

<< Template for Research's Manuscript >> part 1

A Guidelines and Article Template of Karsa (Journal of Social and Islamic Culture)

Aryo Penangsang
Institut Agama Islam Negeri Madura
aryo.penangsang@iainmadura.ac.id

Abstract

This is a new author guidelines and article template of Karsa (Journal of Social and Islamic Culture). Article should be started by Title of Article followed by Authors Name and Affiliation Address and abstract. This abstract section should be typed in *Times* and *font size of 10 pt* and number of words around of 200-250. Special for the abstract section, please use left margin of 35 mm, top margin of 30 mm, right and bottom margins of 30 mm. The single spacing should be used between lines in this article. If article is written in Indonesian, the abstract should be typed in English and Indonesian. Meanwhile, if article is written in English, the abstract should be typed in English and Indonesian as well. The abstract should be typed as concise as possible and should be composed of: problem statement, method, scientific finding results, and short conclusion. The abstract should only be typed in one paragraph and one-column format.

Keywords: author guidelines; social; Islamic culture

Abstrak

Petunjuk ini merupakan format baru sekaligus template manuskrip/artikel yang digunakan pada artikel yang diterbitkan di KARSA: Jurnal Sosial dan Budaya Keislaman. Artikel diawali dengan Judul Artikel, Nama Penulis, Alamat Afiliasi Penulis, email, diikuti dengan abstrak yang ditulis sepanjang 200-250 kata. Khusus untuk Abstrak, teks ditulis dengan margin kiri 35 mm dan margin kanan 30 mm dengan ukuran *font 10 pt* dan jenis huruf *Times* serta jarak antar baris satu spasi. Jika artikel berbahasa Indonesia, maka abstrak harus ditulis dalam bahasa Indonesia dan bahasa Inggris yang baik dan benar. Jika artikel berbahasa Inggris, maka abstrak harus ditulis dalam bahasa Inggris dan Indonesia. Bagian Abstrak harus memuat inti permasalahan yang akan dikemukakan, metode pemecahannya, dan hasil-hasil temuan yang diperoleh serta simpulan. Abstrak untuk masing-masing bahasa hanya boleh dituliskan dalam satu paragraf saja dengan format satu kolom.

Kata Kunci: petunjuk penulisan; sosial; budaya keislaman

Introduction

This section should be the shortest part of the abstract and should very briefly outline the following information: What is already known about the subject, related to the paper in question? What is not known about the subject and hence what the study intended to examine (or what the paper seeks to present).¹ In most cases, the background can be framed in just 2–3 sentences, with each sentence describing a different aspect of the information referred to above. The purpose of the background, as the word itself indicates, is to provide the reader with a background to the study, and hence to smoothly lead into a description of the methods employed in the investigation.

The Introduction is the statement of the problem that you investigated. It should give readers enough information to appreciate your specific objectives within a larger theoretical framework. After placing your work in a broader context, you should state the specific question(s) to be answered. This section may also include background information about the problem such as a summary of any research that has been done on the problem in the past and how the present experiment will help to clarify or expand the knowledge in this general area. All background information gathered from other sources must, of course, be appropriately cited.

Methods

The methods section is usually the second-longest section in the abstract. It should contain enough information to enable the reader to understand what was done, and important questions to which the methods section should provide brief answers.

Results

The results section is the most important part of the abstract and nothing should compromise its range and quality. The results section should therefore be the longest part of the abstract and should contain as much detail about the findings as the journal word count permits.

Here the researcher presents summarized data for inspection using narrative text and, where appropriate, tables and figures to display summarized data. Only the results are presented. No interpretation of the data or conclusions about what the data might mean are given in this section.

Data assembled in tables or figures should supplement the text and present the data in an easily understandable form. Do not present raw data. If tables or figures are used, they must be accompanied by narrative text. Do not repeat extensively in the text the data you have

¹ Nur Syam, *Madzab-Madzab Antropologi* (Yogyakarta: LKiS, 2007), 138.

presented in tables and figures. But, do not restrict yourself to passing comments either. (For example, only stating that "Results are shown in Table 1." is not appropriate.)

The text describes the data presented in the tables and figures and calls attention to the important data that the researcher will discuss in the Discussion section and will use to support Conclusions.

The results section describes experiments that were completed before the paper was written. Therefore, the simple past tense is the natural choice when describing the results obtained.

Think of the results section of your research article as answering the question "What?"—What did you find? This section, typically written in a descriptive fashion, reports on your findings. Save the analysis for the discussion section that follows.

Best practices:

- a) Clearly communicates key findings with no or minimal interpretive comment
- b) Provide sufficient detail to justify any conclusions you draw later.
- c) Report most significant or general results first, then work toward more specific data.
- d) Group results in categories • Include only those data that are relevant to the discussion that follows; raw data can be placed in an appendix.
- e) Note estimates of margins of error in your data.
- f) Use visual devices to capture complex information or depict trends or comparisons.

Pitfalls:

- Results/data poorly organized
- Discounts data/results inconvenient to desired or expected outcome

Figures and Tables

Upon submission of an article, authors are supposed to include all figures and tables in the Word file of the manuscript. Figures and tables should be placed in suitable spaces. All figures should be cited in the paper in a consecutive order. Figures should be supplied in either vector art formats (Illustrator, EPS, WMF, FreeHand, CorelDraw, PowerPoint, Excel, etc.) or bitmap formats (Photoshop, TIFF, GIF, JPEG, etc.). Bitmap images should be of 300 dpi resolution at least unless the resolution is intentionally set to a lower level for scientific reasons. If a bitmap image has labels, the image and labels should be embedded in separate layers. A direct quotation, as follow :

A direct quotation reproduces the words of another writer verbatim and is displayed in quotation marks (if the quotation is fewer than 40 words) or as a block quotation (if the quotation is 40 words or more). When you include a direct quotation in a paper, include the author, date, and page number on which the quotation can be found (or other location information) in the citation.²

Tables should be cited consecutively in the text. Every table must have a descriptive title and if numerical measurements are given, the units should be included in the column heading. Vertical rules should not be used. These should clarify or supplement the manuscript text, not duplicate the text. They should be sized as this page as illustrated as follows.

Discussion

In the discussion section, the past tense is generally used to summarize the findings. But when you are interpreting the results or describing the significance of the findings, the present tense should be used. Often, a combination of both the past and the present tense is used in sentences within the discussion section.

Example: 63% of the children demonstrated an elevated level of at least one risk factor, indicating that children with obesity are at an increased risk of cardiovascular diseases.

Note that the first part of the sentence refers to the results; hence the past tense has been used for this part. On the other hand, the present tense has been used for the second part as this part explains what the result means.

You may also need to use the future tense in the discussion section if you are making recommendations for further research or providing future direction.

Example: *The methods reported here will open up avenues for further research in the field.*

The discussion section answers the question “So what?” Here, you make a case for the significance and value of your work by analyzing your results and showing how they can help you support your assertion or claim about the problem that you are addressing. This section also discusses the implications and relevance of your study and places your work in the context of an ongoing disciplinary conversation. Think of the introduction and discussion sections as the “bookends” that frame your study.

Best practices:

- a) Thorough analysis and interpretation of results in light of questions that prompted your study. Be sure to clarify whether results confirm or refute initial hypothesis.
- b) Discusses implications of work and its significance; suggests further research.
- c) Accounts for difficulties and challenges in the research, and problems in the research design. Note limitations of your approach
- d) Clarifies how your work fits into the ongoing discussions of your field.

Pitfalls:

- Claims made outstrip the actual data.
- Significance or relevance of work not clear

Tip:

The discussion section should provide the analytic culmination of the more descriptive discussions in the introduction, methods, and results sections.

Conclusion

Authors are advised not to replicate conclusion by abstract. This section simply states what the researcher thinks the data mean, and, as such, should relate directly back to the problem/question stated in the introduction. This section should not offer any reasons for those particular conclusions--these should have been presented in the Discussion section. By looking at only the Introduction and Conclusions sections, a reader should have a good idea of what the researcher has investigated and discovered even though the specific details of how the work was done would not be known.

Bibliography

Authors are responsible for ensuring that the information in each reference is complete and accurate. All references should be cited within the text; otherwise, these references will be automatically removed. Writing bibliography should use reference management applications such as *Mendeley* or *Zotero*. Writing style of KARSA: Journal of Social and Islamic Culture use format the *Chicago Manual of Style 17th edition*.

Continued, part.2

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The Introduction is the statement of the problem that you investigated. It should give readers enough information to appreciate your specific objectives within a larger theoretical framework. After placing your work in a broader context, you should state the specific question(s) to be answered.

Discussion

Discussion includes: systematic presentation, only the data/information related to the research objectives; simplify the tables and use the open table, and image maps more focused on the object of study and the file size is not too large and complicated (pursued in JPG format and submit in supplement/additional files separately); if any, tables and figures are numbered. The purpose of discussion is to determine how the result of the study is discussed by the author(s), and the author(s) also limits the discovery.

Conclusion

Conclusion is typed in bold capital letters of Times New Roman with the font size 12. Conclusion is advised to mention the recommendation or suggestion that include in paragraphs and not separated.

Bibliography

Bibliography may not use “et al” as substitutes the name of the author of the second and so on (g) method of writing every Bibliography and vary according to the type of literature as the reference (Chicago Manual of Style 17th edition).

CITING AND REFERENCING: CHICAGO MANUAL OF STYLE 17th Edition

(Harap cek cara cetak miring & tanda-tanda baca: titik, koma, titik koma, tanda petik, nomor halaman, tahun terbit, & nama penerbit)

Journal articles consulted online

(Artikel Jurnal)

Footnote/ Example of Note entry	1. Jennifer Glass and Philip Levchak, “Red States, Blue States, and Divorce: Understanding the Impact of Conservative Protestantism on Regional Variation in Divorce Rates,” <i>American Journal of Sociology</i> 119, no. 4 (2014): 1002-46, https://doi.org/10.1086/674703. 2. Xiaoyu Weng, “The Archive in Exhibition Making: Material, Concept and Strategy,” <i>Journal of Curatorial Studies</i> 2, no. 1 (February 2013): 72. doi:10.1386/jcs.2.1.70_1. or 3. Eliyahu Stern, “Genius and Demographics in Modern Jewish History,” <i>Jewish Quarterly Review</i> 101, no. 3 (Summer 2011): 348, http://www.jstor-org.ezproxy.lib.monash.edu.au/stable/41300143.
Subsequent Note entry	4. Glass and Levchak, “Red States, Blue States, and Divorce,” 1002-46. 5. Xiaoyu, “The Archive in Exhibition Making,” 73. 6. Stern, “Genius and Demographics in Modern Jewish History,” 352.
Example of Bibliography entry	Glass, Jennifer, and Philip Levchak. “Red States, Blue States, and Divorce: Understanding the Impact of Conservative Protestantism on Regional Variation in Divorce Rates.” <i>American Journal of Sociology</i> 119, no. 4 (2014): 1002–46. https://doi.org/10.1086/674703. Xiaoyu Weng. “The Archive in Exhibition Making: Material, Concept and Strategy.” <i>Journal of Curatorial</i>

	Studies 2, no. 1 (February 2013): 70–89. doi:10.1386/jcs.2.1.70_1. Stern, Eliyahu. “Genius and Demographics in Modern Jewish History.” <i>Jewish Quarterly Review</i> 101, no. 3 (Summer 2011): 347–82. http://www.jstor-org.ezproxy.lib.monash.edu.au/stable/41300143.
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Journal with Multiple Authors

(Banyak penulis)

Example of Note entry	1. Dolores Hayden and Gwendolyn Wright, “Architecture and Urban Planning,” <i>Signs: Journal of Women in Culture and Society</i> 1, no. 4 (Summer, 1976): 928, https://doi.org.ezproxy.lib.monash.edu.au/10.1086/493309. 2. Natalia V. Gmuca et al., “The Fat and the Furriest: Morphological Changes in Harp Seal Fur with Ontogeny,” <i>Physiological and Biochemical Zoology</i> 88, no. 2 (March/April 2015): 158, https://doi-org.ezproxy.lib.monash.edu.au/10.1086/680080.
Subsequent Note entry	3. Hayden and Wright, "Architecture and Urban Planning," 929. 4. Gmuca et al., “Harp Seal Fur,” 160.
Example of Bibliography entry	Hayden, Dolores and Gwendolyn Wright. “Architecture and Urban Planning.” <i>Signs: Journal of Women in Culture and Society</i> 1, no. 4 (Summer, 1976): 923–933. https://doi.org.ezproxy.lib.monash.edu.au/10.1086/493309.

	Gmuca, Natalia V., Linnea E. Pearson, Jennifer M. Burns, and Heather E. M. Liwanag. “The Fat and the Furriest: Morphological Changes in Harp Seal Fur with Ontogeny.” <i>Physiological and Biochemical Zoology</i> 88, no. 2 (March/April 2015): 158–66. https://doi-org.ezproxy.lib.monash.edu.au/10.1086/680080
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Books with One Author

(Buku dengan 1 penulis)

Example of Note entry	1. Jeffrey Q. McCune Jr., <i>Sexual Discretion: Black Masculinity and the Politics of Passing</i> (Chicago: University of Chicago Press, 2014), 32.
Subsequent Note entry	2. McCune, <i>Sexual Discretion</i> .
Example of Bibliography entry	McCune, Jeffrey Q., Jr. <i>Sexual Discretion: Black Masculinity and the Politics of Passing</i> . Chicago: University of Chicago Press, 2014.

Books with Multiple Authors

(Buku dengan banyak penulis)

Example of Note entry	1. Astri Suhrke and Howard Adelman, <i>The Path of a Genocide: The Rwanda Crisis From Uganda to Zaire</i> (New Brunswick, NJ: Transaction Publishers, 1999), 292. 2. Edward O. Laumann et al., <i>The Social Organization of Sexuality: Sexual Practices in the United States</i> (Chicago: University of Chicago Press, 1994).
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Subsequent Note entry	3. Suhrke and Adelman, The Path of a Genocide, 308. 4. Laumann et al., The Social Organization of Sexuality.
Example of Bibliography entry	Suhrke, Astri, and Howard Adelman. <i>The Path of a Genocide: The Rwanda Crisis From Uganda to Zaire</i>. New Brunswick, NJ: Transaction Publishers, 1999. Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. <i>The Social Organization of Sexuality: Sexual Practices in the United States</i>. Chicago: University of Chicago Press, 1994.

University theses or dissertations, accessed online

(Tesis/Disertasi)

Example of Note (Footnote)	1. Shakela Carion Johnson, “An Examination of the Social Characteristics and Beliefs of Delinquent and Non-Delinquent Youth” (PhD thesis, Auburn University, 2007), ProQuest (AAI3270975).
Subsequent Note entry	2. Johnson, “An Examination of the Social Characteristics and Beliefs of Delinquent and Non-Delinquent Youth”.
Daftar Pustaka/ Bibliography (Daftar Pustaka)	Johnson, Shakela Carion. “An Examination of the Social Characteristics and Beliefs of Delinquent and Non-Delinquent Youth.” PhD thesis, Auburn University, 2007. ProQuest (AAI3270975).

Newspapers

(Surat Kabar/Koran)

Contoh 1 – Print

Footnote -> 1. Melissa Villeneuve, “Expert Brings Art of Felt-Making to Galt Museum,” *Lethbridge Herald*, August 31, 2014.

Contoh 2 – Electronic

Footnote-> 1. Francis X. Clines, “Rob Ford, America's Mayor,” *New York Times*, November 20, 2013,
http://takingnote.blogs.nytimes.com/2013/11/20/rob-ford-americas-mayor/?_r=0.

Contoh di Daftar Pustaka/Bibliography:

Clines, Francis X. “Rob Ford, America's Mayor.” *New York Times*, November 20, 2013.

http://takingnote.blogs.nytimes.com/2013/11/20/rob-ford-americas-mayor/?_r=0.

Edited Books

(Buku dengan editor)

Example of Note entry	1. Margit Misangyi Watts, ed., <i>Technology: Taking the Distance Out of Learning</i> (San Francisco: Jossey-Bass, 2003).
Subsequent Note entry	2. Watts, Technology.
Example of Bibliography entry	Watts, Margit Misangyi, ed. <i>Technology: Taking the Distance Out of Learning</i> . San Francisco: Jossey-Bass, 2003.

Chapters in edited books

(Bab di dalam buku yang diedit)

Example of Note entry	1. Colin Lucas, "Nobles, Bourgeois and the Origins of the French Revolution," in <i>The French Revolution: Recent Debates and New Controversies</i> , ed. Gary Kates (London: Routledge, 1998), 56.
Subsequent Note entry	2. Lucas, "Nobles, Bourgeois and the Origins of the French Revolution."
Example of Bibliography entry	Lucas, Colin. "Nobles, Bourgeois and the Origins of the French Revolution." In <i>The French Revolution: Recent Debates and New Controversies</i>, edited by Gary Kates, 44–67. London: Routledge, 1998.

Blog Posts

(Sumber blog penulis)

Example of Note entry	1. Martin Earl, "What Must Be Said," <i>Poetry Foundation (blog)</i> , April 10, 2012, https://www.poetryfoundation.org/harriet/2012/04/what-must-be-said/ .
Subsequent Note entry	2. Earl, "What must be said."
Example of Bibliography entry	Earl, Martin. "What Must Be Said." <i>Poetry Foundation (blog)</i>, April 10, 2012. https://www.poetryfoundation.org/harriet/2012/04/what-must-be-said/.

Social media posts

(Media Sosial)

Example of Note entry	1. Conan O'Brien (@ConanOBrien), "In honor of Earth Day, I'm recycling my tweets," <i>Twitter</i>, April 22, 2015, https://twitter.com/ConanOBrien/status/590940792967016448.
Subsequent Note entry	2. O'Brien, "Earth Day."
Example of Bibliography entry	O'Brien, Conan (@ConanOBrien). "In honor of Earth Day, I'm recycling my tweets," <i>Twitter</i>. April 22, 2015. https://twitter.com/ConanOBrien/status/590940792967016448.