

Author Guidelines - El-Tarbawi Journal (Follow the Article Template bellow)**1. Manuscript Submission**

Manuscripts may be written in **Bahasa Indonesia** and/or in one of the **official languages of the United Nations**, demonstrating a good command of academic writing and must be prepared in Microsoft Word format (RTF, DOC, or DOCX), then submitted through the Open Journal System (OJS) at the following link:

<https://journal.uui.ac.id/Tarbawi/about/submissions#onlineSubmissions>

2. Title

The title should contain between **5 and 13 words**, be **concise, informative**, and clearly reflect the **main focus and content** of the article.

3. Author Information

Authors must provide their **full name(s)** without academic titles. Each author should include their **institutional affiliation, city, country, and email address**.

4. Abstract

The abstract must be written in **both Bahasa Indonesia and English**, presented as a **single paragraph of 100–200 words**. It should provide a concise overview of the **research problem, purpose, methods, hypothesis (if applicable), key findings, and brief conclusions**.

5. Keywords

Provide **up to five (5) keywords**, listed in **strict alphabetical order (A–Z)** and separated by commas. Use specific terms in **American English** spelling; prefer the **singular** form where appropriate. **Capitalize proper nouns only**, and avoid overly general terms or unnecessary repetition of words from the title (unless essential). **Do not use nonstandard abbreviations** unless widely recognized (e.g., STEM).

6. Manuscript Length and Structure

The manuscript should be between **5,000 and 8,000 words**, including the **title, abstract, and references**. The article should be organized into **four main sections**:

- a. **Introduction (20%)**
- b. **Methodology (10%)**
- c. **Results and Discussion (60%)**
- d. **Conclusion and References (10%)**

7. Citations and References in Text

In-text citations must use the **body note** (author-date) format rather than footnotes. Examples:

- a. Single author: (*Ali, 2021, p. 45*)
- b. Two authors: (*Ali & Imron, 2017*)
- c. Multiple sources: (*Ali, 2015; Imron, 2019; Laili, 2021*)
- d. Book citation in text: (*Abu, 2014, p. 88*).

Direct quotations should be used **sparingly**. Authors are encouraged to use reference management software such as **Mendeley** or **Zotero** to ensure consistency and accuracy.

8. Reference List

The reference list must be arranged **alphabetically** and include the **author's name, publication year, title, source (book/journal/proceedings/report/thesis), publisher, and place of publication**. Authors are required to include at least **20 references**, of which **80% should be journal articles** (non-predatory) and **80% published within the last 10 years**.

References should be managed using **Zotero (APA 7th Edition)** or **Mendeley (APA 7th Edition)**.

Examples:

Book

Zubaidi, Ahmad. (2023). *Hadits-Hadits Tarbawy*. Surakarta: Indonesia Imaji.

Journal Article

Taufikin, "Integrating Eco-Theology In Islamic Education: A Case Study On Fostering Ecological Awareness Through Religious Pedagogy", *el-Tarbawi*, 18(1), 1-37, October, 2025. <https://doi.org/10.20885/tarbawi.vol18.iss1.art1>

Conference Proceeding

Al-Najran, Usman Abdullah, & Jasem Ali Jasem. (2013). "Tahlil al-Akhtha' al-Kitabiyah fi Ba'dh al-Zawahir al-Nahwiyyah fi Kitabat al-Thullab Ghair al-Nathiqina bil-'Arabiyyah." In *Proceedings of the International Seminar on Arabic Language Studies: Khithab al-Tajdid fi al-Dirasat al-'Arabiyyah Baina al-Nazariyah wa al-Tathbiq*. Padang: UIN Imam Bonjol.

Research Report

Taufiqurrochman. (2015). "Busuu.com: Model Belajar Bahasa Arab Mandiri Berbasis Website." *Research Report*, UIN Maulana Malik Ibrahim Malang.

Thesis/Dissertation

Al-Khalidi, Khalid Yunus. (1999). *Al-Yahud fi ad-Daulah al-Islamiyyah fi al-Andalus*. Doctoral Dissertation, University of Baghdad.

Website

Busuu Developer. (2018, May 25). "Manfaat Busuu Premium." Retrieved from <https://www.busuu.com/id>

Article Title	ARTICLE TITLE (5-13 WORDS, CONCISE, INFORMATIVE, AND REFLECTIVE OF THE PAPER'S CORE CONTENT) USE TIMES NEW ROMAN, SIZE 12, BOLD, AND CENTERED. THE TITLE SHOULD BE CLEAR, CREATIVE, AND ENGAGING, ACCURATELY REPRESENTING THE ESSENCE/CONCLUSION/NOVELTY OF THE PAPER.
Author (s)**	First Author's Name : author A¹ Second Author's Name : author B ² Third Author's Name : author C ³ Etc.
Afiliation	¹ Affiliation, City, Country email : authorA@gmail.com ² Affiliation, City, Country email : authorB@gmail.com ³ Affiliation, City, Country email : authorC@gmail.com
Corresponding Author	Author's Name, email
Abstract in English	<i>Abstract in English consists of 100-200 words with Times New Roman font, 11 points, one spacing, justify, and italic. The abstract should be clear, descriptive, and provide a brief overview of the study problem. The abstract also contains the purpose of articles, research methods (data collection and research samples), hypotheses (for quantitative research), findings, brief conclusions, and research contributions in the discipline area.</i>
Keywords	<i>Word 1; word 2; word 3; word 4; word 5 (At least 3 to 5 keywords)</i>
Abstract in Indonesia	
Kata Kunci	

****Notes for Authors**

1. Do **not include academic titles** (e.g., Dr., Prof., M.Ed.) in author names.
2. Each author's **affiliation** should be written in full, followed by the **city and country**.
3. Provide a **valid email address** for each author, preferably institutional.
4. Use **12-point Times New Roman**, single spacing, and align author information to the **center** of the page.

INTRODUCTION

(Main section titles are written in UPPERCASE and bold; subsection titles are written in Bold and Italic, with Each Word Capitalized.)

El-Tarbawi is a scholarly journal that focuses on the exploration and academic study-both theoretical and empirical-of various issues and aspects of **Islamic education**. Manuscripts may be written in either **Indonesian** and/or in one of the **official languages of the United Nations**. Articles submitted to the editorial board must be **original works** and **free from plagiarism**. The overall similarity index of the manuscript must **not exceed 20%**.

Each article should be between **5,000 and 8,000 words**, including the **title, abstract, and references**. Manuscripts should be prepared using **Microsoft Word**, with **single line spacing, Times New Roman font (size 12)**-except for the **abstract (size 11)**-and saved in **.doc, .docx, or .rtf** format (**not in .pdf**).

The body of the article should consist of **four main sections**: (1) **Introduction (20%)**; (2) **Research Method (10%)**; (3) **Results and Discussion (60%)**; (4) **Conclusion and References (10%)**

The **Introduction** should comprise approximately **20%** of the main body of the article, including the title, abstract, and keywords. This section should include: the **background and rationale** of the study, a **discussion of the research problem or gap** between the ideal and the actual conditions, a **concise review of recent and relevant literature** (theoretical framework, findings from the past ten years), the **novelty or significance** of the research as an academic or practical innovation, the **research hypothesis** (if applicable), and a clear **statement of research objectives** at the end of the section.

METHOD

(Main section titles are written in UPPERCASE and bold; subsection titles are written in Bold and Italic, with Each Word Capitalized.)

The **Research Method** section should occupy approximately **10%** of the total manuscript length for **qualitative studies**, or up to **15%** for **quantitative studies**. This section should be **concise, clear, and comprehensive**, describing the **research approach, participants or subjects, procedures, tools, materials, and instruments used**, as well as the **techniques of data collection and analysis**-without elaborating on theoretical discussions.

If necessary, appendices may include **instrument blueprints** or **samples of research materials**. Commonly used statistical formulas need **not** be restated. Any **specific procedures or standards** determined by the researcher for **data collection and analysis** should be explained clearly in this section.

Ethical Considerations

Authors must ensure that their studies comply with established ethical research standards. Research involving human participants must obtain informed consent prior to data collection. Participants' anonymity and data confidentiality must be strictly protected, and no personally identifiable information may be disclosed. All collected data should be used solely for academic and research purposes and handled responsibly to prevent misuse. Where applicable, authors are required to state ethical approval from relevant institutions.

In this section, authors must clearly describe the ethical aspects of their study. The description should include: (1) whether the study involved human participants; (2) confirmation that

informed consent was obtained prior to data collection; (3) measures taken to ensure participant anonymity and data confidentiality; (4) the intended use of the collected data solely for academic and research purposes; and (5) information on ethical approval from a relevant institutional or ethics committee, where applicable.

RESULTS AND DISCUSSION

(Main section titles are written in UPPERCASE and bold; subsection titles are written in Bold and Italic, with Each Word Capitalized.)

The **Results and Discussion** section should comprise approximately **60%** of the entire manuscript. This section presents **descriptive statistics**, **assumption tests**, and **hypothesis testing results** (for quantitative studies), or **interview data**, **observations**, and other **qualitative findings** (for qualitative studies), as well as **critical literature reviews** (for conceptual or theoretical analyses).

Data should be **analyzed critically** and presented in a **logical and integrated manner**. The organization of this section is flexible; a single subsection may contain **multiple findings and discussions**, depending on the complexity and scope of the study.

Tables, figures, and graphs should present **processed, meaningful results**-not raw data-and must be easy to interpret at a glance. Each table or figure must fit within **one column or full-page width** for readability and consistency during review. **Table titles** should appear **above** the table. **Figure titles** should appear **below** the figure. **Graphs** are considered **figures**. Tables should use **horizontal lines only** (no vertical borders).

Sub Section 1, Example of Table Formatting:

Table 1. Percentage Distribution of Article Sections

No.	Section	Percentage	Description
1	Abstract, Keywords, and Introduction	20%	If the total manuscript length is 5,000 words, the introduction should contain approximately 1,000 words.
2	Research Method	10–15%	10% for qualitative research; 15% for quantitative research.
3	Results and Discussion	60%	This section accounts for the largest portion of the article.
4	Conclusion and References	10%	This serves as a guideline rather than a strict rule.

Sub Section 2, Example of Figure Formatting:*Figure 1. El-Tarbawī Journal Logo*

The **Results and Discussion** section must relate the research findings to **previous studies** and **current scholarly literature**, employing a clearly defined **analytical framework** developed by the author(s). The discussion should provide **substantive interpretation**, offering meaningful insights into the results while **comparing and contrasting** them with prior findings from **recent, relevant, and primary sources**.

Comparative analysis should aim to highlight **differences or innovations** from earlier research, thereby establishing the study's **contribution to the field**. Authors are encouraged to emphasize **new findings or theoretical insights** to demonstrate the **originality** of the manuscript.

The discussion may include several subsections, depending on the number of findings analyzed. At least **80% of the references** should come from **primary sources** such as **peer-reviewed journal articles or conference proceedings**, and the remaining **20%** from **secondary sources** (books) published within the **last ten years**.

Reference management should use **Zotero (APA 7th Edition, Full Note)** or **Mendeley (APA 7th Edition)**. In-text citation should follow the **author-date (body note)** format rather than footnotes. Examples: Single author: (*Ali, 2021, p. 45*) or Two authors: (*Ali & Imron, 2017*) or Multiple sources: (*Ali, 2015; Imron, 2019; Laili, 2021*) and Example from a book: (*Abu, 2014, p. 88*). Authors are advised to **limit direct quotations** and use **reference management tools** for citation consistency.

CONCLUSION

(Main section titles are written in UPPERCASE and bold.)

The **Conclusion** should directly answer the research questions and summarize the **essential meanings and implications** of the findings-**not merely repeat data** or descriptive results. It must synthesize the key insights derived from the **Results and Discussion**, written in **narrative form** rather than numbered points.

The conclusion should clearly address the **research objectives**, articulate the **interpretive essence** of the findings, and provide **recommendations or contributions** to the relevant academic or professional field, derived logically from the research results.

ACKNOWLEDGMENT

Acknowledgment is addressed to a person and / or groups and also the institution that helps research both in a direct and indirect way.

REFERENCES

The **References** must be listed in **alphabetical order** by the authors' last names. Every work cited in the text must appear in the reference list, and every item in the reference list must be cited in the manuscript. Authors are required to include a **minimum of 20 references**, with at least **80% drawn from scholarly journal articles** (excluding predatory journals) and **80% published within the last ten years**. It is strongly recommended to use **reference management software**, such as **Zotero (APA 7th Edition)** or **Mendeley (APA 7th Edition)**, to ensure formatting consistency.

Examples of Reference Entries

Book

Zubaidi, Ahmad. (2023). *Hadits-Hadits Tarbawy*. Surakarta: Indonesia Imaji.

Journal Article

Taufikin, "Integrating Eco-Theology In Islamic Education: A Case Study On Fostering Ecological Awareness Through Religious Pedagogy", *el-Tarbawi*, 18(1), 1-37, October, 2025. <https://doi.org/10.20885/tarbawi.vol18.iss1.art1>

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Website

Busuu Developer. (2018, May 25). "Manfaat Busuu Premium." Retrieved from <https://www.busuu.com/id>

Notes for Authors

1. Ensure consistency in **punctuation, italics, and capitalization** throughout the reference list.
2. Journal titles should be written in **italic title case** (capitalize major words).

3. Do not include references that are not cited in the body of the manuscript.
4. Verify the accuracy of **URLs and DOIs** before submission.