



## Write a title between 4 to 12 words, straightforward, Informative and Describes the Entire Content of the Writing, Cambria Font, Size 16, Bold, Centered

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### Abstract

The Indonesian abstract contains the importance of the research conducted, research objectives, research methodology, research results and discussion, novelty and implications. The abstract is written using Cambria font size 11, spaced 1 and is made between 150 - 200 words. The Indonesian version of the abstract is written using standard Indonesian with improved spelling, right and left indented 1 cm. Abstract is only one paragraph (not a summary consisting of several paragraphs). The abstract must be concise, clear, complete, without references to literature, figures, and tables, and completely describe the essence of the contents of the entire paper.

*Abstrak bahasa Indonesia berisi pentingnya penelitian yang dilakukan, tujuan penelitian, metodologi penelitian, hasil penelitian dan pembahasan, kebaruan/novelty dan implikasi. Abstrak ditulis menggunakan huruf Cambria ukuran 11, spasi 1 dan dibuat Antara 150 – 200 kata. Abstrak versi Bahasa Indonesia ditulis menggunakan Bahasa Indonesia baku dengan ejaan yang disempurnakan, kanan kiri menjorok 1 cm. Abstrak hanya satu paragraf (bukan ringkasan yang terdiri atas beberapa paragraf). Abstrak harus ringkas, jelas, utuh, tidak ada acuan pustaka, gambar, dan tabel, dan lengkap menggambarkan esensi isi keseluruhan tulisan.*

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## A. INTRODUCTION

The introduction consists of a background that contains clear supporting theories, problem formulation, and writing objectives written in one chapter without subtitles. The introduction contains 7 - 15 paragraphs where one paragraph must contain at least 300 words, referring to some literature that becomes the theoretical basis or reason for research. Present the theoretical study with Cambria font size 12pt spacing 1.5. For Arabic manuscripts use traditional Arabic font size 18pt spacing 1.5. The typing of the article uses Microsoft Word software and the article is written

in one column, and the paper size is A4 (210 mm x 297 mm) with the following paper boundaries: left and top borders 3 cm, right and bottom borders 2.54 cm.

Please use this template file to facilitate your article. Overall, the body of the Civilization Research: Journal of Islamic Studies article is a minimum of 10 sheets and a maximum of 30 sheets (title-list of references).

The body and weight of the article sections consist of:

1. Introduction ( $\pm 15 - 20\%$ )
2. Research Methodology ( $\pm 10 - 15\%$ )
3. Results and Discussion ( $\pm 40 - 60\%$ )
4. Conclusion and List of References ( $\pm 5 - 10\%$ )

In this section explain the basic part of the article written, which includes a brief description of the background, research problems, research objectives and research benefits which include describing the phenomena of the problems observed, the real conditions obtained which can be supported by several theories. The next part can be presented data or facts that support research and ideas. Then the focus of the problem and the purpose of the research can be presented.

The parts referred to above do not have to be described in the form of separate points. The sharpness of this section is the foundation for reviewers to assess the submitted manuscript.

The introduction contains the background of the problem, the gap between reality and ideal, identification of the causes of the problem, problem limitation, previous research relevant to the research, novelty and research objectives. Supported by relevant theories and recent research on the problem, as well as the new value of research that is an innovation. This section is written as much as  $\pm 15 - 20\%$  of the body of the article.

Writing references in the body of the Civilization Research: Journal of Islamic Studies article uses the American Psychological Association 7th Edition Bodynote format. It is recommended that references are not direct quotes or do not contain too many direct quotes. If the direct quotation contains 40 words or more, it is written separately from the paragraph and indented one tab from the left side and given quotation marks.

## **B. RESEARCH METHODOLOGY**

The research methodology contains an outline of the research methodology, research design, research approach, research methods, implementation procedures, time and location of research, research instruments, data collection techniques, population and samples, validity and reliability tests of instruments, data analysis methods and data credibility tests. If needed, there is information about the instrument grid. This section is written as much as  $\pm 10-15\%$  of the body of the article.

## **C. RESULTS AND DISCUSSION**

### **Results**

The results describe the main findings of the research. The author compiles, analyzes, evaluates and interprets and compares the latest findings with the findings of existing research. Avoid repetition of sentences from the introduction, methods and results. The number of discussion paragraphs should be longer than the introduction. The consistency of the article from the title to the discussion must be considered. Weaknesses of the research and suggestions for further research development are described in this section.

### **Discussion**

The discussion is described to answer the research results/data comprehensively in accordance with the objectives. The discussion aims to interpret the research results in accordance with theory and previous research results. The discussion is written with 1.5 spaces and bolded. The presentation in the discussion is written systematically using the sub-discussion format of numbers and letters. If there are figures/tables, make sure they contain data/information related to the research objectives. Tables and figures are included in the body of the manuscript. Table and figure titles are numbered and written in Cambria font 12, spacing 1.15. For images, we recommend using a pixel size of 300 for optimal sharpness and image quality (in JPG format).

#### **1. Discussion Subchapter**

References used must use primary reference sources such as journals and proceedings as much as 80% and 20% secondary reference sources (books) published in the last 10 years. References are written in the American Psychological

Association 7th Edition bodynote format. An example of writing can be done like this.

For table/image explanation, you should use Table 1, Table 2, or Figure 1, Figure 2 sequentially. Do not use the phrase “like the table below”. An example of presenting a figure is as follows:

Enter an image that relates to your article in this box. Copy your image and Paste it here.

Notes: You must delete this text before putting the image.

Gambar 1. This is an example of a caption for an image

The example of table presentation is as follows:

Tabel 2. Structure of the Curriculum Structure of the Qur'anic Science and Tafsir Study Program

No	Course Group
1.	Mata Kuliah Umum (MKU)
2.	Mata Kuliah Khas Sekolah Tinggi (MKKST)
3.	Mata Kuliah Inti Program Studi (MKIPS)
4.	Mata Kuliah Pilihan Program Studi (MKPPS)
5.	Mata Kuliah Pengembangan Kepribadian dan Keterampilan (MKPKK)

The use of further subchapters in the discussion can be done according to the needs of the discussion. Example:

1. **Sub-chapter Discussion 2 (Write down the sub-discussion)**

a. Subchapter 2 (Cambria 12)

1). Subchapter 3 (Cambria 12)

a). Subchapter 4 (Cambria 12)

For direct quotations use 1 space:

“To accomplish the mission of spreading the message of the Quran, prospective Islamic teachers need to be equipped with the ability to translate the Qur'an. However, in reality, they face difficulties in understanding the messages of the Qur'an because of their low Arabic language skills. This research aims to find practical steps to improve the competence of prospective Islamic teachers in translating the Qur'an.” (Abdussalam, Supriyadi, Supriadi, Saepudin, et al., 2021).

## Citations and References

One of the characteristics of a scientific article is that it presents the ideas of others to strengthen and enrich the ideas of the author. These ideas that have been expressed by others are referred to, and the source of the reference is included later in the bibliography. A reference is a mention of the source of an idea written in the text as (1) an acknowledgment to the owner of the idea that the author has “borrowed” rather than plagiarized, and (2) a notification to the reader of who and where the idea was taken from.

Quoting Quranic verses can be done using the Quran In Word application by mentioning the letter and verse first, followed by writing the verse and its translation in italics without including in-notes, or the letter and verse can be kept after the translation. Examples are:

Islamic Shari'ah is universal, applicable to every person, every time and every place. This is in accordance with the words of Allah Swt. in Surah Saba' verse 28:

وَمَا أَرْسَلْنَاكَ إِلَّا كَافَّةً لِّلنَّاسِ بَشِيرًا وَنَذِيرًا وَلَٰكِنَّ أَكْثَرَ النَّاسِ لَا يَعْلَمُونَ

And We have not sent you but to mankind as a bearer of glad tidings and as a warner, but most of mankind do not know.<sup>1</sup>

The citation of the hadith is by mentioning the text of the hadith first, then the translation and the narrator.

وَرَوَى الشَّيْخَانِ عَنِ ابْنِ مَسْعُودٍ قَالَ: سَأَلْتُ النَّبِيَّ صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ: أَيُّ الْأَعْمَالِ أَحَبُّ إِلَى اللَّهِ تَعَالَى؟ قَالَ: الصَّلَاةُ عَلَى وَفَّيْهَا، قُلْتُ ثُمَّ أَيٌّ؟ قَالَ بِرُّ الْوَالِدَيْنِ، قُلْتُ ثُمَّ أَيٌّ؟ قَالَ الْجِهَادُ فِي سَبِيلِ اللَّهِ.

<sup>1</sup> Teks dan terjemah Al-Quran dalam artikel ini dikutip dari Aplikasi Quran in word dalam MS Word dan divalidasi oleh peneliti dengan edisi cetak Al-Quran dan Terjemahnya. Penerjemah : Tim Depag RI, Bandung : CV. Diponegoro, 2015.

“And narrated imam Bukhari and Muslim from ibn Mas'ud said: “I asked the Messenger of Allah (SAW), what is the deed that Allah loves the most? He replied: “Prayer (performed) in its time, then I asked again, then what other deeds? He replied: “Doing good to both parents. Then I asked again, then what else, O Messenger? He replied: “Jihad in the way of Allah.” (HR. Bukhari dan Muslim dari ibn Mas'ud).

The presentation of other people's ideas in the article is done indirectly and directly. Ideas that are quoted indirectly generally come from textbooks, journals, papers, articles and websites etc. The quoted writing is summarized or concluded and made in the body of the article and at the end of the paragraph is given a reference with the bodynote system. An example is the following paragraph:

Tatang Hidayat et al. examined efforts to integrate Islamic values into learning have attracted Islamic scholars to discuss and led them to offer their models which are open to testing (Hidayat et al., 2020).

In general, Civilization Research: Journal of Islamic Studies uses a citation and reference writing style based on the American Psychological Association 7th Edition. However, with several types of references, it will be detailed as follows:

1. Textbooks are published books that are no more than 5 years old. The method of writing the bodynote is the author's name, period, open parenthesis, year of publication, close, title of the book written in italics, period, city of publication, colon, publisher, period. This bodynote is written in Cambria 12 typeface, Tab 1.5, An example of a textbook bodynote is (Abdussalam, 2017: 40):

Abdussalam, A. (2017). *Pembelajaran Dalam Islam Konsep Ta'lim Dalam Al-Quran*. Malang: Maghza Pustaka.

As for repeated book citations, the citation is the same as the first one.

2. Scientific journals are cited in the format (Abdussalam, Supriyadi, Supriyadi, & Saepudin, 2021) and in the bibliography:

Abdussalam, A., Supriyadi, T., Supriyadi, U., Saepudin, A., & Pamungkas, M. I. (2021). Exegetical translation of the Qur'an: An action research on prospective Islamic teachers in Indonesia. *Indonesian Journal of Applied Linguistics*, 11(2), 254–268.

3. Citations from internet sources are written as (Amanda, 2018) with the following in the bibliography:

Amanda, G. (2018). Menristekdikti Sebut Peneliti di Indonesia Masih Minim. *Republika.Co.Id* (16/1/2018).  
<https://www.republika.co.id/berita/nasional/umum/18/01/16/p2ncrt423-menristekdikti-sebut-peneliti-di-indonesia-masih-minim>

4. Citations from the source of papers and newspaper articles are written with (Syahidin, 2019) in bibliography format:

Syahidin, "Metode Pendidikan Qurani", *Koran Pikiran Rakyat*, Senin, 25 Februari 2019.

5. Direct quotation of interviews and observations using the format (Rifa'i, 2017) with the following example:

Rifa'i, A. (2017). *Wawancara bersama Ketua Dewan Nazhir PPM Miftahul Khoir* (5/4/2017). Tidak Diterbitkan.

While the observation quotation is written (Observation of Khoiru Ummah Mosque PPM Miftahul Khoir, 2017) with the following example:

*Catatan Observasi*, Masjid Khoiru Ummah PPM Miftahul Khoir, Kamis, 20 April 2017.

#### **D. CONCLUSION**

The conclusion contains the substance of the meaning of the objectives elaborated with the results and discussion, so that there is a connection / conclusion. The conclusion contains the answer to the formulation of the research problem. The conclusion is the essence of the discussion and should be the answer to the research question in a descriptive form. Conclusions are written individually in subheadings. The conclusion contains answers to the research questions. This section can also be added about the follow-up of the research results in the future. Written in narrative form, not in numerical/numbering form. Suggestions are given on the basis of the research results.

## REFERENCES

- Abdussalam, A. (2017). *Pembelajaran Dalam Islam Konsep Ta'lim Dalam Al-Quran*. Maghza Pustaka.
- Abdussalam, A., Supriyadi, T., Supriadi, U., & Saepudin, A. (2021). Exegetical translation of the Qur ' an : An action research on prospective Islamic teachers in Indonesia. *Indonesian Journal of Applied Linguistics*, 11(2), 254–268.
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- Observasi Masjid Khoiru Ummah PPM Miftahul Khoir*. (2017).
- Rifa'i, A. (2017). *Wawancara bersama Ketua Dewan Nazhir PPM Miftahul Khoir* (5/4/2017). Tidak Diterbitkan.

Bibliography is written according to the American Psychological Association 7th Edition standard (Body Note) using mendeley, zotero and Endnote applications or an automatic bibliography in Microsoft Word. The bibliography must be complete and match the references presented in the body of the article. All references that have been mentioned in the article must be included in the bibliography. To show the quality of scientific articles, the list included in the bibliography must be quite a lot at least 40. The bibliography is arranged alphabetically and grouped according to the type of reference such as textbooks, scientific journals, papers and articles, interviews and online sources.



### **Description**

All letters used are Cambria with a size of 12 points, except for the table which is 10 points. Each point must have one Enter on the Keyboard, for example: from Introduction to Research Methodology there must be one Enter, to separate which introduction and which Research Methodology. The text must refer to the EBI (Indonesian spelling) and KBBI (Kamus Besar Bahasa Indonesia) of the latest printing.

The total number of manuscripts is a minimum of 10 pages and a maximum of 30 pages (5000-7000 words) right and left aligned.

This template can be used directly to enter the manuscript, because the paper size and margins have been adjusted according to the rules. For the numbering of the first page is below the center with Garamond font size 10, and the next page in the upper right corner, while the Journal identity is written in the header which consists of the journal name, volume, number, year, DOI No, E ISSN and journal website. If there are still questions related to the journal template, you can contact the Editor in Chief Tatang Hidayat, M. Pd directly.

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