

Introduction

The titles of Introduction, Literature Review, Research Methodology, Research Results, Discussion, Conclusion, and References should be in Cambria 12, bold, and Capitalized Each Word. The body text of the article should be in Cambria 12 with the following margins: top: 2.89 cm, left: 2.79 cm, bottom: 2.89 cm, right: 2.79 cm. The paper size should be A4 format (21 x 29.7 cm).

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.

Method

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.

Result

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 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. (Rules to follow when constructing and presenting figures and tables are presented in a later section of this guide).

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.

Example: Overall, there was a significant reduction in the blood pressure of more than 60% of the patients.

However, you should use the present tense to refer to tables, figures, and graphs that you are using to present your results.

Example: Table 4 shows the blood pressure levels of patients before and after administration of the recommended dose of the drug.

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:

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

Tip:

Do your results lay a sufficient foundation for the discussion that will follow?

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.

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:

- 1) Claims made outstrip the actual data.
- 2) 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

This section gives the final conclusion of research done by author and its contribution to the concerned area of social science and Islamic Culture. Authors are advised not to replicate conclusion by abstract. Conclusion is between 300 to 1000 words. 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

References should be arranged alphabetically based on the last name of the cited author. The reference list should be written in Cambria 12 with 1.15 spacing. Sources should preferably consist of 60% primary sources and 40% other sources.

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*. The reference style follows the *Chicago Manual of Style 17th edition (Full-note)*.

Powers, J. M., & Cookson, P. W. Jr.(1999). The politics of school choice research. *Educational Policy*, 13(1), 104-122. doi:10.1177/0895904899131009

Shotton, M. A.(1989). *Computer addition? A study of computer dependency*. London, England: Taylor & Francis.

Bruckman, A.(1997). *Moose Crossing: Construction, community, and learning in a networked virtual world for kids* (Doctoral dissertation, Massachusetts Institute of Technology). Retrieved from <http://www.static.cc.gatech.edu/~asb/thesis>