| University of Jeddah

Author affiliation and acknowledgements guidelines | |

PREAMBLE

University of Jeddah researchers are expected to disseminate their research and publish in the best possible outlets. In doing so, they need to ensure their affiliation is correctly listed. Institutional affiliation is important recognition of the formal relationship between the University of Jeddah and its staff and students. Also, they need to ensure that appropriate acknowledgement is given for any support provided in undertaking that research.

WHY THIS IMPORTANT?

- It supports research impact in items of quality and/or translation of the research into beneficial outcomes;
- It is both good research practice and a requirement of the University of Jeddah Code for the Responsible Conduct of Research;
- It encourages continuing research funding and is required;
- It ensures the University of Jeddah is recognized in external bibliometric analysis;
- It makes a positive impact on the University's rankings and the perceived quality of the research environment provided to the researcher.

SCOPE AND APPLICATION

These guidelines apply to all academic staff, titleholders and students whose research publications result from their employment, affiliation or enrolment with the University. They apply to all University authors, not simply the first named or corresponding author.

A publication is defined as the formal dissemination of research findings in a public forum whether in hardcopy, electronic, web-based or other tangible forms. It includes refereed and non-refereed books and journals, web-pages, conference presentations, creative works, technical papers, etc.

THINGS TO NOTE

- Do not use acronyms.
- When using your University of Jeddah, acknowledgement of Faculty/Institute/School/Center is important but should be attributed second of third in the address line and NEVER in place of the University of Jeddah.

AUTHOR AFFILIATION

University staff and students:

- All authors are required to cite/by-line the University of Jeddah as their primary affiliation.
- Other relevant organizations – excluding universities – should also be cited, including industry associations, businesses or companies, not-for-profits, and those relevant to their research and its translation, e.g. end-users.

ACKNOWLEDGEMENTS

In line with good research practice and the requirements of the Saudi Regulations for Scientific Research in Universities, authors are required to acknowledge:

- The sources of any research support funding (financial and in-kind) related to the publication, noting this is a formal requirement of many research sponsors for receipt of funding. This should include support by internal University funding schemes.
- The specific contributions of each author, and any other contributions by non-authors to the research.
- Any conflicts of interest.

If in doubt about how or whether to acknowledge funding supporting their research, authors are encouraged to consult relevant funding agreements and/or to seek advice from the Deanship of Scientific Research.

Examples of Acknowledgements of Funding Sponsors:

This work was funded by the University of Jeddah, Saudi Arabia, under grant No. (UJ-XXXXXX). The authors, therefore, acknowledge with thanks the University technical and financial support.

AUTHOR BY-LINING AND CITATION

Example formats, as outlined below, show the preferred style for authors in the University of Jeddah. Researchers of the following affiliated departments should use the following formats:

First and Last names, Department, Collage, Address, the University of Jeddah.

- Example: Mohammed Abdullah, Department of Business Administration, College of Business, University of Jeddah, Jeddah, Saudi Arabia.

Author Affiliation structure for every collage (in alphabetical order)

1. College of Applied Medical Sciences

First and Last names, Department of …, College of Applied Medical Sciences, University of Jeddah, Jeddah, Saudi Arabia.

College of Applied Medical Sciences Departments:

كلية العلوم الطبية التطبيقية College of Applied Medical Sciences	
Department	القسم
Department of Laboratory Medicine	قسم طب المختبرات
Department of Medicine Imaging and Radiation Sciences	قسم علوم الأشعة والتصوير الطبي
Department of Nursing	قسم التمريض
Department of Optometry	قسم البصريات

Example: Mohammed Abdullah, Department of Nursing, College of Applied Medical Sciences, University of Jeddah, Jeddah, Saudi Arabia.

2. College of Art and Design

First and Last names, Department of …, College of Art and Design, University of Jeddah, Jeddah, Saudi Arabia.

College of Art and Design Departments:

كلية التصاميم والفنون College of Art and Design	
Department	القسم
Department of Fashion Design	قسم تصميم الأزياء
Department of Interior Design	قسم التصميم الداخلي
Department of Art & Drawing	قسم الرسوم والفنون
Department of Graphic Design	قسم تصميم الجرافيك

Example: Mohammed Abdullah, Department of Graphic Design, College of Art and Design, University of Jeddah, Jeddah, Saudi Arabia.

3. College of Business

First and Last names, Department of …, College of Business, University of Jeddah, Jeddah, Saudi Arabia.

College of Business Departments:

كلية الأعمال College of Business	
Department	القسم
Department of Business Administration	قسم إدارة الأعمال
Department of Marketing	قسم التسويق
Department of Supply Chain Management	قسم إدارة سلسلة الامداد
Department of Accounting	قسم المحاسبة
Department of Finance & Economics	قسم المالية والإقتصاد
Department of Human Resources Management	قسم إدارة الموارد البشرية
Department of Management Information System	قسم إدارة نظم المعلومات

Example: Mohammed Abdullah, Department of Marketing, College of Business, University of Jeddah, Jeddah, Saudi Arabia.

4. College of Business at Alkamil

First and Last names, Department of …, College of Business at Alkamil, University of Jeddah, Jeddah, Saudi Arabia.

College of Business at Alkamil Departments:

كلية الأعمال بالكامل College of Business at Alkamil	
Department	القسم
Department of Law	قسم القانون
Department of Accounting	قسم المحاسبة
Department of Human Resources Management	قسم إدارة الموارد البشرية
Department of Management Information System	قسم إدارة نظم المعلومات الإدارية
Department of Marketing	قسم التسويق
Department of Finance	قسم التمويل
Department of Health Services & Hospital Management	قسم إدارة الخدمات الصحية والمستشفيات

Example: Mohammed Abdullah, Department of Accounting, College of Business at Alkamil, University of Jeddah, Jeddah, Saudi Arabia.

5. College of Business at Khulais

First and Last names, Department of …, College of Business at Khulais, University of Jeddah, Jeddah, Saudi Arabia.

College of Business at Khulais Departments:

كلية الأعمال بخليص College of Business at Khulais	
Department	القسم
Department of Law	قسم القانون
Department of Accounting	قسم المحاسبة
Department of Human Resources Management	قسم إدارة الموارد البشرية
Department of Management Information System	قسم نظم المعلومات الإدارية
Department of Marketing	قسم التسويق
Department of Finance	قسم التمويل
Department of Health Services & Hospital Management	قسم إدارة الخدمات الصحية والمستشفيات

Example: Mohammed Abdullah, Department of Accounting, College of Business at Khulais, University of Jeddah, Jeddah, Saudi Arabia.

6. Faculty of Communication and Media

First and Last names, Department of …, Faculty of Communication and Media, University of Jeddah, Jeddah, Saudi Arabia.

Faculty of Communication and Media Departments:

كلية الإتصال والإعلام Faculty of Communication and Media	
Department	القسم
Department of Communication & Public Relation	قسم الإتصال والعلاقات العامة
Department of Audiovisual Media	قسم الإعلام المرئي والمسموع
Department of Media Production	قسم الإنتاج الإعلامي
Department of Digital Media	قسم الإعلام الرقمي

Example: Mohammed Abdullah, Department of Audiovisual Media, Faculty of Communication and Media, University of Jeddah, Jeddah, Saudi Arabia.

7. College of Computer Science and Engineering

First and Last names, Department of …, College of Computer Science and Engineering, University of Jeddah, Jeddah, Saudi Arabia.

College of Computer Science and Engineering Departments:

College of Computer Science and Engineering كلية علوم وهندسة الحاسب	
Department	القسم
Department of Computer Science & Artificial Intelligence	قسم علوم الحاسب والذكاء الإصطناعي
Department of Cybersecurity	قسم الأمن السيبراني
Department of Software Engineering	قسم هندسة البرمجيات
Department of Computer & Network Engineering	قسم هندسة الحاسب والشبكات
Department of Information System & Technology	قسم نظم وتقنية المعلومات

Example: Mohammed Abdullah, Department of Computer Science & Artificial Intelligence, College of Computer Science and Engineering, University of Jeddah, Jeddah, Saudi Arabia.

8. Faculty of Computing and Information Technology at Alkamil

First and Last names, Department of …, Faculty of Computing and Information Technology at Alkamil, University of Jeddah, Jeddah, Saudi Arabia.

Faculty of Computing and Information Technology at Alkamil Departments:

كلية الحاسبات وتقنية المعلومات بالكامل College of Computer Science at Alkamil	
Department	القسم
Department of Information Systems	قسم نظم المعلومات
Department of Information Technology	قسم تقنية المعلومات

Example: Mohammed Abdullah, Department of Information Systems, Faculty of Computing and Information Technology at Alkamil, University of Jeddah, Jeddah, Saudi Arabia.

9. Faculty of Computing and Information Technology at Khulais

First and Last names, Department of …, Faculty of Computing and Information Technology at Khulais, University of Jeddah, Jeddah, Saudi Arabia

Faculty of Computing and Information Technology at Khulais Departments:

كلية الحاسبات وتقنية المعلومات بخليص Faculty of Computing and Information Technology at Khulais	
Department	القسم
Department of Information Systems	قسم نظم المعلومات
Department of Information Technology	قسم تقنية المعلومات

Example: Mohammed Abdullah, Department of Information Systems, Faculty of Computing and Information Technology at Khulais, University of Jeddah, Jeddah, Saudi Arabia.

10. Faculty of Education

First and Last names, Department of …, Faculty of Education, University of Jeddah, Jeddah, Saudi Arabia.

Faculty of Education Departments:

كلية التربية Faculty of Education	
Department	القسم
Department of Curriculum & Instruction	قسم المناهج والتدريس
Department of Education Administration & Fundamentals	قسم إدارة وأصول التربية
Department of Special Education	قسم التربية الخاصة
Department of Educational Technology	قسم تقنيات التعليم

Example: Mohammed Abdullah, Department of Curriculum & Instruction, Faculty of Education, University of Jeddah, Jeddah, Saudi Arabia.

11. College of Engineering

First and Last names, Department of …, College of Engineering, University of Jeddah, Jeddah, Saudi Arabia.

College of Engineering Departments:

كلية الهندسة College of Engineering	
Department	القسم
Department of Electrical & Electronic Engineering	قسم الهندسة الكهربائية والإلكترونية
Department of Industrial & Systems Engineering	قسم الهندسة الصناعية وهندسة النظم
Department of Chemical Engineering	قسم الهندسة الكيميائية
Department of Mechanical & Materials Engineering	قسم الهندسة الميكانيكية وهندسة المواد
Department of Civil & Environmental Engineering	قسم الهندسة المدنية والبيئية
Department of Architectural Engineering	قسم الهندسة المعمارية
Department of Energy Systems Engineering	قسم هندسة نظم الطاقة
Department of Water Sustainability & Desalination Engineering	قسم هندسة استدامة المياه والتحلية

Example: Mohammed Abdullah, Department of Architectural Engineering, College of Engineering, University of Jeddah, Jeddah, Saudi Arabia.

12. College of Languages and Translation

First and Last names, Department of …, College of Languages and Translation, University of Jeddah, Jeddah, Saudi Arabia.

College of Languages and Translation Departments:

كلية اللغات والترجمة College of Languages and Translation	
Department	القسم
Department of English	قسم اللغة الإنجليزية
Department of Translation	قسم الترجمة
Department of Nation Languages	قسم اللغات الأممية
Department of Arabic	قسم اللغة العربية

Example: Mohammed Abdullah, Department of English, College of Languages and Translation, University of Jeddah, Jeddah, Saudi Arabia.

13. College of Law and Judicial Studies

First and Last names, Department of …, College of Law and Judicial Studies, University of Jeddah, Jeddah, Saudi Arabia.

College of Law and Judicial Studies Departments:

كلية القانون والدراسات القضائية College of Law and Judicial Studies	
Department	القسم
Department of Public Law	قسم القانون العام
Department of Private Law	قسم القانون الخاص
Department of Judicial Studies	قسم الدراسات القضائية

Example: Mohammed Abdullah, Department of Public Law, College of Law and Judicial Studies, University of Jeddah, Jeddah, Saudi Arabia.

14. Faculty of Medicine

First and Last names, Department of …, Faculty of Medicine, University of Jeddah, Jeddah, Saudi Arabia.

Faculty of Medicine Departments:

كلية الطب Faculty of Medicine	
Department	القسم
Department of Surgery	قسم طب الجراحة
Department of Internal Medicine	قسم طب الباطنة
Department of Family & Community Medicine	قسم طب الأسرة المجتمع
Department of Pediatrics	قسم طب الأطفال
Department of Obstetrics & Gynecology	قسم أمراض النساء والولادة
Department of Anesthesiology & Intensive Care	قسم التخدير والعناية المركزة
Department of Basic Medical Sciences	قسم العلوم الطبية الأساسية

Example: Mohammed Abdullah, Department of Pediatrics, Faculty of Medicine, University of Jeddah, Jeddah, Saudi Arabia.

15. Faculty of Science

First and Last names, Department of …, Faculty of Science, University of Jeddah, Jeddah, Saudi Arabia.

Faculty of Science Departments:

كلية العلوم Faculty of Science	
Department	القسم
Department of Biology	قسم علوم الأحياء
Department of Physics	قسم الفيزياء
Department of Chemistry	قسم الكيمياء
Department of Biochemistry	قسم الكيمياء الحيوية
Department of Statistics	قسم الإحصاء
Department of Mathematics	قسم الرياضيات

Example: Mohammed Abdullah, Department of Chemistry, Faculty of Science, University of Jeddah, Jeddah, Saudi Arabia.

16. College of Science and Arts at Alkamil

First and Last names, Department of …, College of Science and Arts at Alkamil, University of Jeddah, Jeddah, Saudi Arabia

College of Science and Arts at Alkamil Departments:

كلية العلوم والآداب بالكامل College of Science and Arts at Alkamil	
Department	القسم
Department of Biology	قسم علوم الأحياء
Department of Mathematics	قسم الرياضيات
Department of Chemistry	قسم الكيمياء
Department of English	قسم اللغة الإنجليزية
Department of Islamic Studies & Language Skills	قسم الدراسات الإسلامية والمهارات اللغوية
Department of Communication Skills	مهارات الإتصال

Example: Mohammed Abdullah, Department of Mathematics, College of Science and Arts at Alkamil, University of Jeddah, Jeddah, Saudi Arabia.

17. College of Science and Arts at Khulais

First and Last names, Department of …, College of Science and Arts at Khulais, University of Jeddah, Jeddah, Saudi Arabia.

College of Science and Arts at Khulais Departments:

كلية العلوم والآداب بخليص College of Science and Arts at Khulais	
Department	القسم
Department of Biology	قسم علوم الأحياء
Department of Mathematics	قسم الرياضيات
Department of Chemistry	قسم الكيمياء
Department of English	قسم اللغة الإنجليزية
Department of Islamic Studies & Language Skills	قسم الدراسات الإسلامية والمهارات اللغوية
Department of Communication Skills	مهارات الإتصال

Example: Mohammed Abdullah, Department of Mathematics, College of Science and Arts at Khulais, University of Jeddah, Jeddah, Saudi Arabia.

18. College of Social Sciences

First and Last names, Department of …, College of Social Sciences, University of Jeddah, Jeddah, Saudi Arabia.

College of Social Sciences Departments:

كلية العلوم الاجتماعية College of Social Sciences	
Department	القسم
Department of History & Archaeology	قسم التاريخ والآثار
Department of Geographic Information Systems	قسم نظم المعلومات الجغرافية
Department of Psychology	قسم علم النفس
Department of Social Work	قسم الخدمة الإجتماعية

Example: Mohammed Abdullah, Department of Social Work, College of Social Sciences, University of Jeddah, Jeddah, Saudi Arabia.

19. College of Sport Sciences

First and Last names, Department of …, College of Sport Sciences, University of Jeddah, Jeddah, Saudi Arabia.

College of Sport Sciences Departments:

كلية علوم الرياضة College of Sport Sciences	
Department	القسم
Department of Physical Activity	قسم النشاط البدني
Department of Sports Health	قسم الصحية الرياضية
Department of Sport Management	قسم الإدارة الرياضية

Example: Mohammed Abdullah, Department of Sports Health, College of Sport Sciences, University of Jeddah, Jeddah, Saudi Arabia.

20. Faculty of the Holy Quran and Islamic Studies

First and Last names, Department of …, Faculty of the Holy Quran and Islamic Studies, University of Jeddah Jeddah, Saudi Arabia.

Faculty of the Holy Quran and Islamic Studies Departments:

كلية القرآن الكريم والدراسات الإسلامية Faculty of the Holy Quran and Islamic Studies	
Department	القسم
Department of Qara'at	قسم القراءات
Department of Quran Sciences	قسم علوم القرآن
Department of Islamic Studies	قسم الدراسات الإسلامية

Example: Mohammed Abdullah, Department of Islamic Studies, Faculty of the Holy Quran and Islamic Studies, University of Jeddah, Jeddah, Saudi Arabia.

21. Applied College

First and Last names, Department of …, Applied College, University of Jeddah, Jeddah, Saudi Arabia.

Example: Mohammed Abdullah, Department of …..,, Applied College, University of Jeddah, Jeddah, Saudi Arabia.