

Author Guidelines

Articles submitted for publication must conform to the following guidelines:

1. General guidelines:

- Articles should discuss the themes of religious, social and cultural;
- Articles are written in English or Arabic;
- Articles must be typed in one-half spaced on A4-paper size;
- Articles' length is about 4,000-5,000 words or 14-16 pages;
- Abstract of 50-70 words should accompany every submission;
- The submission should include full name(s) of the author(s), along with his/her/their institution and complete address;
- Arabic words should be transliterated according to the style of this journal;
- Intending authors should adopt the style used in this journal, that is, *American Sociological Association 6th Edition*.
- A reference list of all material mentioned in the article, including books, book chapters, journal articles, court decisions, and laws, should be provided at the end of the article;
- All submissions should be in OpenOffice, Microsoft Word, rtf, or WordPerfect document file format.

2. Writing Style

- Title of articles should be specific and efficient (the maximum length of a title is 14 words)
- Two types of abstract, one in Indonesian and the other in English, each of which 50-70 words, are typed in one space.
- Keywords should include 5 (five) terms that reflect the basic concept contained by the papers.
- The articles should be typed with a 12-point Times New Roman font, except for Arabic texts should use 14-point Traditional Arabic.
- When a source is cited for the first time, full information is provided: full name(s) of author(s), title of the source in italic, place of publication, publishing company, date of publication, and the precise page that is cited.
- Use **Mendeley** or **Zotero** to create footnotes and bibliography.

Example of Reference List/Bibliography

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- Vipriyanti, Sevira, and Meirinawati Meirinawati. 2021. "Kualitas Pelayanan Parkir Berlangganan Untuk Meningkatkan Pendapatan Retribusi Parkir Di Dinas Perhubungan Kabupaten Tuban." *Publika* 9(2):227-40. doi: 10.26740/publika.v9n2.p227-240.

3. Transliteration Guidelines

1. If an Indonesian term exists for a word, use it.
2. All technical terms from languages written in other than Indonesian language or in non-Latin alphabets must be italicized and fully transliterated with diacritical marks (macrons and dots), e.g., 'asyā'.
3. Diacritics should not be added to personal names, place names, names of political parties and organizations, e.g., Jamal 'Abd al-Nasir.
4. Inseparable prepositions, conjunctions, and other prefixes are connected with what follows by a hyphen: bi-, wa-, li-, la-. Example: *fī al-'irāq wa-miṣr*. (Note: the preposition *fī* is not an inseparable prefix in the Arabic script and thus is not treated as one by IJMES.)
5. Elision. When one of the above prepositions or conjunctions is followed by *al*, the *a* will elide, forming a contraction rendered as *wa-l*, *bi-l*, *li-l*, and *la-l*. Example: *fī miṣr wa-l-'irāq*.
6. The definite article (e.g., the Arabic *al*-) is lowercase everywhere, except when the first word of a sentence or an endnote.
7. The Arabic *tā' marbūṭa* is rendered *ah* not *at*, except in *idāfah* constructions.
8. When an Arabic name is shortened to just the surname, the *al*- is retained. For example, Hasan al-Banna becomes al-Banna. Connectors in names—such as *bin*, *abu*, etc.—are lowercase only when preceded by a name, e.g., Usama bin Ladin, but Bin Ladin, Ibn Khaldun, etc.
9. Long vowel should use diacritic mark ' (dash) above the vowel letters: ā, ī, ū. For examples: *al-masājid li al-ṣāliḥīn*, *al-jamī'ah al-ḥukūmiyyah*, *ḡalika al-kūtab lā raiba fih*.
10. See below for a character-by-character map of our transliteration system:

أ	=	a	ض	=	ḍ
ب	=	b	ط	=	ṭ
ت	=	t	ظ	=	ẓ
ث	=	ṯ	ع	=	ʿ
ج	=	j	غ	=	gh
ح	=	ḥ	ف	=	f
خ	=	kh	ق	=	q
د	=	d	ك	=	k
ذ	=	z	ل	=	l
ر	=	r	م	=	m
ز	=	z	ن	=	n
ش	=	sy	و	=	w
س	=	s	هـ	=	h
ص	=	ṣ	ي	=	y