul, Afghanistan).

- For other individuals, mentioning the academic degree, university of study or graduation, city, and country is sufficient (e.g., Master's in Clinical Psychology, Kateb University, Kabul, Afghanistan) (Refer to example 1).
- In articles with more than one author, the corresponding author should be identified with an asterisk (*), and the email address should be mentioned below the first page of the article. Otherwise, the first author will be considered as the corresponding author.

Abstract and Keywords:

Abstract is a brief and concise summary of the content of an article, which helps the reader to quickly familiarize themselves with the article's content.

1. Writing an abstract is a technical matter and should be done with precision.
2. A good abstract should have the following characteristics: accuracy (ensuring that the objective and content of the manuscript are properly reflected), non-evaluative (reporting rather than evaluating), coherent and readable (written in a clear and consistent language, using verbs instead of infinitives and using active voice instead of passive voice, using present tense to describe continuous results and past tense to describe manipulated variables or measured outcomes and research objectives), and concise (being brief and conveying maximum information in each sentence, including four or five of the most important concepts and findings, using specific terms).
3. The structure of an abstract includes the following elements in order: problem background (in one sentence, indicating evidence of the existence of the problem based on expert opinions or research results), objective (in one sentence, specifying the purpose and intention of the research), method (providing information about data collection and research methods), findings (including the main and important findings in one or two sentences), and finally, the conclusion of the research (in one sentence).
4. The abstract should be written in a way that makes the reader independent of referring to the original text of the article; in other words, the abstract should be self-explanatory. Therefore, important terms and variables within the abstract should be defined in a simple and concise manner.
5. The length of the abstract should be a maximum of 250 words and written in one paragraph.
6. Keywords usually range from 5 to 7 words and should be the main vocabulary of the article that will be used in retrieval.
7. Keywords should be separated by commas (,) and written in B Mitra font with a size of pt12 on one line.
8. The main text should also be formatted in the above order.

Introduction:

1. It is better to prepare the introduction on one page.
2. In the first paragraph of the introduction, start by describing and stating the research problem.
3. In the second paragraph, describe the importance and value of the subject.
4. In the third paragraph, explain the objectives.
5. Finally, in the last paragraph, explain the topics that the reader will encounter in the article, but do not draw conclusions from the discussions.

Theoretical Foundations of the Research:

The literature review or theoretical foundations section deals with explaining the concepts, definitions, and history of the research topic. The author of the article should be familiar with the research literature and briefly but practically state the theoretical foundations of their research topic. The theoretical foundations should be supported and referenced scientifically. A good article should have an acceptable theoretical foundations section.

Research Methodology:

In this section of the article, the methodology and research approach are explained. Typically, field and library study methods are used to collect data and information in scientific research. The target population, sampling methods, sample selection, research implementation stages, and data analysis methods are also mentioned. In this section, more emphasis is placed on the methodology, measurement methods, accuracy, and how to control them. Given the scientific approach of the article and the field of study, it is better to briefly describe the research background as well.

Research Findings:

In this section, the results obtained from the research are presented. The key findings of the study should be stated using clear and precise language, without exaggeration, and various methods should be used to present the results. The use of numbers, tables, and graphs can aid in presenting the information in a simpler manner, but it is necessary to provide a comprehensive explanation and analysis of the data in the tables and graphs. If statistical methods and tests have been used to examine the results and analyze the data, the type of analysis should also be mentioned.

Discussion and Conclusion:

This section focuses on interpreting the presented results. It is also possible to compare the results obtained from the current study with the findings of other studies and draw conclusions based on the body of evidence. If necessary, suggestions for conducting better and more comprehensive studies in the future can be provided.

References:

The references of the article should be the most relevant and up-to-date sources on the subject of study. For information on how to report the list of references, please refer to Table 1 in the extended summary.

Points to Consider:

- The article should be original and research-based, and should not have been previously published elsewhere.
- The author(s) bear(s) the responsibility for the scientific content of the article.
- All writing principles and rules should be observed in the text of the article. For example, punctuation marks such as periods, commas, and semicolons are attached to the preceding word, and the following word is written with a space. Additionally, an opening parenthesis is attached to the following word, and a closing parenthesis is attached to the preceding word, with a space between them and the surrounding words.
- Latin names should be placed as footnotes at the bottom of the page.
- Key and important terms of the article, as well as names of places or specific materials, should be subscripted in Latin.
- In-text citations should be in the format of (Author's Name, Year of Publication).
- It is reminded again that except for the email address on the first page (i.e., paragraph 3 of the author's name and address section), there should be no footnotes.
- The article should be submitted to the journal office in both Word and PDF formats.