

FORMATTING

**TITLE OF PAPER: TIMES NEW ROMAN 14 BOLD LETTER
(ENGLISH)**

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(BAHASA MALAYSIA – Only if the article is in Bahasa Malaysia)**

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A PEER-REVIEWED ARTICLE
(RECEIVED – 0 TH MNTH 2023; REVISED – 0 TH MNTH 2023; ACCEPTED – 0TH MNTH 2023)

ABSTRACT

Content of the abstract should have objectives, methods and results/findings. It should be written in English and for those writing in Bahasa Malaysia, the abstract must be written in English too. The abstract should not be more than 200 words. The text should be formatted using 12 point Times New Roman. Abbreviations must be defined at the first time they appear before being used in the text. The corresponding author shall be indicated with an asterisk *. Abstract should have objectives, methods and results/findings. The line spacing for abstract shall be 1.0. The full paper in MS Word file.

Keywords: Keywords (three to five keywords) should be mentioned in the abstract, and separated with a comma (,) each.

1. INTRODUCTION (CAPITAL, Times New Roman 12, BOLD, Title Capital Letter)

Content of introduction (Times New Roman 12, 1.5 space, Justify). It is expected that authors will submit carefully written, proofread, spelling and grammatically checked. There is no strict limitation to the number of pages, but it is suggested that the paper length should **not exceed** 10 pages.

Sub heading 1 (Times New Roman 12, Bold, Title case in small letter, please do not use numbering)

Papers should clearly describe the background of the subject, the authors work, including the methods used, and concluding discussion on the importance of the work. Papers are to be prepared in Bahasa Malaysia/English language. Technical terms should be explained unless they may be considered to be known to the broader community. Acronyms should be written out at their first appearance.

JISJ recommends APA (American Psychological Association) seventh reference format. The author-date (name, date) method of in-text citation. For example, (Jones, 2020), and a full reference should appear in the reference list at the end. For the reference list, use 12pts, Times New Roman, justified.

For Journal:

Salem, A., & Mohamed, B. (2020). Socio-economic and corporate social responsibility: the awfaq role. *International Journal of Zakat and Islamic Philanthropy*, 21(2), 15-25. <https://doi.org.1003/pon.850>.

Manuscripts must be typed in Time New Roman with single spaced throughout. Uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

All numbers less than ten should be spelled in full except in the materials and methods section in taxonomic papers. Italicise all scientific names. Use British spellings, metric measurement and 24 hour designation of time (e.g. 2300 hours). **Original articles** should be no more than 5,000 words.

Foreign words accepted in English usage should be spelled in accordance with the New Oxford Dictionary of English or the Concise Oxford Dictionary . Other foreign words must follow the transliteration system shown in the table.

2. PAPER FORMAT

Authors can use this template file to construct their papers. Please make the page settings of your word processor to A4 format (21 x 29.7 cm or 8 x 11 inches); with the margins: bottom 1.5 cm (0.59 in) and top 2.5 cm (0.98 in), right/left margins must be 2 cm (0.78 in).

All text paragraphs should be single spaced. Double spacing should only be used before and after headings and subheadings as shown in this example. Position and style of headings and subheadings should follow this example. Please DO NOT change any of the above mentioned page, paragraph and font settings.

2.1 Header, Footer, Page Numbering

Second level headings are typed in boldface with capital first letters (like the subsection heading of this paragraph). This template is used when writing the full paper, headers and footers will be set automatically.

2.2 Fonts

Papers should use 12-point Times New Roman font. The styles available are bold, italic and underlined.

It is recommended that text in figures is not smaller than 10-point font size.

2.3 Tables and Figures

Tables should be self-explanatory and clearly organised. Tables must include a clear title and numbered in Arabic numerals (e.g. Table 1, Table 2, etc). Figures and tables not cited in the text should not be presented. Styles Heading Table and Caption Figure are available in this template for tables and figures.

The following is the example for Table 1.

Table 1. Title of Example Table. (Times New Roman 12, Title case not capital letter, BOLD, centre, should be above table)

Group	2010	2015	2020
1	112	227	575
2	234	345	555
TOTAL			

Figures may include photographs, illustrations, multi-colour graphs, and flowcharts. Figure captions should be centred below the figures. Authors should number figures consecutively based on their appearance in the main text. Figure caption and description should be inserted below the figure body.

2.4 Figure (Times New Roman 12, Title case not capital letter, BOLD, centre, should be below figure)

The following is the example for Figure 1.

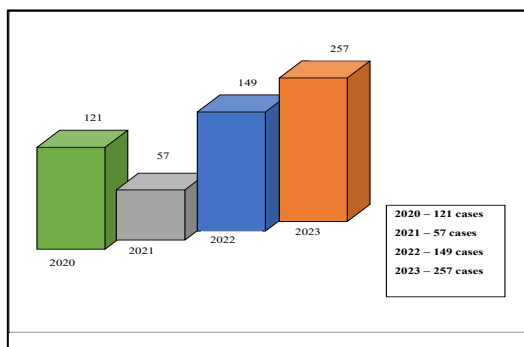


Figure 1: Number of Cases Categories by Year 2020 - 2023

3. CONCLUSION

Conclusions should state concisely the most important propositions of the paper as well as the author's views of the practical implications of the results. The conclusion is intended to help the reader understand why your research should matter to them after they have finished reading the paper. A conclusion is not merely a summary of the main topics covered or a re-statement of your research problem but a synthesis of key points and, if applicable, where you recommend new areas for future research.

4. ACKNOWLEDGEMENT

The authors can add in the acknowledgement if they would like to express their appreciation for the support of the sponsors with certain Project No, individual or organization/institution.

5. REFERENCES

Indent second line (Times New Roman 12, single space, justify) eg. Jones, H. (2022). The Socio-Economic and Fiqh of Ummah, *Title of Journal*, 6 (1), xx-xx.

***DO NOT EXCEED 12 PAGES (INCLUDING ENDNOTES, REFERENCES, AND ANY APPENDICES).**

TRANSLITERATION TABLE

CONSONANTS

Ar = Arabic, Pr = Persian, OT = Ottoman Turkish, Ur = Urdu

Ar	Pr	OT	Ur	Ar	Pr	OT	Ur	Ar	Pr	OT	Ur
ء	ء	ء	ء	ز	z	z	z	گ	-	g	g
ب	b	b	b	ژ	-	-	ř	ل	l	l	l
پ	p	p	p	ژ	zh	j	zh	م	m	m	m
ت	t	t	t	س	s	s	s	ن	n	n	n
ث	-	-	i	ش	sh	ş	sh	ه	h	h'	h'
ث	th	th	th	ص	ş	ş	ş	و	w	v/u	v/u
ج	j	c	j	ض	ž	ž	ž	ی	y	y	y
چ	-	ç	ch	ط	t	t	t	ة	-a ²		-a ²
ح	h	h	h	ظ	ž	ž	ž	ال	al ³		
خ	kh	h	kh	ع	'	'	'				
د	d	d	d	غ	gh	ğ	gh				
ذ	-	-	d	ف	f	f	f				
ذ	dh	dh	dh	ق	q	k	q				
ر	r	r	r	ك	k	k/ř/ğ	k				

¹ when not final
² -at in construct state
³ (article) al- or l-

VOWELS

	Arabic and Persian		Urdu	Ottoman Turkish
<i>Long</i>	ا	ā	ā	ā
	آ	Ā	Ā	-
	و	ū	ū	ū
	ي	ī	ī	ī
<i>Doubled</i>	ئي	iy (final form ī)	iy (final form ī)	iy (final form ī)
	وو	uww (final form ū)	uv	uvv
	وو	uvv (for Persian)		
<i>Diphthongs</i>	او	au or aw	au	ev
	اي	ai or ay	ay	ey
<i>Short</i>	ا	a	a	a or e
	و	u	u	u or ū
	ي	i	i	o or ō
	ي	i	i	i

URDU ASPIRATED SOUNDS

For aspirated sounds not used in Arabic, Persian, and Turkish add h after the letter and underline both the letters e.g. جھ گھ

For Ottoman Turkish, modern Turkish orthography may be used.