

## **AUTHOR GUIDELINES**

Please prepare your manuscript following the instructions for authors given below before submitting it online. The following rules for English, Malay and Arabic paper.

### ***Requirement***

1. Manuscript submitted to the journal for publication should be original publication and must not have been previously or is under consideration simultaneously by any other publication.
2. All manuscripts must strictly follow the required *al-Irsyad* formatting standard and be proof-read before submission. Manuscripts that do not comply with the format requirement or meet the basic publishable language standard will be outrightly rejected and not subjected to any kind of review.
3. *al-Irsyad* uses double-blind review, meaning that both the reviewer's and author's identities are concealed from each other throughout the review process.

### ***Page setup***

1. Margins: 1 inch (2,54 cm) on all sides (top, bottom, left, right)
2. Font Size and Type: Malay & English: 10-pt, Times New Roman. Arabic: Traditional Arabic, 18-pt.
3. Line Spacing: Single space throughout the article, including the title page, abstract, body of the article, references, appendixes, tables, and figures.
4. Alignment: Justified
5. Orientation: Portrait
6. Page size: A4

### ***Preparation of text***

#### **1. Title**

Malay and English: Times New Roman, 14-pt, capital letters, bold, and centered.  
Arabic: Traditional Arabic, 20-pt, bold, and centered.

#### **2. Author's name**

Times New Roman, 12-pt, bold, without salutation, capitalize each word, and centered.

### **3. Author's affiliation**

Times New Roman, 10-pt, Department, Faculty, Name of University, Postal Code, Country, E-mail, and Phone Number.

### **4. Corresponding Author**

Full name with salutation. Department, Faculty, Name of University, Postal Code, Country, E-mail, Phone Number, ORCID iD.

### **5. Abstract**

Your abstract should include the following: aim, method, results, conclusion, and specific using TNR, 10pt in one paragraph of 150 to 250 words with single spacing and italic. Articles written in Arabic or Malay must always be accompanied by a title, abstract and 5 keywords in English. While English article must always be accompanied by a title, abstract and 5 keywords in Malay.

### **6. Keywords**

up to 5 keywords, Times New Roman, 10-pt.

### **7. Subdivision of the article**

The papers should be structured in title and subtitle sections and should be numbered: TNR, 10-pt, alignment left (the abstract is not included in section numbering). Between title section and main text one empty line should be left. For Arabic in Traditional Arabic, 18-pt. You are advised to limit manuscript sections and sub-sections to 3 heading levels. Make sure heading levels are clearly indicated in the manuscript text. Example of subdivision of the article:

#### **1. First Subdivision**

##### ***1.1 Second Subdivision***

##### ***1.1.1 Third subdivision***

### **8. Tables and figures**

Tables and figures should be included within the text of the paper and must be numbered, please use for the tables Times New Roman 8-pt. For Arabic in Traditional Arabic, 12-pt.

### **9. Length**

Manuscript can be written in Malay, English or Arabic language not less than 4,000 words including references, and should not exceeding 7,000 words.

## **10. Language**

Malay language spelling should be referred to the latest edition of the *Kamus Dewan* published by Dewan Bahasa dan Pustaka (DBP), Kuala Lumpur. For English and Malay papers, all Quranic verses or *matn* of the Hadith should be typed in Traditional Arabic, 14-pt.

## **11. Transliteration**

An author/s whose manuscript is written in Malay or English language containing Arabic names, terms, title of Arabic books, and Publishers will be required to use transliteration format.

## **12. File format**

Manuscript files can be in the following formats: DOC or DOCX. Microsoft Word documents should not be locked or protected.

### ***References***

References should follow the referencing style used by the American Psychological Association (APA) in alphabetical order. All sources cited in the paper must be included in the References section. Please refer to this link: <https://apastyle.apa.org/>

References should be placed in alphabetical order at the end of the paper and should be in Roman script. Footnotes should be avoided. When an author's name appears in the text, the date should follow in brackets, e.g. (Hamdi, 2000), or Hamdi (2000), or where there is reference to a particular page or quotation, e.g. Hamdi (2000: p. 37).

#### **1. Citations in the text**

Source material must be documented in the body of the paper by citing the author(s) and date(s) of the sources. Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Avoid citation in the abstract. Unpublished results and personal communications should not be in the reference list, but may be mentioned in the text. Citation of a reference as "in press" implies that the item has been accepted for publication.

#### **2. Examples of references**

The references must be arranged alphabetically at the end of the paper, while providing transliteration for the titles where necessary. In general, the references are reported based on the APA style. More specifically, the references must be written as follows:

Last Name, F. N. (Year of publication). *The Full Title of the Book, Transliterated, and Italicised*. Place of Publication: Publisher.

**Reference to a journal publication:**

Usman, A. H., Shaharuddin, S. A., & Abidin, S. Z. (2017). Humanism in Islamic education: Indonesian references. *International Journal of Asia-Pacific Studies*, 13(1). <http://dx.doi.org/10.21315/ijaps2017.13.1.5>

**Reference to a book:**

al-Ghazālī, A. H. (2004). *Iḥyā' 'Ulūm al-Dīn*. Vols. 1, 3 & 7. Beirut: Dār al-Fikr.

\* In al-Ghazālī, the “al” (alif lām) is not capitalised and the book should be listed under the alphabet G.

**Reference to a chapter in an edited book:**

Mettam, G. R., & Adams, L. B. (1994). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281-304). New York, NY: E-Publishing Inc.

**Reference to a web source:**

Smith, J. (1999). One of Volvo's core values. [Online] Available: <http://www.volvo.com/environment/index.htm> (accessed on July 7, 2019).