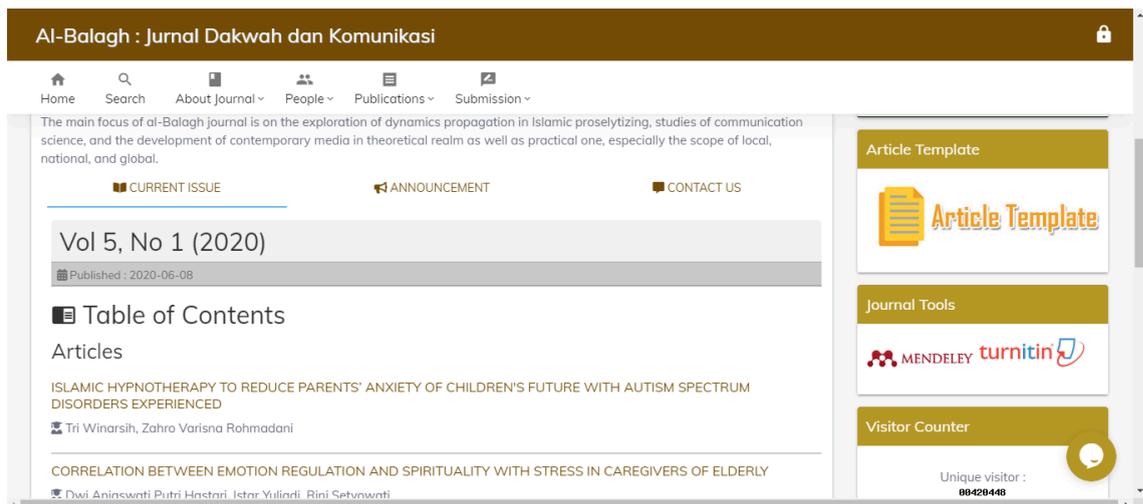


SUBMISSION GUIDELINES

1. The author writes a manuscript with a theme that fits the focus and scope (da'wah, communication, counseling, and psychology), and is adapted to the template. Templates can be downloaded at OJS journal Al-Balagh. Conformity with the focus and scope and template is a prerequisite for the manuscript to be followed up to the next stage. In addition, please ensure that the authors do not submit manuscripts that have been submitted or published in other journals. If the author has sent a manuscript to another journal but there is no news of certainty (still pending assignment or in review in that journal), then the author is requested not to submit the manuscript to the Al Balagh journal. Including, if the manuscript has been published in another journal, it is not allowed to submit the manuscript to the Al Balagh journal.



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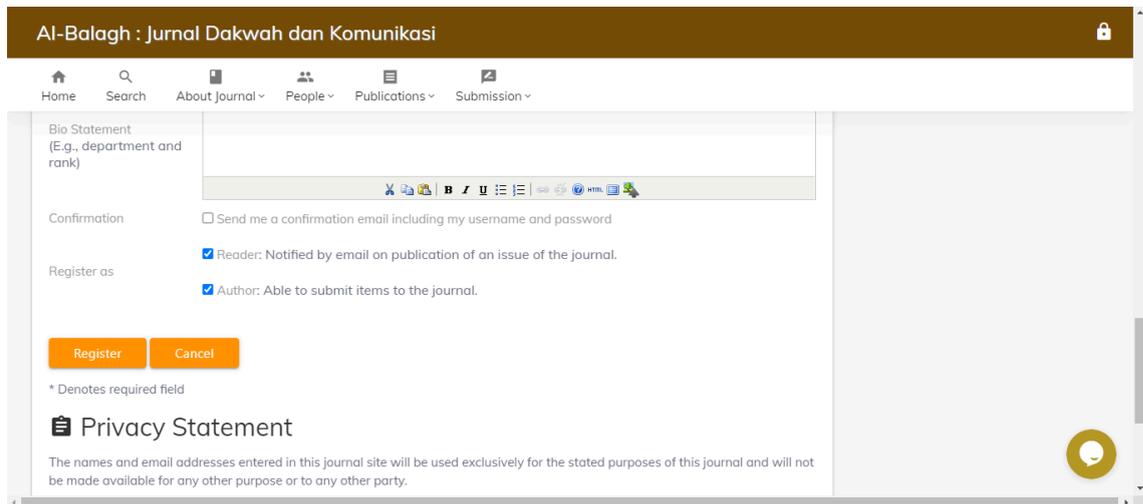
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The screenshot shows the registration page for Al-Balagh: Jurnal Dakwah dan Komunikasi. The page has a dark blue header with the journal's name and a lock icon. Below the header is a navigation menu with icons for Home, Search, About Journal, People, Publications, and Submission. The main content area is a registration form with the following fields and options:

- Bio Statement** (E.g., department and rank): A text area with a rich text editor toolbar.
- Confirmation**: A checkbox labeled "Send me a confirmation email including my username and password".
- Register as**: Two checkboxes: "Reader: Notified by email on publication of an issue of the journal." (checked) and "Author: Able to submit items to the journal." (checked).
- Buttons**: "Register" and "Cancel" buttons.
- Footnote**: "* Denotes required field".
- Privacy Statement**: A link to the privacy policy.
- Footer**: A disclaimer: "The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party." and a chat icon.

- After the process of filling in the personal data to register and create an account at OJS Al-Balagh journal, the author can submit the manuscript by clicking New Submission.



- There are five steps or stages in submitting a manuscript. In the first step, the author can check all new items then proceed to the second step. In the second step, the author submits the manuscript file by clicking Choose File and clicking Upload. In the third step, the author fills in the writing data (such as title, abstract, keywords, writing fields, and so on) required by the Al-Balagh journal's OJS

system. In the fourth step the author uploads supplementary files if any, for example raw data on research scores, research verbatim, research documentation, research respondents' approval letters, and other complementary files (if there are none, they can be skipped). In the fifth step the author confirms the upload of the manuscript. After the author confirms, the manuscript has been submitted and the submission is complete.

The screenshot shows a web interface for a journal submission system. The main content area is titled "Step 1. Starting the Submission" and includes a progress bar with five steps: 1. START, 2. UPLOAD SUBMISSION, 3. ENTER METADATA, 4. UPLOAD SUPPLEMENTARY FILES, and 5. CONFIRMATION. Below the progress bar is a "Submission Checklist" with six items, each preceded by a checkbox. The items are:

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

 A "Copyright Notice" link is visible at the bottom of the main content area. On the right side, there is a vertical sidebar menu with items: Editorial Team, Peer Reviewers, Focus & Scope, Author Guidelines, Online Submissions, Publication Ethics, Publication Fees, and Abstract and Indexing. Below the menu is a green button that says "Available in Android Download Here!" and a grey button labeled "ARTICLE TEMPLATE". At the bottom right of the sidebar, there is a logo for "Article Template" with a mail icon.

7. There are several things that need to be understood by the author.
 - a. First, the manuscript will be processed if it passes the turnitin test. The maximum limit for the turnitin test is 20%.
 - b. Second, the manuscript will be processed if the author fills out ethical clearance which contains a statement that the manuscript is free from plagiarism and fabrication and has never been submitted and published in any journal. The ethical clearance form can be downloaded at OJS journal Al-Balagh. The author fills out the form, then signs it on stamp duty, then scans it and sends it to the Al-Balagh journal email (journal.albalagh.gmail.com).
 - c. Authors are requested to check the email registered on the OJS account of the Al-Balagh journal as often as possible and check the OJS account of the Al-Balagh journal. This is because every communication between the journal manager and the author is carried out through the OJS of the Al-Balagh journal. Authors who do not respond will not be continued by the manager of the Al-Balagh journal.
 - d. The author is expected to play an active role in immediately revising according to the editor's correction and the results of the reviewer's review. Manuscripts that are processed are manuscripts that get a response from the author.