University of Martyr Sheikh Larbi Tebessi

Faculty of Law and Political Science

A pedagogical publication entitled:

Methodology of Legal Sciences:
(Techniques for preparing scientific research)

Intended for second-year law students

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Definition of the scale

Level : Second year, common core, Bachelor of Laws

Sixth : Third

Education Unit: Methodology

Course : Methodology of Legal Sciences (Techniques for (Scientific Research

Factor: 1

Balances: 6

Objectives of the scale:

Consolidating previous gains -

The student should understand the stages and steps of preparing- .scientific research

Scale content:

The first axis: The concept of scientific research, its characteristics .and types

.**The second axis**: Stages of preparing scientific research

- Choosing a research topic: selection factors, defining the research .problem, and determining the research title
- Research plan or division
- Collection of scientific information and documents
- Reading and writing
- Writing: Rules of Quotation and Footnotes
- **Third axis**:Final output of the research

Introduction:

The process of completing and preparing scientific research in the field of legal and administrative sciences, like the rest of the branches and types of natural, mathematical and other social sciences, is subject to strict and precise practical, technical and logical procedures, methods and techniques that must be followed carefully and accurately in order for the ,scientific research to be prepared and completed in a sound, successful .rational and effective manner

These practical, technical, and logical procedures and methods related to preparing scientific research are at the heart of the application of methodology in its broadest sense. It should also be noted here that scientific research encompasses a wide range of topics, including all ,systematic and objective scientific reports such as undergraduate theses .master's theses and graduate studies, and other reports

The process of conducting and preparing scientific research in the field of legal and administrative sciences, like other branches and types of natural, mathematical and social sciences, is subject to strict and precise practical, technical and logical procedures, methods and techniques, These must be followed carefully and accurately so that scientific research can be prepared and completed properly, successfully, rationally and effectively.

We will divide this study into three main sections:

.First axis: The nature of scientific research

. second axis: Stages of preparing scientific research

. Third axis: The final output of the research

First axis: The nature of scientific research

Scientific research is the basis for understanding and interpreting the .phenomena and problems that humans face and finding solutions to them ,It is therefore a means of survival and adaptation to the environment including its factors, challenges, and others. Moreover, the development and progress of scientific and technological societies is closely linked to the integrity of scientific research in terms of accuracy, objectivity, and intensity (method, means, and approach). Through it, many problems can be solved, many secrets of phenomena can be unraveled, and they can be .understood correctly

First : The concept of scientific research

Through scientific research, man seeks to discover the truth about a particular subject and to know the rules that govern it. Therefore, passing observations and discoveries by chance are not considered scientific research. The facts of scientific research are considered relative and not Research is subject to practical and mental processes and steps [1] absolute that determine the path and way of the mind in its interpretation and deduction of facts and its transition from one judgment to another .

1-Definition of scientific research

Research means the process of investigation and making intellectual effort in order to answer a problem, or it is the set of intellectual activities .that a person makes in order to reach knowledge

Science: It is organized and structured knowledge that arises from observation, study, and experimentation, and which is carried out The purpose is to define the nature, foundations, and principles of what is being studied, which is also: Science: It is a branch of knowledge or study

[1] *,Ahmed Abdullah Al-Lahlah, Mustafa Mahmoud Abu Bakr, Scientific Research (Its Definition .Steps, Methods), University House, Alexandria, 2002, p. 30*

that is concerned with organizing and establishing facts, principles, and methods through experiments and hypotheses.[1].

Science, on the other hand, is a systematic approach that builds knowledge in the form of hypotheses and explanations that are testable and experimental. Therefore, the definition of scientific research is: the systematic investigation, following specific scientific methods and approaches, of scientific facts with the intention of verifying their accuracy and modifying them by change or addition[2].

Ramal and Blin define it as "the systematic use of a number of specialized methods and procedures to obtain a more effective solution to a problem than could be obtained through other, less specialized " .[3] methods

Or it is: an organized scientific activity, a way of thinking, and a method of looking at facts in an effort to uncover truths, relying on objective methods in order to know the relationship between facts, and to .deduce general principles and general explanatory laws

In conclusion, scientific research is an organized and intentional activity that relies on specific scientific methods and approaches aimed at discovering or verifying facts, interpreting phenomena, and finding solutions to problems. Scientific research is distinguished from other forms of thinking by the fact that it proceeds according to clear and .specific methodological steps

2-**Objectives of scientific research**

Given that scientific research is a means of producing scientific knowledge and understanding phenomena and problems, it contributes to

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[1] *Sami Muhammad Malham, Scientific Research (Its Definition, Steps, Methods, Modern .Concepts), University House, Alexandria, 2002, p. 10*

[2] *Kamal El-Din El-Dahrawi , Practical Research Methods in the Field of Accounting, Dar Al- .Jami'a Al-Jadeeda Publishing House, Alexandria, 2002, p. 08*

[3] *. Rummel, UF, and Ballaine , WC, research methodology in busines , USA, harper and rowpublishers , 1963, p02.*

achieving a set of goals, which are as follows[1] :

Therefore, scientific research is a method used by the researcher in order to Understanding and interpreting phenomena in terms of their causes and the way they occur.

Developing or correcting existing facts and relationships

Searching for new facts, relationships, and laws -

.Testing and verifying the validity of existing facts and relationships -

:This is for the purpose of

Understanding the method, manner, and conditions of development - .and change

Understanding the components of the phenomenon and the - .relationships that connect it with other phenomena

.Identifying and measuring the behavior of phenomena -

.Knowledge of the laws and relationships that govern phenomena -

:These objectives can be summarized in four functions

-**Description :**any a description The phenomenon or The problem In a way precise

- **Interpretation** : Defining Factors And the reasons that Leads to occurrence phenomena

- **Prediction** An Attempt Prediction In what may It is happening in the future building on data Scientific

: Control situation Solutions practical control in The phenomenon or The problem studied.

3. Characteristics of scientific research

Scientific research is characterized by a set of features, which we :summarize below

[1]. *Rabhi Abdul Qader Al-Jadili , Scientific Research Methods , 2011 , p. 10 .*

- **Scientific research is organized and controlled** : Scientific .research is not done arbitrarily but according to specific procedures

- research **is both theoretical and applied research** : Scientific research begins with a problem and a set of hypotheses that must be tested .and tried to arrive at the answer

- **Scientific research is characterized by objectivity** : subjectivity - .and bias must be avoided when conducting scientific research

- **Scientific research is precise** : Scientific research is precise in - terms of expressions and words, and there is no ambiguity in it. Even in cases where the research does not reach a conclusive result, the researcher .clearly highlights the possibilities

- **Scientific research is interpretive research** : where scientific - research seeks to explain phenomena in order to arrive at the formulation .of scientific laws and theories

- **Scientific research seeks to disseminate information** : This is to - make information more accessible to those addressed by scientific .research

- **Scientific research seeks to predict:** Scientific research does not - stop at hypotheses and the formulation of theories, but goes beyond that to interpreting them and seeking to establish fixed laws applicable in .other situations

- **Scientific research is cumulative** : thatis ,research New adoption on what .It preceded it

Second : Types of scientific research

Scientific research varies and is diverse according to the fields and nature of the phenomena and areas studied, but overall it can They are .classified into three basic types regardless of their nature

1. Scientific research by purpose

A.Theoretical (Basic) Scientific Research[1] -

This is more common in literary and social scientific topics in the **:** .humanities such as literature, history, philosophy, law, etc

B.Experimental (Applied) Scientific Research[2]

This is the application of the results obtained in theoretical scientific : research. This scientific research is based on the experimental method, which is based on setting hypotheses and verifying them .through experimentation and observation

In addition to the above, several types of research can be distinguished by considering the foundations that can be adopted in this :[3] regard, as shown below

- According to the objective: or according to the direction of the - research in dealing with the scientific phenomenon. Here, a distinction can be made between descriptive research, predictive research, and .standard research

- ,According to location: any location where the study is conducted - .and we distinguish between field research and laboratory research

- Depending on the nature of the data used in the study, we .distinguish between qualitative and quantitative research

- According to the modes of thinking: that is, the path or direction - that the mind takes in interpreting phenomena and reaching final conclusions. Here we distinguish between deductive research and .inductive research.

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[1] *,Mahfouz Joudah, Scientific Research Methods in the Field of Administrative Sciences . .previously mentioned reference, p. 22*

[2] *Jalal Muhammad Al-Nuaimi, Scientific Research in Business Administration Using Computer . .Technologies, Ithraa Publishing and Distribution, Jordan, First Edition, 2008, p. 23*

[3] *Ahmad Suleiman Awda, Fathi Hassan Malkawi, Fundamentals of Scientific Research in . .Education and Humanities, Yarmouk University, Jordan, 1987, p. 6*

3. Scientific research by specialization (according to academic - degree)

- **A- Training research:** This is the research that students in universities and institutes conduct during their course of study in order to train them in scientific research. The topics in it are suggested by the professor, and the latter corrects the research that his students conduct .under his supervision

- **B- Graduation Research:** The graduation research is the research .that the student undertakes to obtain a bachelor's degree in universities

- **C- Master's thesis:** This research is considered the highest level of graduation research. Its purpose is to improve and expand knowledge and to test the student's ability to conduct scientific research while respecting .the scientific methodology

- **D- Master's thesis:** A research project undertaken by Master's students in the classical system, considered as preparation for the doctoral dissertation. It is a relatively long research project in which the student attempts to address new topics that have not been researched before in .order to study them scientifically

- **E- Doctoral thesis:** It is a high-level scientific research conducted by a research student in a specific field, in which he chooses an original topic that has not been previously studied, in order to obtain scientific results that serve the specialization, and it is discussed before a .specialized committee of professors

- **The article:** a short research paper in which the researcher studies a specific topic in general or examines a specific detail, where the number of pages of this type of research does not range from 10 to 30 pages or .more

Third : The importance of scientific research

The importance of scientific research, and in particular legal ,scientific research, lies in reaching the truth, interpreting phenomena and obtaining the best solutions to legal problems. Thus, he was able to formulate and build important objective and scientific knowledge that enabled him to understand and control the secrets of phenomena of all kinds. Therefore, the importance of scientific research is great and can [1]:be summarized in the following points

Scientific research opens up broad horizons for the researcher to discover different phenomena in the field of natural, social and human sciences, by relying on primary and secondary sources of information .and data

Scientific research is the means by which societies can overcome obstacles, plan for the future, and avoid mistakes. This is based on discovering the laws and relationships that explain phenomena and .enable the prediction of their future behavior

Scientific research contributes to solving many of society's .problems

Based on the above, scientific research is considered a fundamental means for economic, social, scientific and technological development and progress. It is a means for the advancement of peoples and societies, achieving well-being and increasing human ability to exploit .nature and control its phenomena

As for law students, the importance of scientific research is evident :in the following

Teaching the student the fundamentals of the scientific - methodology in presenting legal problems with the aim of reaching a .conclusion

[1] .*Rabhi Abdul Qader Al-Jadili , Scientific Research Methods , 2011 , p. 10 .*

- Teaching the student how to search for information from various sources and references.

- To accustom the student to arranging the information obtained in a systematic order, and to organizing his ideas in order to present them in a clear and logical manner.

- Training the student in the legal style of writing, based on accuracy, brevity and analysis.

- Reinforcing the concept of scientific integrity and staying far away from scientific plagiarism.

From the above, we conclude that scientific research is a tool or method for analyzing information and knowledge related to a particular subject or phenomenon with the aim of understanding it and arriving at the truth. Scientific research, in its various forms, is characterized by numerous features that distinguish it from other concepts.

The second axis: Stages of preparing scientific research

The process of preparing and completing scientific research involves several sequential, consecutive, integrated, and consistent stages in the .formation and construction of scientific research and its completion

,These stages must be undertaken one after another with great care seriousness, patience, calmness, accuracy and depth by the scientific researcher, until he reaches the result of preparing the complete scientific .research

The stages of scientific research are: problem identification and topic ;selection; collection and compilation of relevant scientific documents ;reading and reflection; division and categorization of the topic information storage; and drafting and editing. These stages will be :addressed in the following sections

First : The stage of selecting the topic and defining the research problem

Second : The stage of collecting scientific information and . documents (bibliography)

.Third : The reading stage

.Fourth : The stage of dividing and classifying the topic

Fifth : The stage of collecting and storing information . (documentation)

.Sixth : The writing stage

First : The topic selection stage

The process of choosing a scientific research topic is the process of identifying the scientific issue or problem that requires a scientific solution from several scientific hypotheses, through study, research and ,analysis to discover the scientific truth or facts related to the problem interpret them and use them to solve and address the issue and problem .presented for scientific research

The selection of a research topic is considered one of the first and most difficult and precise stages of preparing scientific research, due to .the multiplicity and difference of the factors and criteria for selection ,There are several subjective psychological, mental, social, economic ,professional, and objective scientific, legal, and administrative factors criteria, and standards that control the process of selecting a research topic in general and the research topic in the field of legal and [1] administrative sciences in particular[(1)] .

1.Criteria for selecting a research topic

In order to rationalize the process of selecting a scientific research topic, and to guide and direct the emerging researcher within the scope of this selection process, it is necessary to address the subjective and objective factors and criteria that lead and control the process of selecting a scientific research topic in general, and the scientific research topic in .the field of legal and administrative sciences in particular

A- Subjective criteria for selecting a scientific research topic

The process of choosing a scientific research topic is governed and controlled by several subjective factors, criteria, and standards related to the researcher's psychology, the extent of his scientific readiness and ability, the quality of his scientific specialization, the nature of his position and professional and functional status, as well as his social and .economic circumstances.

- **Subjective psychological preference in choosing a scientific research topic(La Préférence Personnelle)**

The factor and standard of the researcher's subjective psychological desire to be inclined and preferential in choosing a topic over other topics to be the subject and focus of the scientific research that will lead and prepare it is a fundamental and essential factor among the factors and standards for choosing a scientific research topic that must be respected

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[(1)] Dr. Ahmed Shalaby, How to Write a Research Paper or Thesis, Cairo, Egyptian Renaissance .Library, Ninth Edition, 1976, pp. 31-40

and taken into account in the stage of choosing a scientific research topic by the researcher himself and by both the supervising professor and .public and private higher education and scientific research institutions

Subjective psychological desire is a valid and essential standard and measure in choosing a scientific research topic, because it achieves the process of integration and psychological and emotional connection between the scientific researcher and the scientific research topic, which leads to providing and achieving many psychological factors and capabilities that serve the process of preparing scientific research in a .strong, vivid, serious and creative way

Thus, the process of psychological and emotional connection between the scientific researcher and the subject of scientific research ,leads to the generation and provision of several advantages, elements ,and mechanisms of creativity and innovation, perseverance, patience suffering, deliberation , reasonable enthusiasm, absolute sincerity, and .complete sacrifice for the scientific research that he is preparing

If the scientific research process is a difficult and harsh process that requires sacrificing diligence, nerves, and the strength of the senses, as ,well as sacrificing the pleasures of psychological and social life, money and the precious time of a person's life, then the factor of respecting the subjective psychological desire of the scientific researcher in choosing the topic of scientific research that he will undertake creates an element ,of psychological and emotional connection between him and the topic which generates in him a spirit of automatic psychological acceptance of all kinds of sacrifice in order to prepare his scientific research in an .excellent scientific manner

,If the talents of creativity, innovation, perseverance, patience courage, calmness, and dedication to scientific research are subjective .psychological qualities of the scientific researcher

Respecting and taking into account the factor and standard of subjective psychological desire and generating the factor of

psychological and emotional connection between the scientific researcher and the subject of scientific research stimulates and activates the latent talents of these to serve the process of preparing scientific .research in a scientific, objective, creative and complete manner

To achieve the process of compatibility between the requirements of the scientific research policy officially adopted by public and private training and scientific research institutions, a list of specialized scientific topics that are carefully selected and studied must be adopted within the .framework of the national higher education and scientific research policy After that, the freedom to move and choose or adopt topics automatically by the scientific researcher is left to the subjective psychological desire ,of the scientific researcher within the framework of the various guidance awareness and persuasion processes by the supervising professor and .public and private higher education and scientific research institutions

The factor and standard of subjective psychological desire in choosing a scientific research topic is considered an important measure among other subjective and objective measures that the scientific researcher, the supervising professor, and public and private higher .education and scientific research institutions must respect carefully.

- Personal Aptitudes and Capabilities

Among the subjective factors and criteria that control the process of choosing a scientific research topic is the factor and criterion of the extent of the availability of the scientific researcher's personal preparations and capabilities, which must be respected and taken into account carefully and seriously by the scientific researcher first, and by the supervising professor and public and private higher education and scientific research institutions second, in order to ensure the smooth progress and success of .the scientific research process on a particular topic

The scientific researcher must have the inherent aptitudes and abilities that enable him to prepare the scientific research in an excellent manner, in accordance with the rules, procedures, laws, and conditions

of the scientific methodology that must be respected and applied in the .field of scientific research

Therefore, the researcher, the supervising professor, and the relevant scientific and educational institutions must ensure, during the research topic selection phase, that the researcher's various aptitudes and abilities .are suitable and appropriate for the chosen topic of the research process This is essential to guarantee a logical and objective start to the successful research process[1] Among the aspects and types of personal abilities . and aptitudes that must be available and carefully considered are the :following

❶ Mental abilities and skills : These enable the researcher to delve deeply into understanding, analysis, connection, comparison, and deduction when addressing and studying the aspects, elements, and facts of the subject under study and scientific research[2] The scientific . ,researcher acquires these abilities and skills through broad knowledge extensive reading, reflection, and contemplation of various documents and sources related to the subject, and through years of specialized study that qualified him to prepare the research. Scientific knowledge, practical and professional life experiences in some cases, as well as various .sources of culture and knowledge

❷ The qualities and ethics required of a scientific researcher include ,composure, keen observation, great patience and endurance, objectivity : ,courage, a capacity for sacrifice, and the talents of creativity, initiative ,and innovation, among other traits and qualities that must be ascertained ,cultivated, and developed within the scientific researcher. Furthermore these qualities must be carefully considered when selecting the nature of the research topic. This is done to ensure a suitable match between the

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[1] Dr. Ahmed Shalabi, previous reference, pp. 34-35

[2] .Dr. Abdul Qadir Al-Sheikhli , previous reference, pp. 10-11

and that Baqardaj , The Art of Scientific Research, translated by Dr. Zakaria Fahmy, and - reviewed by Dr. Ahmed Madfi Ahmed Laban, Beirut, Dar Iqraa , fourth edition, 1983, pp. 220- .251

researcher's abilities and aptitudes and the type and nature of the chosen research topic[3].

❸ Economic capabilities : There are types of topics that require the researcher to have substantial and considerable financial capabilities during the preparation of scientific research, such as conducting experiments and traveling to acquire documents and sources from distant ,and remote places, and purchasing and photocopying documents machines and tools required for the process of preparing and completing scientific research, in addition to the need for economic stability for the life of the scientific researcher and his family, so that he is free from the constraints of poverty, needs and types of economic deprivation, and is calm, comfortable and strong. Therefore, the economic capability criterion must be relied upon in choosing the topic, and this criterion must be taken into good and careful consideration by the scientific researcher himself, and by the supervising professor and public and private higher education and scientific research institutions[1].

❹ Linguistic readiness and abilities: The extent of the scientific researcher's linguistic abilities and readiness controls the choice of the scientific research topic. There are topics that require comparative studies .and require the researcher to be proficient in several foreign languages There are also topics whose sources and documents are written in specific languages. This criterion must be taken into account by the scientific researcher himself, by the supervising professor, and by higher education and scientific research bodies and institutions when choosing the scientific research topic[2].

❺ The available timeframe, as the specific duration allocated for .completing scientific research, dictates the selection of the research topic

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[3] .Professor W.. N9 Bqardaj , previous reference, pp. 220-251

,Dr. Vladimir Korgavov , Scientific Research Methods, translated by Dr. Ali Muqallad, Beirut - .Dar Al-Hadatha, no date, pp. 89-91

[1] .Dr. Ahmed Shalabi, previous reference, p. 35

,Dr. Vladimir Korgavov , Scientific Research Methods, translated by Dr. Ali Muqallad, Beirut - .Dar Al-Hadatha, no date, pp. 9-31

[2] .Dr. Ahmed Shalabi, the previous reference, pp. 34-35

There are officially and practically defined timeframes for certain types of scientific research. For example, undergraduate research projects (the undergraduate stage) must be completed within a few months to obtain a degree. Master's and postgraduate research projects must be completed within a period not exceeding one and a half years. Doctoral dissertations typically take between two and five years within the country and three years for students studying abroad. In addition, there are timeframes set for researchers by national, international, and private research institutions .and research centers

The time factor specified for the research is a criterion for choosing the type and nature of the topic that will be studied and researched. It must be taken into account accurately and carefully by the researcher, the supervising professor, and the bodies of higher education and scientific ,research institutions in the stage of choosing the scientific research topic ,so that the topic that is given sufficient and sound time can be chosen and so that the researcher can prepare the research in good and ,appropriate time conditions, and avoid the risks of disruption, imbalance .and improvisation due to the time factor specified

-The Specialisation

The researcher's specialization within a branch of science or specialized field also influences the selection of the type and nature of the scientific research topic[1] A researcher in the natural or . ,mathematical sciences, psychology, education, sociology, history philosophy, economics and finance, political science and international relations, law and administration , or medicine chooses a research topic within the scope of their general specialization, and then the circle of .specialization and choice narrows within that specialization

Thus, we find that the researcher in the field of legal and administrative sciences chooses their research topic within the general scope of legal and administrative sciences, and then selects a specific

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.Dr. Vladimir Korgavov , previous reference , pp. 28-30 -

[1] Simone Dreyfus, op.cit.p. 80.

research topic within their narrower branch of specialization. The researcher may specialize in public law or private law – according to the traditional division of law – or in international law and international relations, or in administrative law and administrative sciences, or in criminal law and criminology, or in constitutional law and political ,science, or in Islamic law, or in civil law, or commercial law. Therefore they must choose a topic within the scope of their general and narrower .specialization

The researcher's specialization is a fundamental criterion in choosing a scientific research topic. The researcher, the supervising professor, and the bodies of higher education and scientific research institutions must carefully and seriously respect this criterion in the stage of choosing a .scientific research topic.

- Job title and professional specialization

The nature of the work center and the professional specialization of the researcher controls and influences the process of choosing the type of research topic, as the researcher chooses the topic from the scope of the professional job for personal reasons in order to deepen his information and knowledge about his profession, and to use the results of his research to improve and develop his profession and work in a way that allows him ways of professional, social and economic advancement and glory[1] .

The university professor-researcher chooses his topics from among the prescribed materials at the undergraduate level (undergraduate stage) and at the postgraduate and doctoral level (postgraduate stage), to carry out the scientific research process for training. The lawyer and the judge carry out his research in the practical and applied scope of law (applied scientific research in the scope of law). The researcher in the scope of specialized scientific research bodies chooses the scientific research topic ...that suits his position and professional function as a primary researcher .and so on

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[1] *Simone Dreyfus, op.cit.p. 8 2-83.*

The factor of scientific and professional specialization plays a major role as a criterion in choosing the topic of scientific research. The researcher himself, the supervising professor, and the training and scientific research bodies must take this consideration into account with .all care and seriousness

b) Objective criteria for selecting a scientific research topic

In addition to subjective factors and criteria, there is a set of objective factors and criteria upon which the process of choosing a scientific research topic depends. Among the most important of these objective ,factors are the scientific value of the research topic, the foundations ,objectives, and axes of the scientific research policy of the bodies authorities, and scientific institutions that officially supervise the process of preparing scientific research, the status and quality of scientific research among the types of scientific research and studies, and the extent of availability of scientific documents and sources for the scientific research topic. These objective factors and criteria control both the researcher and the supervising professor, and the bodies of higher education and scientific research institutions in the stage of choosing a .research topic.

- The scientific value of the research topic

The scientific value of the subject of scientific research and the value of the results of scientific research in practical life, such as formation and solving existing social and economic problems, control the process of choosing the subject of scientific research[1] .

The selection in the field of scientific research processes is for topics of excellent theoretical and applied scientific value, according to objective standards and criteria that stem from the nature of the scientific specialization, and from the sum of values, advantages and benefits achieved by the results of researching the topic, uncovering the scientific .facts related to it, controlling them and exploiting them in practical life

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[1] *.Dr. Ahmed Shalabi, previous reference, p. 33*

The researcher, the supervising professor, and the public and private higher education and scientific research institutions cooperate in selecting a valuable scientific topic worthy of scientific research and in devoting valuable time, money, and effort to studying and researching it .scientifically by the researcher

Within the field of legal and administrative sciences, there are many new and renewed topics with theoretical and practical scientific values that are alive and useful in all areas of public and private life. These topics must be continuously monitored and addressed in the form of scientific .research

Given the connection and strong interaction of legal and administrative sciences with national, international, economic, and social life, this constantly leads to the generation of many international and national problems of an economic, social, political, and legal nature that .require scientific legal solutions in addition to other scientific solutions Therefore, these problems must be monitored and adopted as living topics for valuable and useful scientific research for the researcher himself and for human and national public life, within the scope of clear and precise scientific standards, and under a known scientific research .policy.

- Foundations, objectives, and axes of the adopted scientific research policy

It is also considered among the objective factors and criteria that control and establish the process of choosing a scientific research topic ,the general and official scientific research policy with all its foundations goals and axes, if it exists, of course. Given the connection of scientific research in all its types, forms and levels to national and international public life, and given the connection, integration and interaction of the formation and scientific research processes with the economic, social and political life in the country, there are general and private policies for scientific research to link and integrate the means, efforts and results of scientific research with the directions of the prevailing scientific research

- policy and direct the scientific research processes that it supervises directly or indirectly - to respond to the foundations, goals and axes and .general and private scientific research policy

Therefore, the existence of a national, international or private public policy for scientific research serves as a criterion that controls the [1] selection of the topic of scientific research[(1)] .

The Algerian state adopts in its charters, policies, general programs and national plans the principle of linking, interacting and integrating the processes of training and scientific research with the requirements of public life and national development programs and policies in all economic, social and political fields. Therefore, training and scientific research institutions, the supervising professor and the scientific researcher must take into account, when choosing a research topic, the foundations, objectives and axes of the scientific research policy in Algeria, without sacrificing the values of freedom of thought and scientific life in the country, and without sacrificing the values of openness to the world of global human creation and innovation[(2)] .

-The place of research among other types of scientific research

The quality and status of the scientific research to be prepared among other types of scientific research also controls the determination and selection of the scientific research topic. Scientific research may be in preparation for graduation and obtaining a bachelor's degree in some specializations, and scientific research may be in the form of preparing a master's thesis or postgraduate studies, and a third-degree doctorate, and it may be in the form of scientific research for promotion in some jobs and scientific and professional degrees, and it may be in the form of an

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(1) .Dr. Vladimir Corgnon , Scientific Research Methods, previous reference, pp. 37-93

(2) See the principles, objectives and axes of the general policy for scientific research in the Algerian system, the National Charter, ratified in 1976, pp. 91-105. And enriched in 1986, Official .Gazette of the People's Democratic Republic of Algeria, No. 7, issued on February 16, 1986, p .154

,experience study submitted to research offices, institutions, laboratories research, production and work in various[1] .

Naturally, the topics of graduation theses at the undergraduate level (undergraduate stage) differ from the topics of research for master's theses, postgraduate studies, advanced studies, and third-degree doctorates. The latter, in turn, differ from the topics of research for doctoral dissertations. The topics of academic scientific research differ from the topics of scientific research prepared for laboratories, scientific .research institutions, study offices, workshops, and production

The quality and status of the research to be prepared and completed among other types of scientific research and studies determines the .appropriate topic for the scientific research to be prepared.

- Availability of scientific documents related to the research

The availability or lack of various scientific documents related to the subject of scientific research often controls the determination and selection of the type of scientific research topic. The topics, issues, and problems raised vary to varying degrees in terms of the quantity of various scientific documents and sources related to them and all their correct scientific aspects. There are topics with few scientific sources and documents that reveal the scientific truth related to them, and there are topics with few scientific documents related to their scientific facts and secrets, and there are topics rich in original scientific documents and sources that tempt one to choose them, study them, and build a new innovative scientific research by exploiting, examining, criticizing, and analyzing all the scientific documents related to them[2] .

The availability of scientific documents and sources related to the subject is a fundamental and essential factor and criterion in determining and choosing the subject of scientific research, because without the availability of documents, sources, and scientific references that include

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[1] *Simone Dreyfus, op.cit , pp.78-79.*

[2] *.Dr. Ahmed Shalabi, previous reference, p. 33*

all aspects, facts, and secrets of the subject, the researcher cannot have what is known methodologically as (the system of analysis), that is, the set of knowledge, information, ideas, and facts stored in the researcher's mind that enables him to study, analyze, and synthesize the subject of the scientific study and research in a deep, complete, and objective scientific .study and research

Therefore, the availability and existence of scientific documents and sources related to the subject must be respected by the researcher, the supervising professor, and the responsible scientific bodies in public and .private training and scientific research institutions

These are the most important subjective and objective factors and ,criteria that control the process of choosing a scientific research topic which must be taken into account carefully, thoroughly and seriously at the topic selection stage:.

Second:Defining the research problem

The problem is of great importance in scientific research , as the research revolves around it and its course, methodology and objectives are built upon it. It also controls and directs the researcher's work and .gives legitimacy to the research:

1.Defining the problem

A research problem is defined as a question or inquiry posed by a researcher regarding a specific issue or ambiguous topic, prompting further investigation to find a solution or explanation. Alternatively, it can be defined as a question that arises in the researcher's mind concerning a complex subject requiring clarification . The process of questioning begins with the researcher's awareness and understanding of the problem, which naturally leads to the selection of the topic and the .formulation of the title

From the above, it can be said that a problem is a perplexing question that confronts the researcher, prompting them to investigate and find a solution , and leading them to employ scientific methods and approaches

,to resolve the issue. It is an obstacle that stands in the researcher's way .or in the way of fulfilling human needs

Summary : The problem is the main motivation for researching a particular topic. It is translated into the form of a question. The problem begins with the researcher’s feeling that there is a problem, up to the final .formulation of it. Therefore, the problem is broader than the issue

2.Sources of inspiration for the problem

The problem does not arise from a vacuum; rather, there are factors :and sources that contribute to its formation, including in particular

- Field of specialization
- Reading scientific sources and references
- Personal experience
- Attending scientific demonstrations
- Research and discussion sessions

3.Specifications of a sound problem -

When formulating the problem statement, the researcher should :ensure that it is

- Clear, specific, and understandable (not general, metaphysical, or (impossible
- .Concise and uncomplicated, without being lengthy or rambling
- ?Shouldn't it be too wide and difficult to control
- Authenticity and innovation
- To understand all elements of the plan
- :It is formulated as a single question: we use the following forms ?Why? What? How? Is it
- .Avoid repeating the research title in the form of a question.

4-**Formulating hypotheses**

A- Definition of the hypothesis: A hypothesis is a proposed ,explanation (answer) between two variables: the independent variable

which is the cause, and the dependent variable, which is the result. It is therefore a tentative (possible) explanation for the problem or .phenomenon under study

The hypothesis is used in legal sciences as in other branches of the .humanities and social sciences (in fact, very few)

b) The importance of using hypotheses

- Reaching a conclusion on the causes and factors related to the . phenomenon (worthy of in-depth research and studies)

- Guiding the researcher towards the optimal investment of his . efforts, and accurately defining the field of research

- . A structured framework for analyzing data and interpreting results

C- Conditions for formulating hypotheses

- . Clarity and brevity

- . It should be related to the research objectives and its problem

- . Testable

- Use one of the following forms: negation, affirmation, declarative . form, interrogative form

D- Sources for formulating hypotheses

The researcher's general and specific area of specialization -

The researcher's imagination, which helps him to devise and predict .hypotheses

Personal experience and lessons learned-

Previous research and studies .....etc

Third : Setting the title and research plan

1-Defining the research title and its conditions

The title is the expression of the subject and its front, and the title may be simple (not compound): such as juvenile delinquency in Algerian

legislation , or it may be compound : such as juvenile delinquency in . Algerian legislation and its impact on society

:must be observed

- Accuracy, clarity, and relevance to the subject matter

- Focus and brevity

- Relationship (connection) to the topic

- Novelty, innovation, and avoiding routine and repetitive themes as .much as possible: these are relative matters

- .Stimulation: It arouses attention without causing excitement.

2- **The research plan** : It is the structure and building of the research upon which it is based , or it is the design for dividing the research ,into main and sub-parts, arranged in descending order: chapter .section, topic, requirement, branch, item, first and second, etc

Conditions for preparing the plan: A set of conditions must be - :taken into account

- ,It should be consistent with the research title, its problem statement .and its hypotheses

- The sequence and interrelationship between the parts of the plan, as . well as between the elements of each part

- . A significant balance between form and content

- Creativity in titles and avoiding repetition and copying of what is . found in commonly used references.

Fourth: The stage of research and collection of scientific documents

After the stage of selecting the subject of scientific research, and carrying out all administrative procedures to register it officially with the competent authorities, comes the stage of searching for various documents, which includes all the information and knowledge related to the subject of research. the collection and organization of these documents

on the basis of a deliberate methodology for subsequent exploitation by inventorying and extracting all the information, facts and knowledge that make up the subject of the research.

The stage of searching for documents, collecting and arranging them is called the " documentation process" or "bibliography", a process that has its origins, bases and objectives, methods, methods and procedures technical and practical various[1], and here is no room for exposure to the details of this process, the focus and attention will be limited to identifying the types of documents, sources and references containing information, facts and knowledge of the subject matter of scientific research and their location, and the means of obtaining them in scientific research in general and scientific research in the field of legal and administrative sciences in particular.

The research and collection stage will be clarified by first addressing the meaning of scientific documents, indicating the types of scientific documents, then determining the whereabouts of scientific documents, as well as indicating the means of obtaining public documents, as follows:

- Meaning of scientific documents.
- Types of scientific documents.
- Location of scientific documents.
- Means of obtaining scientific documents.

1. The meaning of scientific documents

The linguistic, terminological and methodological implications of the term documents have already been discussed in chapter V of the first part of this study, and it is sufficient here to add the general meaning of public documents by stating that scientific documents are a subject of scientific research. all primary and secondary sources and references containing or containing all material, information, facts and knowledge constituting the subject, which together constitute the energy of intellectual, mental and

[1] . *Dr. Ahmed Badr, previous reference, pp. 109-217.*

media production in the field of education and scientific research, and these scientific documents may be manuscript, printed, audible or visible[1].

2. Types of scientific documents

Scientific documents related to the subject of scientific research in a branch of the scientific specialization are many and varied, such as books and official documents, periodicals, dictionaries, encyclopedias and knowledge circles, reports and results of field research, records of interviews and results of surveys, notes, scientific letters, special scientific correspondence, etc.

There are several bases and criteria on which to arrange and classify scientific documents, such as the Hagai criterion, the time criterion, the objective criterion teleological, the criterion of novelty, originality and informational value in building the subject of scientific research, etc.(1)

A-**Initial, original and direct documents:**

Original or direct scientific documents are those documents that contain, in principle and directly, the original facts and information related to the subject, without the use of documents and intermediate sources in the transmission of this information, and some call this type of document the term "sources".

The types of primary, original and direct documents in the field of legal and administrative sciences are:

1-Public and private legal instruments, national and international.

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[1] *.Refer to Chapter Five of Part One of this study to learn about the types of documents in general. Also note the difference between the terms: Document, Sources, and References.*

The authors differ in their use of these three terms. Some mean by documents only official sources and references, by sources they mean primary or original references, and by references they mean secondary, not original, sources. Methodologically, we see that the term "documents" is more accurate, general, and comprehensive than "sources" and "references," as it includes all primary, original, and secondary non-original sources and references.

(1) *For details on indexing and arranging references, see Dr. Ahmed Badr, previous reference, pp. 140-217, and Dr. Fakher Aqel, previous reference, pp. 240-253.*

2-Minutes, decisions and recommendations of the bodies of the main public institutions such as the political institution, the legislative institution, and the executive institution.

3-Various laws, laws and regulatory texts.

4-Contracts, agreements and treaties formally concluded and ratified.

5-Certified certificates and correspondence are official.

6-Official rules, principles and jurisprudence.

7-Results and reports of investigations, interviews and public opinion polling.

8-Official statistics.

B-Non-original and indirect documents " secondary documents":

Scientific documents and references that derive their scientific informational power and information from original and direct or non-original sources and documents directly of the first or second or third degree ... And so on. In other words, they are documents and references that convey scientific facts, information and knowledge about the subject in question or some aspects of it from other sources and documents. Some say that indirect or secondary scientific documents may be called " references" (1).

Examples of non-original and indirect scientific documents and references, i.e. secondary documents in the field of legal and administrative sciences, include:

1- Books and general academic legal literature specialized in a subject such as books and writings of international law and international relations, administrative law and general and specialized administrative sciences, constitutional law and general and specialized political science, criminal law and general and specialized criminal sciences, civil law books and general and specialized commercial law works.

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(1) See the debate surrounding these terms: Dr. Ahmed Shalabi, op. cit., p. 47.
Dr. Abdul Qadir Al-Shaykhli, op. cit., pp. 33-34.

2- Specialized scientific journals and articles, judicial rulings and legal and regulatory texts containing them. Examples of popular legal science journals include specialized fields in legal and administrative sciences issued by national and international legal and administrative academies and institutes and publications of the Ministry of Justice, "Bulletin of Justice", and specialized periodicals issued by bar associations and national and international associations of jurists; specialized international organizations and specialized international institutes in the field of legal and administrative sciences.

3- Academic dissertations, the collection of innovative and university scientific research and studies submitted for academic degrees such as postgraduate, master and doctoral research, promotion research of the university professor corps, and special diaries for the detection of scientific messages in libraries.

4- Official government publications in the field of legal and administrative sciences.

5- Encyclopedias Department of knowledge and dictionaries related to legal and administrative sciences.

These are the most important types of scientific documents that include information and facts about the topics of interest for research and study.

3- Location of scientific documents

Scientific documents are found in several different places according to their quality and degree of scientific and media value, in this there are some documents in government and official national and international agencies and departments, and they are found in public and private libraries, comprehensive and specialized cultural, scientific and commercial, evidenced by the catalogs of libraries and publishing houses, and specialized documents lists.

Legal and administrative science documents are found in official newspapers, in national and international public libraries, in specialized

libraries such as the libraries of faculties and institutes of legal and administrative sciences at the national and international levels, as well as in commercial libraries in markets, national and international publishing and distribution institutions, and in the libraries of official institutions in the State.

4- Means of obtaining scientific documents

The researcher obtains the scientific documents related to the research subject by means of purchase, photography or public and private lending, or by means of transport and summarization.

After the process of counting and collecting all the scientific documents related to the subject of research comes the stage of reading, reflection and reflection.

Fifth: the reading and thinking phase

The stage of reading and thinking is the processes of knowledge and understanding of all ideas, facts and information that relate to and relate to the subject of study and scientific research, and the hope and analysis of this information, ideas and facts mentally and intellectually until the generation in the mind and mind of the researcher the analytical system of the subject.

This stage of reading and meditation must achieve all its objectives and make the researcher controlling and absorbing all the secrets, facts and information of the subject and in depth in understanding them and able to deduce ideas, hypotheses, facts and theories from them.

The stage of reading and thinking can not achieve its objectives unless it is achieved and is in accordance with its conditions and rules of methodology and various objectivity, and must address in a brief summary to determine the objectives of the reading stage, and indicate its basic conditions and rules, and then determine the different types of reading, as follows:

1- the goals of the reading and thinking phase

The process of broad, comprehensive, in-depth and conscious reading of all scientific documents related to the subject and the assimilation and understanding of all information, facts and ideas contained in the relevant scientific documents, this process aims to achieve the following objectives [1]:

a) Deepen the specialization and understanding of the subject and control over its informational, scientific and intellectual aspects, by knowing, understanding and knowing all its secrets and facts, information and ideas of the subject, found in the various scientific documents related to the subject.

b) Acquire a "specialized and strong analysis system on the research topic, that is, the acquisition of a large repertoire of information, facts and ideas stored in the mind and mind of the researcher, fermented, ordered, interconnected and integrated as a result of broad reading and comprehensive, deep and conscious understanding, periods of reflection, reflection and internal analysis, this analytical system is the means of the scientific researcher to observe, experiment, analyze, construct and deduce aspects of the subject matter under study and research by developing hypotheses and drawing conclusions, theories and scientific laws [1].

c) The broad process of reading and sound thinking also aims to acquire a strong scientific method by the researcher that helps him in excellent preparation.

d) The stage of reading and thinking researcher gains the logical, scientific and methodological ability in preparing the plan of the subject, as the breadth of knowledge and the power of understanding and absorbing all aspects, facts and information of the subject, and to see the experiences of others in the documents covered by the reading process, it

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[1] *Dr. Ahmed Badr, previous reference, pp. 181-182.*

[1] *Dr. Abdul Rahman Badawi, previous reference, pp. 130-131.*

makes the researcher able to establish a good objective plan and divide the subject on objective and logical bases and into balanced, coordinated and integrated parts in structuring the subject systematically.

e) The process of reading and thinking gains the researcher a specialized artistic linguistic wealth, enabling him to formulate the research in a sound and strong scientific language, which increases the aesthetic, scientific and artistic value of the research.

f) The successful reading process supports all scientific documents related to the topic the principle of moral courage of the researcher and strengthens his personality in the research, where the researcher is considered the wealth and the large stock of ideas, information, facts, methods and methods gained by the wide reading and in-depth understanding and sober thinking.

These are the most important goals and benefits of a healthy and successful reading and meditation process.

2. Reading conditions and rules

There are several conditions and rules required by the process of sound and successful reading, must be respected in order to achieve the objectives of the previous reading statement, and the most important conditions and rules of sound scientific reading are the following:

a) The reading should be wide and comprehensive of all documents, sources and references related to the subject, and this reading should be multiple and deep understanding and knowledge[1].

b) The reader must be smart and able to evaluate the value of the documents, sources and references he reads, so that the process of reading and thinking gains the elements of rationality and effectiveness [2].

c) Attention, motivation, and focus in reading and in fully understanding what is being read [3].

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[1] *Dr. Abdul Qadir Al-Sheikhli, previous reference, p. 29.*
[2] *Dr. Ahmed Shalabi, previous reference, p. 66.*
[3] *Dr. Fakher Aqel, previous reference, p. 252.*

d) The reading process should be organized, non-improvised and random [4].

e) The process of reading and the researcher reader in the full mental health, psychological and nervous forces, so that the factors and opportunities of benefit and achievement from the process of reading are certain and many, so the researcher reader must pay attention to the conditions of health sound physically, mentally, psychologically and socially [5].

f) Should choose the appropriate times for successful and rational reading, experiments have proven not all times are valid for reading and understanding, where we make sure that the appropriate times and valid for the process of reading and correct understanding are the morning hours especially, and the hours after rest and sleep on in general, where the mind and thought of the reader is more ready, able and receptive to read, understand and achieve [6].

g) Should choose healthy, comfortable and quiet places for careful and in-depth reading, it must be chosen places or place of reading where the conditions and health and psychological conditions necessary for the comfort and tranquility of the researcher reader [7].

h) Periods of reflection and reflection should be left during or between the different readings, in order to examine, sift and analyze what is read and assimilates information, ideas and facts in the calm and purity of mind and thought, the awakening of the mind and good science fiction required [8].

i) You should stay away from the process of reading and thinking during periods of psychological, social and health crises for the researcher.

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[4] Dr. Abdul Qadir Al-Sheikhli, previous reference, pp. 29-32.
[5] Dr. Vladimir Kurgan, previous reference, pp. 9-31.
[6] Dr. Ahmed Shalabi, previous reference, p. 67.
[7] Dr. Vladimir Kurganov, Scientific Research Methods, previous reference, pp. 9-34.
[8] Professor W.A.A.B. Bqardaj, The Art of Scientific Research, previous reference, pp. 94-155.

These are some of the conditions and rules that the reader is required to respect so that the process of reading is properly and successfully and achieve the goals of reading and thinking.

3. Types of reading

Reading – based on its depth, accuracy and concentration – is divided into three types of readings, each with its functions and goals: Rapid reading and examination, regular reading, and deep, focused and specialized reading.

a) Quick reading, which is achieved by looking at the indexes of documents and their titles and topics in the lists of references and various sources and lists of different documents, and also includes quick reading access to the introductions and some chapters and titles of references and documents and sources related to the subject and conclusion and indexes of topics and conclusion, and list of documents, sources and references. The objectives and functions of rapid and exploratory reading, namely, to identify topics and information related to the subject matter, to assess and evaluate the collected documents in terms of their relevance to the subject under study and research, the degree of value of the information and ideas contained in each document or source in terms of the novelty and vitality of the information in the structure of the research; rapid and exploratory reading aims to feed and strengthen the list of documents, sources and references compiled with new documents, as well as to know the breadth and prospects of the subject and its various aspects. it also aims to rationalize the process of reading and thinking, where it reveals the values, new, specialized and special documents and the general surface and old documents. both normal and related readings are concentrated on only valuable documents [1].

b) Regular reading : The reading is concentrated on the topics that have been discovered by rapid and exploratory reading, carried out by the researcher the reader deeply and quietly, in accordance with the

[1] *Dr. Fakher Aqel, previous reference, pp. 251-252.*

conditions and rules of reading the previous statement, and draw conclusions and extract ideas, facts and information, and then write them in the cards and files prepared for it, or make the necessary quotations in accordance with the law of quotation [1].

C. deep and focused reading: It is the reading that focuses and focuses on some documents, sources, references and information of excellent media, scientific and methodological value and is closely related to the substance of the subject under study and research. this requires depth and focus in repeated reading, reflection and reflection to follow the example of the facts, ideas and information contained in these documents as ideas, facts and information leading and moving and directed in the process of preparing scientific research [2]. Deeper and more focused reading than other types of reading requires strict adherence to the terms and rules of the preceding statement reading.

These are the types of reading that must be accomplished during the reading and thinking phase.

Once the process of reading is completed, it is necessary to leave the process of reflection and reflection on what has been read and obtained within a reasonable period of time, so that the process of fermentation of information, facts, ideas, methods and formulas acquired by the readings and interact and molded in the mind and mind of the researcher, the process of conclusion, graduation and conceptualization of the elements, parts and branches of the structure of the research subject, and the establishment of the hypotheses on which they are based, and the vision of the plan for building the structure of the structure of the subject building [3].

Then the next stage, which is the stage of building the structure of the topic and the general plan by dividing it and classifying it into progressive

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[1] Dr. Abdul Qadir Al-Sheikhli, previous reference, pp. 29-32.
[2] Dr. Ahmed Shalabi, previous reference, p. 66.
[3] Dr. Abdul Qadir Al-Sheikhli, previous reference, pp. 49.

and sequential elements on the basis of scientific criteria and logical methodology clear and integrated.

sixth: The division and classification of the topic

After the stage of reading, contemplation, and reflection, the basic ,idea of the topic, its horizons, aspects, and original, primary, secondary general, partial, public, and private elements, have matured and their features have gathered in the mind and intellect of the researcher, which helps the researcher in structuring and planning the process of studying .and researching the topic

The process of structuring, planning, and dividing a research topic is essential and vital for a researcher to prepare their work, much like the planning and design processes for construction and urban planning, or the operational maps for military commands anticipating victory in battles. Planning and dividing a research topic represents the structural framework of the research before it is fleshed out and given life through .formulation, analysis, scientific synthesis, and editing

,The process of dividing and classifying the subject and research which includes the basic, general, sub-, partial, and specific divisions of the subject, based on clear and accurate scientific and logical methodological foundations and standards, is an inevitable and vital process for preparing scientific research. The researcher proceeds ,according to the plan, division, and classification drawn up , if possible ,and prepares his research step by step and stage by stage, in regular consistent, and integrated movements and transitions until he reaches the intended scientific result to be revealed, interpreted, and communicated .at the end of the research

To clarify the content and components of the division and classification stage, it is necessary to first address the content and meaning of the division and classification of research, then to explain the ,conditions and rules for achieving the division and classification process then to identify and clarify the scientific, logical and methodological

foundations of division and classification, and finally to explain the .templates of the division and classification frameworks.

1- **The meaning and content of the division and classification of the research**

The content and meaning of dividing and classifying the research topic means and includes identifying the main and overall problem or idea of the research topic in a comprehensive, exclusive and clear manner, giving it a main title, then determining the entry point of the topic in the form of the research introduction, breaking down, dividing and arranging the main and primary idea or topic into sub-problems and sub-parts and special topics, then dividing the sub-problems and sub-parts and special ideas into fewer sub-problems and sub-parts and special topics and problems... and so on, based on precise and clear logical and scientific methodological foundations and standards, so that the division and classification form the structure and construction of the entire research, then giving it sub-parts and special titles within the scope of ,known methodological templates and forms (chapters, sections (...branches, requirements, first and second... literature... and 1, 2, 3 according to the templates and forms of division adopted by the researcher and the supervising professor[1] .

2-Conditions and rules of division and classification -2

There is a set of conditions, rules, and guidelines that must be followed and respected to establish and achieve a sound and successful ,research division and categorization plan, including these The terms :rules, and guidelines are as follows

- To delve deeply and comprehensively into reading and reflecting on all aspects, parts, branches, and points of the subject in a .good manner

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[1] *Simone Dreyfus, op ? cit , pp.139-145.*

[2] *.Dr. Ahmed Shalabi, the previous reference, pp. 41-44*

- The need to review and benefit from the plans and divisions of excellent and successful scientific research in the field of legal and administrative sciences[2] .

- Total reliance on logic, objectivity and methodology in the division and classification of the research topic in a well-established and acceptable manner[3] .

- It is imperative to take into account the new topics and .elements, both expected and unexpected, related to the research topic Therefore, the principle of flexibility in the research plan and division must be respected[4] .

- The division and classification must be analytical, vivid and meaningful, and not a collection of empty topics and titles. The division ,and classification must mention in its topics and titles the basic, general sub-, partial, general and specific, hypotheses and ideas with scientific implications and suggestions[5] .

- Repetition, overlap, and confusion between the contents and elements, topics, and main, sub-, partial, general, and specific headings must be avoided during the division and classification of the research[6] .

- The need to achieve correspondence and balance between the basic, sub-, and partial divisions horizontally and vertically, such that the number of chapters of sections and parts is equal and balanced, as well ,as the number of chapter sections, the number of chapter sub-sections the number of sub-topics, the number of sub-topics, and the number of sub-topics, and so on[1] .

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[3] .Dr. Abdul Qadir Al-Sheikhli , previous reference, pp. 52-55

[4] Simone Dreyfus, op. cit , pp. 147-148.
[5] Simone Dreyfus, op. cit , pp. 142-145.
[6] Simone Dreyfus, op. cit , p148.

3-**Foundations and criteria for division -3**

It has already been mentioned that the scientific and methodological truth is that the process of dividing and classifying a research topic must be based on sound, precise, and clear scientific, logical, and methodological foundations and standards. Otherwise, the research plan and its division and classification will become a jumbled list of headings ,that lacks any indication of the subject's meanings, hypotheses, elements parts, branches, or specificities. This obscures and complicates the study and research process, leading the researcher astray and wasting their energy, time, and resources, ultimately preventing them from reaching the correct scientific truth. For the researcher to proceed and arrive at scientific results and truth in their research with clear guidance, avoiding errors and missteps , and possessing a clear vision of the horizons and aspects of their research topic, the plan and the process of dividing and classifying the topic must be based on clear and distinct foundations and standards that differentiate the essential parts, branches, and elements (horizontally) and the subsidiary and partial parts and elements .(vertically) of the subject under investigation

If the scientific, logical, and methodological truth states that ,everything has an idea or phenomenon, and that the concept of a thing ,idea, phenomenon, or matter means stating and clarifying the genus, type ,differentia, property, and general presentation of the idea, phenomenon or matter, then the truth of things, ideas, phenomena, and matters is ,stating the common qualities and characteristics of the thing, idea phenomenon, or matter, which constitute the concept of perception[(2)] .

Things, phenomena, ideas, and legal and administrative matters have concepts, truths, rulings, and legal effects. Therefore, the scientific researcher must break down and divide the main problem or main topic into equal parts and branches horizontally, and then break down all the

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[(1)] *Simone Dreyfus, op. cit , pp. 149.*

[(2)] *See Dr. Fathi Al-Sunaity , Foundations of Logic and Scientific Methodology, Cairo, Dar Al-Nahda Al-Arabiya, 1970, pp. 52-60.*

sub-topics and problems into elements and points that are less fragmented and branched - a column - and so on until the division and classification includes all the ideas, topics, elements, characteristics, and details that make up the structure of the scientific research topic[1] .

The foundations and criteria for objective, methodological, and logical division may be the concept and the rulings, the theoretical and the applied, the systems of comparative study, the successive and successive historical stages, the arrangement of the sources of the legal ,and administrative system of the thing, idea, or legal phenomenon ,jurisprudence, the judiciary, legislation, the foundational, constitutional and ordinary law with all its branches, then regulatory legislation (administrative regulations)... The foundations and criteria for division and classification may be the whole and the part, the origin and the branch, the general and the specific, the earlier and the previous, the present and the subsequent of the things, matters, and legal and administrative phenomena under study and scientific research. These are just some examples of the objective, logical, and methodological foundations and criteria for dividing and classifying the subject of scientific research that the mind and intellect of the scientific researcher discovers as a result of his deep and broad understanding of the subject of scientific research as a result of the stage of reading, thinking, and contemplation, where the genius of differentiation and separation between the main and basic idea of the subject of scientific research, and .the parts, branches, sub-elements, partial, specific, and detailed

The division and classification of the subject of scientific research must be based on precise and clear scientific, objective, logical, and ,methodological foundations and standards. Then, each idea or topic whether primary or secondary, original or sub-, general or specific, total .or sub-, should be given a title that indicates it and suggests its content Then, it should be poured and placed into a mold and framework of

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[1] *.Dr. Ahmed Shalabi, previous reference, pp. 43-44*

,division and classification (section, part, chapter, section, topic .(... requirement, first and second, literature, or 1 and 2

3-**Frameworks and templates for division and classification**

What is meant by frameworks, templates, and images of division and classification – here – is the identification and distribution of the known methodological frameworks and templates for the various divisions ,included in the study and research plan of the subject, which are the parts ,sections, chapters, sections, branches, topics, demands, first and second in the field of legal sciences whose phenomena and ideas branch out , ... and become more complex, in comparison with the branches of other .sciences

Thus, after the researcher determines the basic and original title of his research topic, and after introducing and prefacing it, and after dividing the topic into the elements that it consists of, and limiting them horizontally and vertically, he pours and pours them into the known methodological molds and frameworks in the field of legal sciences in :particular, which are arranged, graduated and sequenced as follows ,parts, sections, chapters, sections, branches, topics, demands, first ...,second and third[1] .

The process of determining the starting point in choosing the known methodological frameworks and templates in the world of law – in particular – is controlled by whether the researcher starts with parts, or starts with sections, or starts with chapters, and then proceeds and progresses through the rest of the division and classification frameworks ,and templates, which are the topics, branches, demands, first and second and OB, 1 and 2... This is controlled by the size, quantity and quality of ,the study and research, in terms of size and smallness, length and brevity breadth and narrowness, as well as by the number of divisions, elements and titles of the division and classification structure that the researcher

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[1] *Simone Dreyfus, op. cit ., pp. 155-168.*

.Dr. Abdul Qadir Al-Sheikhli , previous reference, pp. 53-54 -

reached during the process of breaking down and dividing the research .topic

These are some facts related to the process of dividing and .classifying the subject of scientific research

Seventh:The stage of collecting and storing information

The information collection and storage phase revolves around the process of extracting and selecting information, facts, and ideas related to the research topic from various types of documents, sources, and references connected to the topic, in accordance with precise and organized technical and methodological procedures, in preparation for .the process of writing, formulating, and finalizing the research

The process of collecting and storing information is a vital and crucial process in preparing scientific research, as it embodies the .researcher's control over the media process related to the research topic ,The researcher must extract and capture all the information, knowledge and facts related to the topic that are scattered in various, numerous, and dispersed documents, sources, and references, and summarize them all concisely, concisely, and in a very organized manner on papers, cards, or files, so that he can use them wisely and effectively in editing and .formulating the research later

The researcher who collects many different documents and reads ,about many ideas, facts and information needs a process of extracting collecting and storing this stock and wealth of information, facts and ,ideas in an organized and accurate way in order to subject it to analysis synthesis and conclusion according to a specific method of scientific .research previously mentioned, during the editing and drafting stage

To clarify the information collection and storage phase, information storage methods must be explained, along with some rules and guidelines for how information is collected, compiled, and recorded in information :storage media, as follows

.First: Methods of collecting and storing information

Second: Some rules and guidelines regarding how to collect and record information.

1-**Methods of collecting and storing information**

There are two basic methods for collecting and storing information obtained from the stages of document collection and reading and thinking, namely the card method (Les fiches ou les cartes) and the file method, as well as a secondary and complementary method whose use is very limited, which is the photography method[1].

A-**Card style**

The Les fiches ou les cartes method of collecting and storing information relies on the preparation of small or medium-sized cards. These cards may be pre-prepared and obtained from libraries and stationery stores, or the researcher may prepare them himself from good paper[1].

Then he organizes them by classifying and arranging them according to the parts, sections, and titles of the research topic division and classification plan. The cards must be of equal size and prepared for recording and writing on one side only, and homogeneous groups of cards with their main title must be placed in a special envelope or box[2].

The card must contain all the information related to the document source, or reference from which the information, ideas, and facts were taken, such as the author's name, the document's title, the country and publishing house, the edition number and date, and the page number or pages[3]. The card should be written in clear handwriting, leaving spaces for the possibility of recording new ideas about the topic.

The card method is characterized by accuracy, complexity and difficulty in its use, compared to the file method, but the process of

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[1] *Simone Dreyfus, op. cit., pp. 42-64.*

Dr. Ahmed Shalabi, the previous reference, pp. 45-47, pp. 75-79.

[1] *Dr. Ahmed Shalabi, the previous reference, pp. 75-76*

[2] *Dr. Ahmed Shalabi, the previous reference, pp. 44-45, pp. 75-76*

[3] *Dr. Ahmed Shalabi, previous reference, p. 76*

choosing which of the two methods should be adopted is due to psychological considerations and factors on the part of the researcher[4].

B-**File style**

The file format consists of a thick cover designed to contain movable perforated papers. The researcher presents the file or files according to the parts and sections of the approved topic division and classification plan (sections, chapters, sections, branches, topics, demands, first, second etc.) , leaving spaces for possibilities of adding and recording new , information or possibilities of change and modification[1].

The file method has several advantages compared to the card method, the most important of which are[2]:

1- The advantage of complete control over the subject .information in terms of space

2- The advantage of ensuring that recorded information is .preserved and not lost

3- The advantage of flexibility is that it makes it easy for the .researcher to modify, change, or add to the information

4- The advantage of easy review and follow-up by the researcher .of the information, facts and ideas that have been collected and stored

These are the two basic methods for collecting and storing information from documents, sources and references. Alongside them there is the method of photography as a very exceptional method, as its use is limited to documents that contain valuable and important information, but are written in a very brief and focused manner[3].

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[4] Dr. Abdul Qadir Al-Sheikhli , the previous reference, p. 24. See the opposing opinion, which .states the superiority of the card method in use. See Dr. Ahmed Badr, the previous reference, p .183

[1] .Dr. Ahmed Shalabi, the previous reference, pp. 76-77

[2] .Dr. Abdul Qadir Al-Sheikhli , previous reference, p. 24

See the opposing view that states the superiority of the cards method, Dr. Ahmed Badr, previous .reference, p. 193

2- **Some rules and guidelines on how to collect and record information**

,The researcher must equip himself with a set of principles guidelines, and instructions that will help him gather the largest and most appropriate amount of information about the research topic in an organized and clear manner. These rules, guidelines, and instructions :include

1- The imperative of accuracy and depth in understanding the opinions and contents of documents and jurists, and of care and vigilance in capturing and recording opinions , ideas and facts in cards or files supported and reinforced by sufficient arguments[4] .

2- The researcher must carefully, accurately and vigilantly select only the information, facts and ideas that are important, essential and related to the research topic, and leave out what is considered padding and excess[1] .

3- inspirational ideas and facts must be negated by the rest of the information and parts of the subject[2] .

4- The rules and logic of classifying and arranging cards or files used in collecting and storing information must be respected[3] .

5- The principle of respecting the coherence and logical sequence between information, facts and ideas[4] .

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[4] .Dr. Ahmed Shalabi, previous reference, p. 76
[1] .Dr. Ahmed Shalabi, previous reference, p. 76
[2] .Dr. Ahmed Badr, previous reference, p. 184
[3] Simone Dreyfus, op. cit ., pp. 42-43.

EighthThe writing stage :

After the stages of choosing the topic, collecting documents, sources and references, reading, thinking and reflecting, dividing the research ,topic into categories and the stage of collecting and storing information comes the last and final stage, which is the stage of formulating and .writing the research in its final form

The process of writing scientific research is embodied in formulating and editing the results of the study and research, in accordance with precise methodological, scientific and logical rules, methods and procedures, and presenting it and informing it in clear and good ways to the reader in order to convince him of the content of the prepared .scientific research

The process of writing scientific research includes specific and defined goals, and consists of a set of premises and pillars that the researcher must respect and adhere to during the writing stage. The process of writing and formulating scientific research is governed by a set of scientific, methodological and logical rules and principles that lead and guide the researcher to the correct, clear and accurate scientific and methodological approach, which ultimately leads him to achieve the .goals of editing and formulating the results of his scientific research

To explain the meaning and content of the scientific research writing :stage, it is necessary to address the following two points

.Objectives of writing scientific research -

.The essential elements of writing scientific research -

1-Objectives of writing scientific research

The process of writing and formulating scientific research aims to achieve several scientific and methodological goals, the most important :of which are the following.

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(4) *.Dr. Ahmed Badr, previous reference, p. 184*

A- **Objectives of announcing and communicating the results of scientific research**

The primary and essential goal of the process of formulating and ,writing scientific research is to inform the reader in a scientific systematic, logical, accurate, and organized manner about the efforts and methods of preparing and completing the research, and to announce the .scientific results reached by the researcher

Writing and formulating scientific research does not aim to create excitement and achieve satisfaction and artistic, literary, aesthetic and moral pleasure for the reader as stories, novels, plays and literary articles do, but rather writing and formulating scientific research aims to achieve the process of scientific communication about the efforts, stages and results of the scientific research process that the scientific researcher [1] carried out and accomplished(1) .

B- **The aim is to present and announce the researcher's personal :opinions and ideas**

The process of editing and formulating scientific research also aims ,to convey the researcher's personal opinions and interpretations supported by logical and practical evidence and arguments, in a systematic, precise, and clear manner, in order to highlight the new scientific researcher's personality in the subject of study and scientific .research(2)

c) The goal of deducing and discovering scientific theories and laws

This is done through scientific observation, formulating various scientific hypotheses, studying, analyzing and evaluating them, with the aim of extracting legal theories or scientific laws about the subject of the study and scientific research and announcing them(3) .

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(1) *.Dr. Fakher Aqel, previous reference, p. 259*

(2) *.Dr. Fakher Aqel, previous reference, p. 259*

2-**The essential elements of writing scientific research**

To write and formulate scientific research, to write and formulate it scientifically and logically successfully, in a sound scientific manner, and with an excellent scientific style, in order to achieve the aforementioned goals of scientific research, the components of good scientific research writing and formulation must be available, and they must be respected .and adhered to by the scientific researcher

Among the most important elements of writing scientific research are identifying and adopting the known scientific research methodology and applying it in the study and research, a good scientific and methodological style, respecting the law of citation, the law of attribution and documentation and scientific integrity, the presence and appearance ,of the researcher's personality, and the introduction of new creation .renewal and innovation in the subject of scientific research

In order to clarify the components of writing and formulating scientific research in a good, accurate and more in-depth manner, it is :necessary to present and explain each of these components, as follows.

- Identifying and applying the scientific research methodology .adopted in the study and research

-.The style in writing and formulating scientific research

.Quotation rules -

.Rules of attribution and documentation of footnotes -

.Scientific integrity -

.And - creativity, innovation, creation, renewal, and addition/

A- **Identifying and applying the scientific research methodology adopted in the study and research**

One of the essential and fundamental components of writing and formulating scientific research in a good and scientific manner is the application of one or more scientific research methods, and adherence to their principles, stages, laws and tools, with precision and rigor, so that

his scientific research reaches the correct scientific results in a systematic, accurate and clear manner. An attempt has already been made to define and identify the meaning of the scientific method, as the proper use of reason to search for truth in the sciences[1] or as: "The path to , discovering the truth in science is through a set of general rules that govern the workings of the mind and determine its processes until it "reaches a known result[2] .

The scientific research methods have already been identified, namely , the deductive method, the experimental method, the dialectical method .and the historical method

Applying one or more scientific research methods in the process of preparing scientific research is considered an essential and vital component of correct and good scientific writing and formulation of ,scientific research, as the researcher proceeds and moves in a scientific systematic and accurate manner in arranging, analyzing, structuring and interpreting scientific facts and ideas, until he reaches the final scientific results of his research in a certain and guaranteed way. (Thus, the ,deductive method, with all its system and principles) axioms , postulates and definitions), and its tools (measurement, mental experimentation, and synthesis), and the application of the experimental method with all its steps (the step of definition, the step of analysis, and the step of synthesis), and its elements or components (scientific observation, the formulation of scientific hypotheses, and scientific experimentation), and the application of the dialectical method with all its scientific laws (the law of transformation from quantitative to qualitative changes, the law of the unity and struggle of opposites, and the law of the negation of the negation), and the application of the historical method with all its elements and basic stages (the element and stage of defining the historical scientific problem, the element and stage of collecting and compiling historical scientific documents, the element and stage of critiquing and

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[2] .Definition by Dr. Abdul Rahman Badawi, previous, p. 5

[1] Descartes' definition. This definition was mentioned in the aforementioned work of Dr. Abdul .Rahman Badawi, p. 4

evaluating historical scientific documents, and the element and stage of .(the process of historical synthesis and interpretation

The precise and rigorous application of these scientific research methods by the scientific researcher leads to the process of formulation ,and writing in scientific research acquiring the advantages of accuracy clarity, scientificity, logic, and objectivity. Arranging and clarifying the scientific facts and ideas related to the subject of scientific research provides guarantees of consistent, regular, accurate, and clear progress in researching, analyzing, structuring, formulating, and editing the research .across its various parts.

B-**The approach to writing scientific research**

The style in formulating and editing scientific research has a broader concept than the linguistic concept of style in literary theory, as the meaning of style here includes many elements and characteristics in ,order for it to be a scientific style that is useful, meaningful, informative and objective, such as the soundness, artistry, accuracy, integrity, and ,clarity of the language, conciseness, meaningful and useful focus ,avoidance of repetition, the ability to organize scientific information ideas, and facts, and present and inform them in a logical manner ,according to specific patterns, foundations, and standards, accuracy clarity, specificity, avoidance of ambiguity, obscurity, and generality in presentation, supporting the ideas, facts, and hypotheses presented with the strongest and most appropriate evidence, coherence, sequence, and consistency between the parts, branches, and elements of the subject, as well as the strength and quality of the connection in the processes of transitioning from word to word, sentence to sentence, paragraph to paragraph, topic to topic, idea to idea, evidence to evidence, and part or branch to other parts and branches of the scientific research topic[1] .

The method of writing and formulating scientific research in an :objective, logical, and sound manner includes the following elements

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[1] .*Dr. Ahmed Shalabi, the previous reference, pp. 16-17, p. 95*

1- The specialized technical language is sound and strong in its connotations, meanings and structure[1] .

2- Direct orientation and focus on the facts, ideas, and ,hypotheses of the subject under study and research, in concise, focused ,and meaningful expressions, and completely avoiding rhetorical style prolixity, and exaggeration in presenting hypotheses, facts, and ideas related to the research topic[2] .

3- Goodness and art in organizing information, facts and scientific ideas related to the subject of scientific research when presented on logical, scientific, systematic and objective foundations and standards [3] .

4- ,Accuracy, coherence, and good consistency are the elements parts, and branches of the subject[4] .

5- The sequence and coherence of the process of transitioning between words, sentences, paragraphs, ideas, facts, parts and branches of the research topic[5] .

6- Simplicity, clarity, and accuracy in presenting ideas, facts, and ,information, and avoiding all manifestations of complexity, ambiguity obscurity, and digression[6] .

7- The adaptation, support, and strong and systematic evidence for the scientific facts, ideas, information, and hypotheses presented and related to the subject of scientific research[7] .

8- Avoid repetition, padding, redundancy, and contradiction in the formulation and presentation of ideas, facts, and information related to the subject of scientific research[8] .

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[1] .Dr. Ahmed Shalabi, previous reference, pp. 90-99
[2] .Dr. Ahmed Badr, previous reference, p. 395
[3] .Dr. Ahmed Badr, the previous reference, pp. 395-396
[4] .Dr. Fakher Aqel, previous reference, p. 268
[5] .Dr. Abdul Qadir Al-Sheikhli , previous reference, pp. 64-65
[6] .Dr. Fakher Aqel, previous reference, p. 268
[7] .Dr. Ahmed Badr, previous reference, pp. 395-397

These are some of the elements and characteristics of a good and sound scientific method necessary for formulating and writing scientific .research

C- Quotation rules

Quoting is the act of transferring texts or opinions from their sources and employing them in research as needed. It is of two types: **Direct quotation:** This involves copying the text exactly as it appears in its source, without alteration or modification. This is appropriate when the text is formal, or when the meaning is so clear and expressive that the researcher fears distorting the meaning by altering it. Direct quotations are indicated in the text within double quotation marks. Researchers should avoid excessive direct quotations, as this can obscure their own effort and prevent their research style and perspective from being fully .expressed

Non-literal (indirect) quotation: where the researcher rewrites the ,idea in his own style, relying on: paraphrasing, summarizing abbreviating (reducing the phrases of the original text to a third or a quarter in a focused way while preserving the style of the author of the .(text

Note : Regardless of the type of quotation, the source of the . quotation must be indicated in the footnote

The researcher often quotes and quotes official texts and rulings or the opinions and ideas of others in order to support, establish and strengthen his scientific hypotheses and opinions, or for the purpose of criticizing, analyzing and evaluating them, or for the purpose of stating the different and conflicting opinions, ideas and rulings regarding the subject of study and research[1] .

In order for this citation process to be carried out and to achieve its goals within the limits of the ethics of integrity, objectivity, scientific

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[8] *.Dr. Abdul Qadir Al-Sheikhli , previous reference, pp. 79-81*

[1] *Dr. Ammar Bouhouch, previous reference, p. 48*

honesty, and to confirm the existence of competence and scientific personality of the scientific researcher, there is a set of methodological controls and rules that the scientific researcher must respect and adhere to when carrying out the citation process[2] .

-Some guidelines and rules related to the quotation process

There are some rules and guidelines related to the citation process in scientific research that require the scientific researcher to adhere to them accurately and carefully, in order to benefit scientifically from the citation process, and for this citation process to be carried out in a .legitimate, sound and objective manner

:These rules and guidelines include the following

- Accuracy and complete intelligence in understanding the rules, judgments, scientific hypotheses, and the opinions of others that are not to be quoted[3] .
- Not accepting and believing that rules, judgments, hypotheses and opinions are absolute and final arguments and axioms regarding the subject, but rather they should always be considered as mere hypotheses that require the process of experimentation, criticism, analysis and evaluation[4] .
- Accuracy, seriousness, and objectivity in choosing what is quoted from and what is quoted. The scientific researcher is always recommended and asked to choose the samples worthy of quotation in ,scientific research, that is, to choose original and valuable ideas judgments, opinions, and positions that are considered a fundamental scientific argument, such as the legal text, the judicial ruling, the original documents on the subject, and the opinions, ideas, and theories of great jurists and scholars who are considered a scientific argument in their field of scientific specialization related to the subject of study and research[1] .

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[3] *.Dr. Ahmed Shalabi, previous reference, p. 15*

[4] *.Dr. Ahmed Shalabi, previous reference, p. 15*

- Discernment, accuracy and full care during the transfer and quotation process, and avoiding errors and mistakes in this transfer and quotation process[2] .
- Good harmony and consistency between the quoted material and what is related to it, and avoiding common dissonance, contradiction and lack of harmony between the quoted samples and the context of the subject related to them[3] .
- Avoid lengthy and excessive quotations, and the agreed maximum limit is that a direct verbatim quotation should not exceed six lines[4] .
- The researcher's scientific personality should not be lost or disappear within the quotations. Rather, the researcher's scientific ,personality must be emphasized during the quotation process itself through the accuracy and quality of the quotation, the presentation and .commentary, and the criticism and evaluation of the quoted samples

These are some guidelines, instructions, and rules to guide the researcher during the process of quoting while editing and drafting his .research

- Methods and guidelines for the quotation process

There are two types of transmission and quotation: direct and literal transmission and quotation, and indirect, non-literal transmission and quotation which depends on the transmission of ideas, opinions, and hypotheses, but which are reformulated in the style and language of the researcher[5] .

,In the case of a verbatim and direct quotation of the quoted sample whether it is an official legal text, a court ruling, or a jurisprudential opinion, It must be copied carefully and accurately – as previously

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[1] .Dr. Ahmed Shalabi, previous reference, p. 99
[2] .Dr. Ahmed Shalabi, the previous reference, pp. 99-100
[3] .Dr. Abdul Qadir Al-Sheikhli , previous reference, pp. 72-74
[4] .Dr. Ahmed Shalabi, the previous reference, p. 100
[5] .Dr. Ammar Bouhouch, previous reference, p. 48

mentioned – and written in brackets, in a clear and distinct manner from the main body of the text, such as in the middle of the page, in very small ,print, on very close lines, and the quotation should be numbered. Then in the margin, all information relating to the source from which it was quoted should be indicated, in accordance with the rules and procedures ,for attribution and documentation of documents, sources, and references which will be explained shortly[1]. This is an example that embodies the meaning of the previous paragraph. "The National Charter is the primary source of the nation's policy and the laws of the state. It is the approved ideological and political source for the institutions of the party and the state at all levels · The National Charter is also a fundamental reference "for any interpretation of the provisions of the Constitution[2] .

;The father's responsibility is based on a presumed fault on his part" he neglected to supervise and raise his son. This presumption is only "...nullified if he proves that he fulfilled his duty of care and guidance

As for non-literal and indirect quotation, the researcher is required to formulate the opinions, ideas, and hypotheses that he quoted, in his own style, and to attribute and refer in the footnote to the owners of these opinions, ideas, and hypotheses and their sources, in accordance with the rules and procedures of attribution and documentation of footnotes, and ,without placing the quoted samples between brackets or quotation marks as is the case in direct and literal quotation[3] .

D- Rules for citing and documenting documents in footnotes

What is meant here by the rules of attribution and documentation of documents, from documents in the narrow special sense, and sources and references in the footnotes, is attributing and attaching the information quoted directly and verbatim or indirectly and non-verbally to its original ,owners, and stating the documents in which this information was found

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[2] .Judgment of the Civil Chamber of the Supreme Council, issued on March 2, 1983, in Case No Journal of Judges' Bulletin, issued by the Algerian Ministry of Justice, Issue No. 3, July ,30064 .p. 62 ,1985

[1] .Article Six of the Algerian Constitution, issued in 1976

[3] .Dr. Ammar Bouhouch, previous reference, p. 48

in the footnotes and in accordance with the rules and methodological .methods established for that

Since scientific research and studies are primarily a collection of ,information derived from various documents, sources, and references and are not like scientific and literary articles that are considered to be about the personal opinions of their authors, it is necessary to use the rules of attribution and document documentation in the footnotes according to the rules and methods of the modern methodology in document documentation and organizing footnotes when writing .scientific research

Thus, when a researcher relies on and quotes information, ideas, and facts from various documents, sources, and references, he should place a page number at the end of the quote in the text, and then give in the footnote all the information related to these documents, such as the author's name, the document's title, the country and city of printing and publication, the edition number, its date, and the page number in which the quoted information is found... and so on[1].

Given the different types of documents that contain information ,related to the research topic, from general books and publications scientific articles published in periodicals, official documents, master's theses and research, postgraduate studies and doctoral dissertations, and given the different cases of citation, such as multiple citations from one document several times, and citations from more than one document for the same information, the rules and methods of attribution and documentation of documents, sources and references in footnotes differ from one case to another[2].

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[1] *There are three ways to place numbers in the text and footnotes. The first method involves a sequential numbering system specific to each page separately. The second method makes the sequence of numbers specific to each chapter or section. The third method makes the footnote .numbers start from the beginning of the research and then in sequence until the end of the research The first method is considered clearer, easier and simpler. See Dr. Ahmed Shalabi, the previous .reference, pp. 112-113*

- Attribution and documentation of footnotes in the case of :quoting from general works and books

Here it is necessary to mention the following information related to the book or general author from whom the information was taken and :quoted

- Author's or writer's name
- Author's or book title
- . Publishing house (mentioning the city and country)
- .Edition number
- .Date of publication
- .Page number or pages

-**Example 1**

- Youssef Najm Jabran, Studies in Law, Dar Al-Thaqafa, Beirut . Lebanon, First Edition, 1962, p. 7 and beyond

-JM Auby, droit administratif, Paris, Sirey, 1957, P19 et S.

This is in the case of mentioning the reference or source for the first ,time, and in the case of using the same reference and for the same author it is sufficient to mention the reference as follows(1) .

- Yusuf Najm Jubran, the previous reference, or The aforementioned .reference, p. 20

-JM Auby, op, cit , p31.

The termop. cit " meansIn the work cited " or "op. citato , which " means " that which has been previously mentioned." It may also be used in foreign languages as the abbreviationIBID, which means "in the . same place" (i.e., the same reference)

If several books or works by one author are used, it is necessary to mention the title of each book separately each time the name of the author on whom the information was taken is used. This is done before

mentioning the phrase "previous reference," in order to avoid error and ambiguity in identifying the book that contained the information taken from the various books of one author[2] .

- Citing and documenting footnotes when quoting from an :article published in a journal

In the case of quoting from a specialized scientific article published in a journal, the process of arranging information and documenting the :footnote is as follows

- The author's or writer's name , the article title in parentheses, the journal (underlined), the name of the issuing body, the printing and publishing house , the city and country, the year and issue number, then the date and page number(s) containing the quoted information, for example[1] :

If the same article is used repeatedly, and by the same author, the ,author's name is written, followed by the phrase "previous article ."? .previous reference, p

Citing and documenting footnotes when quoting from - unpublished research papers, master's theses, graduate studies, and :doctoral dissertations

However, in the case of quoting and using information related to the research topic and found in specialized academic, university scientific research, and in the form of research papers and theses for obtaining academic degrees and titles , such as research papers and theses for ,postgraduate diplomas, master's degrees, and doctorates of various types the process of attribution and documentation of footnotes regarding them is as follows[2] :

- .Name of the researcher who submitted the research or thesis

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*[1] Dr. Awabdi Ammar, "The process of making administrative decisions between the science of public administration and administrative law," Algerian **Journal** of Legal and Administrative .Sciences, Volume 2, June 1985, p. 454 et seq*

[2] Simone Dreyfus , op, cit , pp. 33-34.

- .The title of the research or thesis is underlined
- A statement of the nature of the research in terms of whether it is a postgraduate diploma research, a research for a master's degree or for an advanced studies degree, a third-degree doctoral thesis, or a state ,doctoral thesis, then mentioning the name of the university, college institute or academy where the research or thesis was prepared and .discussed
- .Date of discussion
- Then the page number or page numbers[3] .

In the event of relying on the same research or thesis once or several times, it is sufficient to mention the name of the researcher, and mention the wording of the previous research or thesis according to the type and form of the research in terms of whether it is a research or a doctoral .thesis, then stating the page number or page numbers

[3] *Simone Dreyfus , op, cit , pp. 29-31.*
Emmanuel Acouetey , the administrator's administration control in African French. This, University of Nancy II, Faculty of Education and Economic Sciences, June 1974, pp.

Third axis

Final output of the research

The final output of the research represents the image in which the research appears to the reader, fulfilling all its aspects. Given the impact this image has on the researcher and the reader, it serves as the culmination and fruit of the researcher's effort, and it is the element of attraction for the reader. Methodology scholars have paid attention to this aspect and have set conditions and controls that the researcher must .adhere to in order for his work to be in the best possible form

The final output of the research includes the cover page and introductory pages, as well as the main body (sections of the topic from introduction to conclusion), then the research appendices and references, and finally the table of contents. We will discuss these .briefly below

First: Introductory pages

This includes the following:

1- Title page (outer cover) : It generally includes: the title of the research, the name of the researcher and the scientific body to which he ,belongs, as well as the date of completion or discussion of the research and the names of the arbitration committee. Some types of research may .include other information

2-Duplicate copy of the title page .

3-Export page: Verse, Hadith, Wisdom

4-Dedication page

5-Acknowledgments page

6- Abbreviations and Symbols Page

Second: Research Introduction

The first part of the research to be read, which is its general introduction, serves to motivate the reader and prepare them to understand the research topic and its problem, and it includes the :following cells

1. **Introduction to the research topic**
2. **Importance of the research:** The benefit expected from the research for the researcher and for society in general, from a scientific . (theoretical) and practical (applied) perspective
3. **Reasons for choosing the topic:** subjective and objective
4. **Previous studies :** those directly related to the topic, to .distinguish the new research from those studies
5. **Research difficulties:** objectivity, not subjective personality
6. **Research objectives**
7. **Research problem**
8. **The approach used in addressing the problem**
9. **Research division plan**

Third: The core of the matter

This is the essence of the research, and it begins with the first chapter or section, which determines the adopted division. It includes a detailed presentation of the topic, both in text and footnotes, taking into account the formal aspects of writing and formulation, such as: writing the title of the chapter or section with its divisions on a separate white sheet, and ...providing an introduction to each chapter, section, topic, or requirement .in a manner appropriate to its division...etc

The focus should be on the research topic, its main problem, and its .sub-questions, until reaching the conclusion

Fourth: Conclusion

It is a concise and focused overview of all stages of the research :and includes

1. .A concise summary of what was covered in the research
2. The results reached by the researcher (the answer to the problem raised) are presented in a focused and clear manner, with the .results distributed across the various parts of the research
3. The researcher can include in the conclusion a set of suggestions or recommendations, which can open new horizons for .research

Fifth: Appendices

It is a collection of data or documents that the researcher used in his topic and cannot include in the body of the topic because that may disrupt .the sequence of ideas and increase the size of the topic without benefit

,Appendices include, for example: legal texts, court rulings administrative decisions, statistical tables, official reports, ... and .generally any document that is directly related to the subject

Sixth: List of sources and references

1. **Sources :** These are the first, original, and direct documents and studies whose authors did not rely on other sources for their compilation. These include, in particular: manuscripts, memoirs of .leaders and politicians, speeches and letters, and personal interviews

,In the field of legal sciences, specific sources include: constitutions international charters and treaties, laws and regulations, explanatory and ,preliminary memoranda, statistics and reports issued by official bodies judicial rulings and decisions, eyewitness testimonies, etc., and generally .any document issued by an official body

Some consider that research has two primary sources: specialized .and direct (previous studies), and other general or indirect sources

2. **the reviewer** : These are indirect sources that quote from . original sources and serve the subject matter The search is partial or incidental. Particularly includes legal texts (books), dissertations and memoranda, articles and scholarly contributions, lectures and .publications, etc. Arranged alphabetically

Note: The researcher must document all sources and references used .in their research in any form

Seventh: Index (List of contents or topics)

The word "index" is Persian and means a book that includes a collection of names of authors and books, or more accurately, a table of It contains all the main and sub-headings of the research, from . contents its beginning (the introduction) to its end (the table of contents), with .reference to the appropriate page

Eighth: Summary

The summary is the brief overall idea of the research, in which the researcher refers to the problem he addressed, the most important chapters of the research, and the results obtained. It is preferable that it be on one page with keywords for the research, and the summary is .usually in two different languages

Conclusion:

Through these lessons offered to law students to support their ability to understand various legal aspects, we conclude the importance of legal methodology in training them to utilize the information they obtain from different references and sources. The goal of legal studies is not merely memorization, obtaining grades, and then later receiving a degree. Rather, it must also include acquiring the skills to apply information, especially since this application continues when the student enters professional life, whether in teaching or practicing a profession such as law, notary, court bailiff, or other legal professions.

Therefore, legal researchers are urged to focus on the subject of methodology if they wish to succeed in their academic and future professional paths, because law is a vast and complex field that requires skilled abilities in analysis, critique, proposal, and even description. Thus, it can be said that methodology in legal studies is a paramount and indispensable priority for the excellent researcher.

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Table of contents