



The title of the article Cambria letters 14 bold, centered, maximum 12 words, capitalization as capitalized in sentences

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Abstract

The abstract contains: **(1) A brief background (if any); (2) The purpose and/or scope of the research; (3) Method used (briefly); (4) Summary of results/finding; and (5) Conclusions.** Abstract is written in one paragraph in Indonesian using Cambria 11 with 1 space, right aligned, The number of words in the abstract is 150-200 words. Keywords are at least 3 words and maximum 5 words.

Keywords : keyword 1; keyword 2; keyword 3.

Abstract

Write abstract in good English with only one paragraph. Use Cambria 11 Italic with one spacing between lines, justified, consists of: purpose (contains objectives of the research), method (delivers data collection of the research), results and impact of the research (refers to collected data as an effort to answer research question). The number of words should be between 150-200 words. Keywords consist of a minimum of 3 words and maximum of 5 words

Keywords: keyword 1; keyword 2; keyword 3.

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INTRODUCTION

The content of the introduction reveals (1) **the background of** the research, (2) related studies that have existed, (2) **differences from previous research so as to bring out the novelty** of the research, (4) **the purpose of writing**, the expectations to be achieved from writing, and the scientific benefits of writing.

The introduction begins (briefly, e.g. maximum 1 paragraph) the general background of the study; then it should contain the State of the Art (a brief review of literature or previous research², 1-2 paragraphs) with the aim of justifying/corroborating the statement of *novelty* or scientific significance or contribution or originality of this article and try to have references to articles from journals of the last 10 years that reinforce the justification of originality or such contributions).

Before writing the purpose of the study, there must be a *Gap Analysis* or gap statement (originality) or *novelty statement* clearly and explicitly, or a unique difference of this research compared to previous studies, also from the important side of whether the research was carried out; only then written the purpose of the research in this article straightforwardly and clearly. It is NOT like this (Based on this background, the purpose of this study....).

The "Introduction" and other subheadings use Cambria 12 bold, small caps with a space above 18pt and lower 0pt. Fill the introduction using normal Cambria 12, straight left and right margins with 0pt top and 4pt bottom spacing. The number of introductions is between 800-1,000 words. The overall writing is in the form of paragraphs without *numbering*, and *bulleting*. *Numbering* can be changed first, ... second.... or (1)..., (2)... in paragraph form. A4 format paper size with normal margins (top, bottom, left, right 1 inch or 2.54 cm).

NB: **There is no subtitle "Literature Review", or "Literature Review"**, or any other theoretical and definitional nature. Sentences that seem like familiar definitions do not need to be written. If it really requires writing or relating to concepts/theories, it should be written directly in the discussion only (for example by quoting directly).

METHOD

This section briefly outlines the research methods . Write down the complete location of the study, the number of respondents, how to process the results of observations or interviews or questionnaires, how to measure performance benchmarks. The general method does not need to be written in detail, but simply refers to the reference book. The trial procedure should be written in the form of news sentences, not command sentences. The total content of the research method is about 1,000 words.

The writing "Research Method" uses Cambria 12 bold, small caps with a space above 18pt and below 0pt. Fill the introduction using normal Cambria 12, straight left and right margins with 0pt top and 4pt bottom spacing.

RESULTS AND DISCUSSION

Research findings

The content of the results and discussion reveals the findings of the research results based on field data obtained by questionnaires, surveys, documents, interviews, observations and other data collection techniques. The results of research findings are analyzed by interpretation and synthesis by **citing certain theories**. The total results and discussion amounted to 3,000-4,000 words,

The Results and Discussion at least contain:

- (1) The result (*what / how* element) has the data presented been processed (not raw data), poured in the form of tables or figures (choose one), and given information that is easy to understand? Write down the findings, but don't discuss them here;
- (2) The discussion (element of *why*) in the discussion section shows a relationship between the results obtained and the basic concepts and / or hypotheses? The discussion made must be supported by real and clear facts; and
- (3) Discussion (what else element) is there conformity or conflict with the results of other people's research?

Citations and citations use the APA 6th edition and use reference management tools (Mendeley/Zotero/Endnote). The basic principles for reference in the text are:

(author's last name, publication date)

Example: (Rasyid, 2003).

If there is no year it can be replaced with tt.

Example: (al-Ghazali, n.d.)

While how to write direct quotes is without quotation marks with the following example:

David Rashid expressed the ways in which Westerners influenced Muslims in the words,

In propagating its secular ideology, the West resorted to all means and broke through all fields. Not only education that seems secular, such as public universities, secular understanding is also infiltrated into Islamic universities which daily study the Quran, Hadith, Fiqh, Thought and others (Rasyid, 2003).

Quoting verses of the Quran is to mention the surah and verse first, followed by writing the verse and its translation which is italicized without including *in-note*. 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 Almighty in Sura Saba' verse 28:

وَمَا أَرْسَلْنَاكَ إِلَّا كَافَّةً لِّلنَّاسِ بَشِيرًا وَنَذِيرًا وَلَكِنَّ أَكْثَرَ النَّاسِ لَا يَعْلَمُونَ
(سبا: ٢٨)

And We did not send you but to mankind as whole as bearers of glad tidings and as warnings, but most men do not know.

The quoting of hadith is to mention the text of the hadith first, then the translation and writing of the stature.

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

"And narrated Imam Bukhari and Muslim from ibn Mas'ud said: "I asked the Prophet (peace be upon him), what deeds does Allah love the most? He replied: "Pray (performed) in due course, then I ask again, then what other charity? He replied: "Do good to both parents. Then I asked again, then what else, Apostle? He replied: "Jihad in the way of Allah." (HR. Bukhari and Muslim from ibn Mas'ud).

In this section there may be numbering. The numbering sequence uses the following way: I., A., 1., a. This section can be supplemented with figures or tables to provide further explanation. The results and discussion use Cambria 12 bold, capital letters with a space above 18pt and lower 0pt. Content Results and discussion are written using normal Cambria 12 font, straight margins with 0pt top and 4pt bottom spacing.

The images included in the manuscript are an important part of the research results. The color of the image is clear and the size is just right. The image title is placed below the image with normal Cambria letters 12, middle margin, top and bottom space 6pt. If the image comes from another source, write the source in the center of the image.

Example image:



Source: Film "Land of 5 Towers"

Figure 1. Scenes about democratic parenting

The writing and table numbers are placed at the top with normal Cambria 12 letters, center aligned, top and bottom spaces 6pt. Table lines are simply horizontal lines at the first and end of the table, remove vertical lines and horizontal lines in the middle

of the table. Fill in the table using normal Cambria 10 letters, table margins as needed. If the table is from another source, write the source in the middle of the table.

Example of writing a table:

| Table 1. Schedule of Guidance Materials | | | |
|---|----------------------|-----------------------------------|----------------|
| Time | Day | Material | Supervisor |
| 30-40 minutes | Monday and Wednesday | Iqra reading guidance | Lenny's mother |
| 30-40 minutes | Tuesday and Thursday | Iqra reading and writing tutoring | Mrs. Khotimah |

Source: Research interview results

CONCLUSION

Conclusions are only sufficient to answer the problem or research objectives, or can also produce a new theory / concept based on existing facts / analysis; Don't be impressed to discuss it again in the Conclusion section. Implications or suggestions may be added (not required).

Written in different sentences from the results and discussion section, contains 400-500 words, no subheadings, *numbering* or *bulleting*. The conclusion writing uses Cambria 12 bold, capital letters with a space above 18pt and lower 0pt. Fill the cover using Cambria 12 normal, straight margins with space up 0pt and bottom 4pt.

BIBLIOGRAPHY

The bibliography is arranged alphabetically based on the author's last name cited. Bibliography of Cambria letters 12 bold, capital letters, top and bottom spaces 6pt. The format of writing a bibliography follows the APA 6th edition as below. Authors are advised to use *reference managers* (such as: Mendeley, Zotero, etc.).

References of a minimum of 50% of the last 10 years and a minimum of 50% of the primary literature (scientific journals, proceedings, theses, dissertations). The number of references in the bibliography is at least 15 reference libraries.

Journal Writing Format

Author's last name, Initial first (and middle) name. Year. Article Title. *Journal name is italicized*, volume number with Arabic numerals, publication number with Arabic numerals

Aaron, S. 2007. "Islam, Religions, and Tolerance." *Tajdid Scientific Journal*, Vol. 2, No. 2

Book Writing Format

Author's last name, First (and middle) initials. Year. *The title of the book is written in italics*, the city of the publisher, the name of the publisher.

Hafidhuddin, D. 2000. *Tafsir Al Hijri; Study of Tafsir of the Qur'an Surat An-Nisa*. Kalimah Thayyibah-Logos Foundation. Jakarta

Chirot, D. & Merton, K. 1986, *Social Change In The Modern era*. Harcourt Brace Jovanovich Publishers, San Diego.

Hafidhuddin, D., et al. 2000. *The Ideal Leader in Islam*. Zaman Library, Jakarta

Saefuddin, D. 2003. *Modern and Postmodern Islamic Thought*, Gramedia Widiasarana

Indonesia, Jakarta

Philip, H.Ws. & Simpson, G. (Ed.) 1976. *Australia in the World of Education Today and Tomorrow*, Australian National Commission, Canberra

Source Writing Format Outside of Journals and Books

Mujahidin, E. 2004, *Development of Spiritual Values Based on Pesantren Kilat (Study of Development of an Innovative and Effective Pesantren Kilat Learning Model for Senior High School Students)*, Doctoral Dissertation at PPS UPI Bandung: unpublished

Ministry of Education and Culture. 1998, *Guidelines for the Implementation of Scholarships and Operational Assistance Funds*, Ministry of Education and Culture, Jakarta

Mujahideen, E., 2005. "Planning of Work Programs of Islamic Education Institutions". Paper at Basik Al Huda seminar, Bogor April 8.

Fahmi, A., 2004. "Media Continues to Trigger Negative Factors", *Republika*, May 29, 2004.

Thomson, A. 1998. *The Adult and the Curriculum*, accessed March 30, 2000, <http://www.uiuc.edu/EPS/PES-Yearbook/1998/thomson>,

TRANSLITERATION GUIDELINES **Arabic-Indonesian Transliteration Guidelines**

| Arabic | Latin | Arabic | Latin | Arabic | Latin |
|--------|----------|--------|----------|--------|-------|
| ا | a | س | s | ل | l |
| ب | b | ش | Sy | م | m |
| ت | t | ص | Sh | ن | n |
| ث | Ts | ض | <u>d</u> | و | w |
| ج | j | ط | <u>t</u> | ه | h |
| ح | <u>h</u> | ظ | <u>z</u> | ء | ' |
| خ | KH | ع | ' | ي | y |
| د | d | غ | Gh | | |
| ذ | Dz | ف | f | | |
| ر | r | ق | q | | |
| ز | z | ك | k | | |

Note:

1. The consonant bersyaddah is written in duplicate, as the word: "رَبَّنَا", written = *Rabbanâ*.
2. The long vowels (madd) *fathah* (line above), *kasrah* (line below) and *dhammah* (line in front), written *a, i, u*, for example the word:
المَسَاكِينُ Are written: al-masâkîn
المُفْلِحُونَ Are written: Al-Muflihûn.
3. Diphthongs are written : اَوْ = au, اُوْ = u, اَيَّ = ai, اِيْ = i
4. The clothing words alif and lam (ال), both followed by the letter Qamariyah and the letter Shamsiyah, are written "al" at the beginning, for example:
النِّسَاءُ Are written: *al-Nisâ'*.
الْمُؤْمِنُ Are written: *al-Mu'min*.
5. Ta' al-marbuthah (ة) when located at the end of the sentence is written: h, as البقرة is written: al-Baqarah. When located in the middle of a sentence, it is written "t", for example: الْمَالِ زَكَاةً written: zakât al-mâl.

HOW TO SET THE WRITING STYLE

1) Save the cursor in the row whose *style will be set*, 2) click the Home menu *at the top left*, 3) Click the small arrow to the right of Styles, 4) select the appropriate style). The text changes according to the chosen style.

