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*In order for an article to be considered for publication, we strongly recommend that prospective authors fulfill all of these items*

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*Contemporary Issues on Interfaith Law and Society*  
 ISSN 2829-8373 (Print) 2829-8624 (Online)  
 Vol. X Issue Y (YEAR) XXXX-YYY  
 DOI: <https://doi.org/10.15294/ciils.v3i1.78878>  
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## Title of Article in English (maximum 20 word)

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<sup>a</sup> First Author Faculty, University, Country, Email,  ORCID Link

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(Maximum 5 (five) authors, and we highly recommend for international collaboration of authorship)

 Corresponding email: *insert corresponding email only*

## Abstract

Abstracts are written in **English and Indonesian** and preferably not more than 250 words. The abstract should be clear, concise, and descriptive. This abstract should provide a brief introduction to the problem, objective of the paper, followed by a statement regarding the methodology and a brief summary of results. Abstract should be written in Formal English, consist of: research purposes, main problems, method, findings, and conclusion. Abstract should be standalone means that there is no citation on Abstract. Abstract should directly explain the topic discussed. Abstract also should reflect the whole content of the manuscript/paper.

**KEYWORDS** 3-5 related keywords, separated with comma (,)

## Abstrak

Abstracts are written in **English and Indonesia** and preferably not more than 250 words.

**KEYWORDS** *3-5 related keywords, separated with comma (,)*

## Introduction

The Introduction part should contain at least five previous studies concerning the topic. At this point, the author should emphasize the urgency of the research, as well as the significance of the research. Authors also have to explore and combine some previous studies. It is important for readers to know the uniqueness, novelty, urgency, and significance of research. Most readers are non-native English speakers, therefore, authors should use a formal simple language, as well as, for international readers, authors also have to add and improve some global perspectives.

The introduction should be clear and provide the issue to be discussed in the manuscript. Before the objective, authors should provide an adequate background, and very short literature survey in order to record the existing solutions, to show which is the best of previous studies, to show the main limitation of the previous studies, to show what do you hope to achieve (to solve the limitation), and to show the scientific merit or novelties of the paper.

Citation should be in the footnote model. The Authors have to use Mendeley citation software, and the citation model should be **Chicago Manual Style (Fullnote)** automatically by Mendeley.<sup>1</sup> The author should use at least 30 references (the latest in the past five years). The footnotes used in references in this journal are not only used as source credit for the reference, but it is highly

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<sup>1</sup> Sahira Jati Pratiwi, Steven Steven, and Adinda Destaloka Putri Permatasari, "The Application of E-Court as an Effort to Modernize the Justice Administration in Indonesia: Challenges & Problems," *Indonesian Journal of Advocacy and Legal Services* 2, no. 1 (2020): 39–56, <https://doi.org/10.15294/ijals.v2i1.37718>. The footnotes used in references in this journal are not only used as source credit for the reference, but it is highly recommended for the author to write some notes, arguments, or brief reviews in the footnotes. Thus, footnotes are not only limited to a reference source, but also notes from the author. See also Aprila Niravita, "Social Injustice in the Industrial Revolution 4.0," *Indonesian Journal of Advocacy and Legal Services* 1, no. 2 (2020): 164, <https://doi.org/10.15294/ijals.v1i2.36509>; Aulia Vaya Rahmatika, "Violence on Women and Children: Background, Effects, and Solutions," *Semarang State University Undergraduate Law and Society Review* 1, no. 1 (2021): 69–86, <https://doi.org/10.15294/lsr.v1i1.49840>.

recommended for the author to write some notes, arguments, or brief reviews in the footnotes. Thus, footnotes are not only limited to a reference source, but also notes from the author.<sup>2</sup> At the end of the paragraph, the author(s) should end with a comment on the significance concerning identification of the issue and objective of the research.<sup>3</sup>

**Minimum length of manuscript is 6000 words** including footnote (exclude abstract and references).<sup>4</sup> All submitted manuscripts are read by the editorial staff. Those manuscripts evaluated by editors to be inappropriate to journal criteria are rejected promptly without external review. Manuscripts evaluated to be of potential interest to our readership are sent to double blind reviewers. The editors then make a decision based on the reviewer's recommendation from among several possibilities: rejected, require major revision, need minor revision, or accepted. The Editor-in-Chief of the *Contemporary Issues on Interfaith Law and Society* has the right to decide which manuscripts submitted to the journal should be published.<sup>5</sup>

Submitted manuscripts will generally be reviewed by two or more experts who will be asked to evaluate whether the manuscript is scientifically sound and coherent, whether it duplicates already published work, and whether or not the manuscript is sufficiently clear for publication. The Editors will reach a decision based on these reports and, where necessary, they will consult with members of the Editorial Board. The author is responsible for the readability of the manuscript and all writing errors. In certain cases, the editor will ask for valid proof from the author that the manuscript has been checked through a professional proof-reader.

## Method

The method is written in descriptive form and should provide a statement regarding the methodology of the research. This method uses as much as possible to give an idea to the reader through the methods used. Both Research and Review Articles should explain the method. For the research article it is

<sup>2</sup> Sanapiah Faisal, *Format Penelitian Sosial* (Jakarta: RajaGrafindo Persada, 2005).

<sup>3</sup> Jody Raphael, *Rape Is Rape: How Denial, Distortion, and Victim Blaming Are Fueling a Hidden Acquaintance Rape Crisis* (Chicago: Lawrence Hill Books, 2013).

<sup>4</sup> Anggoro Yulianto, "Cybersecurity Policy and Its Implementation in Indonesia," *Law Research Review Quarterly* 7, no. 1 (2021): 69–82, <https://doi.org/https://doi.org/10.15294/lrrq.v7i1.43191> 70.

<sup>5</sup> Prasasti Dyah Nugraheni, "The New Face of Cyberbullying in Indonesia: How Can We Provide Justice to the Victims?," *The Indonesian Journal of International Clinical Legal Education* 3, no. 1 (2021): 57–76, <https://doi.org/10.15294/ijicle.v3i1.43153>.

clear the method should describe the location of the study, the data collection method, and how the data were analyzed. Meanwhile, in the Review Article, the method is written descriptively regarding the topic being analyzed, what theories and laws are used to analyze the topic and the limitations of the study.

## Result & Discussion (title of Result & Discussion should be used)

This section is the most important section of your article. The analysis or results of the research should be clear and concise. The results should summarize (scientific) findings rather than providing data in great detail. Please highlight differences between your results or findings and the previous publications by other researchers.

### A. First Sub-Title

Following main headings should be provided in the manuscript while preparing. Tables and Figures are presented center and cited in the manuscript. The figures should be clearly readable and at least have a resolution of 300 DPI (Dots Per Inch) for good printing quality. Table made with the open model (without the vertical lines) as shown below:

**TABLE 1.** Cross Tabulation

|                                    |      | Category Correctional Officer<br>Performance Level |            | Total      |
|------------------------------------|------|----------------------------------------------------|------------|------------|
|                                    |      | Low                                                | High       |            |
| Level category<br>leadership style | Low  | 1<br>50%                                           | 1<br>50%   | 2<br>100%  |
|                                    | High | 0<br>0                                             | 18<br>100% | 18<br>100% |
| Total                              |      | 1<br>5%                                            | 19<br>95%  | 20<br>100% |

Sources: Authors, 2021 (edited)

Each table should be explained properly with standing argument and legal analysis.

### B. Second Sub-Title, etc.

...

## Conclusion

Conclusion contains a description that should answer the objectives of research. Provide a clear and concise conclusion. Do not repeat the Abstract or simply describe the results of the research. Give a clear explanation regarding the possible application and/or suggestions related to the research findings.

## References

Please automatically insert bibliography. The direct and valid link for all web pages or online news should be provided. For Laws and Regulation can be written separately and manually (if the author has difficulty writing down the source of the laws and regulations using Mendeley). The source of the laws and regulations must be accompanied by the source link of the laws and the number of the state gazette. For journal articles, it must be accompanied by a valid DOI link, or if there is no DOI, it must include a link to the intended article.

- Faisal, Sanapiah. *Format Penelitian Sosial*. Jakarta: RajaGrafindo Persada, 2005.
- Niravita, Aprila. "Social Injustice in the Industrial Revolution 4.0." *Indonesian Journal of Advocacy and Legal Services* 1, no. 2 (2020): 164.  
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<https://doi.org/10.15294/ijals.v2i1.37718>.

- Rahmatika, Aulia Vaya. "Violence on Women and Children: Background, Effects, and Solutions." *Semarang State University Undergraduate Law and Society Review* 1, no. 1 (2021): 69–86. <https://doi.org/10.15294/lsr.v1i1.49840>.
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Each submission must be accompanied by a short biography of each author, with a maximum length of 150 words per author. This information **should be uploaded in a separate file as a supplementary document**, not included in the main manuscript.

*Example of Author Biography:*

**Dede Indraswara, S.H., M.H.**, is a lecturer, researcher, and legal practitioner affiliated with the Department of Criminal Law, Faculty of Law, Nusantara University of Social Justice. He is actively engaged in research with a concentration in criminal law, counter-terrorism, and maritime legal enforcement. Selected publications include: First, *Reconstructing Legal Norms in Maritime Terrorism Prevention*. Second, *State Sovereignty and Cross-Border Crime: A Legal Perspective*. Third, *Comparative Analysis of Terrorism Laws in Southeast Asia*. The author can be contacted via email: dedeindraswara@nusantara.ac.id. Further information and publications by the author can be accessed through Scopus ID: 12345678900, SINTA ID: 1234567, and ORCID: <https://orcid.org/0000-0001-2345-6789>.

## Guidelines for Article Revision

### *Two-Stage Review Process (Preliminary Review and Peer Review)*

To maintain scholarly quality, academic consistency, and alignment with the aims and scope of *Contemporary Issues on Interfaith Law and Society* (CIILS), the Editorial Board applies a **Two-Stage Review Process**, consisting of a *Preliminary Review* and a *Peer Review*.

This review model is designed to ensure that all submitted manuscripts meet high academic and ethical standards while offering substantive contributions to the study of interfaith law and contemporary social issues.

#### **Stage One: Preliminary Review (Editorial Review)**

During the *preliminary review* stage, the manuscript is evaluated by the editorial team with particular attention to the following aspects:

- Relevance of the topic to the aims and scope of CIILS;
- Initial suitability of the article's structure and organization;
- Compliance with the journal's formatting guidelines, citation style, and template;
- Clarity of the research objectives, problem formulation, and general framework.

This stage functions as an initial screening and technical–fundamental assessment. Manuscripts requiring improvement will be returned to the authors for revision before they can proceed to the peer review stage.

#### **Stage Two: Peer Review (Substantive Review)**

Once the manuscript has been revised in accordance with the preliminary review, it will be forwarded to independent reviewers for substantive evaluation, which includes:

- Depth and rigor of the scholarly analysis;
- Coherence and strength of the arguments;
- Relevance and contribution to interfaith legal discourse and interdisciplinary studies;
- Integration of theory, methodology, and discussion.

The peer review stage aims to ensure that the manuscript demonstrates academic rigor, originality, and meaningful scholarly contribution.

### Article Revision Requirements

#### 1. Revision Based on Reviewer Comments

- Authors are required to revise their manuscript in accordance with the comments and suggestions provided by the reviewers.
  - Address all points raised by the reviewers in a clear and comprehensive manner. If you disagree with any comment, please provide a reasonable explanation in the response to the reviewers.
2. **Track Changes Activation**
    - Authors must enable the **Track Changes** feature in their word processor during the revision process.
    - This will allow the editor and reviewers to easily identify the changes made to the manuscript.
  3. **Similarity Check Requirement**
    - After revising the manuscript, authors are required to independently check the similarity of the revised paper using plagiarism detection software (e.g., Turnitin, iThenticate).
    - The similarity score must not exceed **20%**, excluding references and quotes.
  4. **Proofreading Requirement**
    - The revised manuscript must **be proofread** to ensure proper grammar, clarity, and adherence to academic writing standards.
    - Authors are required to submit proofreading evidence, as specified by the journal, along with the revised manuscript.
  5. **Compliance with Journal Indicators and Requirements**
    - Authors must ensure that their revised manuscript meets all indicators and requirements as outlined by the journal, including formatting, citation style, and adherence to the journal's focus and scope.
    - Revisions that do not fulfill these requirements may be returned to the authors for further improvement or **even rejection**.

#### **Additional Notes:**

- Submit the revised manuscript along with a **revision report** or **response to reviewers document**, detailing how each comment has been addressed.
- Ensure that the revised manuscript is formatted according to the journal's **latest template**.

#### **Final Remarks**

Failure to comply with these guidelines may result in **delays in the editorial process or rejection of the manuscript**. Authors who require clarification are encouraged to contact the **CIILS Editorial Team**.

## HOW TO CITE

Chicago Manual of Style (Footnote)

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Chicago Manual of Style (Reference List)

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