

Title of Paper

(Maximum 20 Words)

[Times New Roman 14, bold, centered]

First Author

[Times New Roman 11, bold, centered]

First affiliation institution

First email address

Second Author

[Times New Roman 11, bold, centered]

Second affiliation institution

Second email address

Abstract

Abstract should provides *background, purpose, methods, results*, and **conclusions** of the paper. Abstract should be written in one column format and not exceed 250 words. *[Times New Roman 11, centered]*

Keywords: Should be written with lowercase letters except abbreviations, each separated by a comma, can be used as clues in searching, and consist of 5 words in maximum. *[Times New Roman 11, justified]*.

A. INTRODUCTION

This guideline is a template for writing the manuscript for Educana submission and this guideline is available online at Template page on Educana official website at <https://ejournal.unida.gontor.ac.id> Authors are allowed to modify this template for submission purpose.

B. WRITING LAYOUT

Manuscript should be written in English, Indonesian and be submitted online via journal website. Author must login in order to make submission. Online registration will be charged at no cost.

1. Word Processing Software

Manuscript should be contains at least 5.000 words and should at least 15 pages including embedded figures and tables, contain no appendix, and the file should be in Microsoft Office (.doc/ .docx). Paper should be in prepared in

A4 paper (21cm x 29.7cm) using 2.5 cm for inside margin and 3 cm for top, bottom, and outside margin. No need to alter page number in this template as the page number will be reordered at preprinting process.

2. Writing Format

The title should be less than 20 words, title case, small caps, centered, bold, font type Times New Roman (TNR), font size 14, and single spaced. Abstract contains neither pictures nor tables, justified, in 11 TNR, single spaced, and should not exceed 250 words. Keywords should be justified, 11 TNR and single spaced.

C. WRITING STRUCTURE

The manuscript should begin with title, abstract, and keyword and the main text is suggested consist of: Introduction, Method/Material, Result and Discussion, and Conclusion; followed by acknowledgement and References.

1. Title

The title of the paper should be concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible. Author names should not contain academic title or rank. Indicate the corresponding author clearly for handling all stages of pre-publication and post-publication.

2. Abstract

The abstract should be concise, factual, and state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided. Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

3. Keywords

The keywords should be avoiding general and plural terms and multiple concepts. Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes

4. Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results. Explain how you addressed the problem and clearly state the aims of your study.

5. Method/Material

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results. A Theory section should extend, not repeat, the background to the article already dealt with in the Introduction and lays the foundation for further work. a Calculation section represents a practical development from a theoretical basis

6. Result and Discussion

Results should be clear and concise. Discussion should explore the significance of the results of the work, not repeat them. Avoid extensive citations and discussion of published literature

7. Conclusion

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section. The conclusion section should lead the reader to important matter of the paper. It also can be followed by suggestion or recommendation related to further research.

D. FOOTNOTE

¹ Abdullah Yusuf Ali, *The Qu'ran: Text, Translation and Commentary* (Doha: Qatar National Printing Press, 1946), p. 34

² Muhammad Ibrahim, *Fiqh al-Lughah; Mafhumumu wa maudhu'uhu*, (Riyadh: Dar Bahrain, 1325 H), p. 15

³ R. Michael Feener, 'Abd al-Samad in Arabia: The Yemeni Years of a Shaykh from Sumatra, *Southeast Asian Studies Journal*, 4, No . 2 (2015), p. 34

E. REFERENCE

Ali, Abdullah Yusuf. 1946. *The Qur'an: Text, Translation and Commentary*, Doha: Qatar National Printing Press.

Feener, R. Michael. 'Abd al-Samad in Arabia. 2015. The Yemeni Years of a Shaykh from Sumatra. *Southeast Asian Studies Journal*, 4, No. 2.

An-Na'im. Abdullah. 1999. Political Islam in National Politics and International Relations, in Peter L. Berger (ed.) *the Desecularization of the World: Resurgent Religion and World Politics*. Michigan: William B. Eerdmans Publishing.