

Preparation of Papers for Islamic Reports

Firstname Lastname ¹, Firstname Lastname ² and Firstname Lastname ^{2,*}

¹ Affiliation 1

² Affiliation 2

* Correspondence: e-mail@e-mail.com

Abstract: This document provides the instructions for preparing papers for Islamic Reports. Use this document as a template if you are using Microsoft *Word*. Otherwise, use this document as an instruction set. Paper titles should be written in uppercase and lowercase letters, not all uppercase. Full names of authors are required in the author field. The Abstract is one-paragraph short paper. Define all symbols used in the abstract. Follow the Background → Methods → Results → Conclusion flow. Do not cite references in the abstract. The Abstract consists of no more than 300 words.

Keywords: xxx; xxxxx; xxxxx (No more than 5 terms. Avoid repeating words already in the title)

1. Introduction

The first section of the paper is usually an introduction section, in which the background, the topic and aims are described. The main results and principal conclusions should be highlighted in this section.

2. Styles and Formats

Please use the styles and formats defined in this manuscript for titles, texts, figures and table. Specific examples are as follows.

2.1. Subsection

2.1.1. Sub subsection

2.2. Figures and Tables

Figures, schemes, and charts, along with their captions, should be placed in the text where they are first mentioned and numbered consecutively with Arabic numbers. In addition, the figure caption should be placed below the picture.

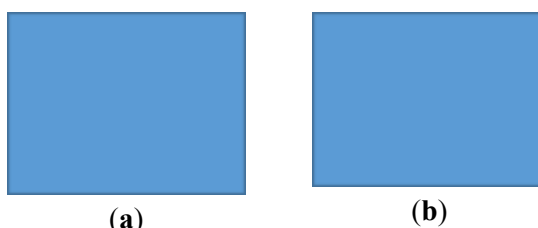


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Table 1. Tables should be placed in the main text near to the first time they are cited.

Title 1	Title 2	Title 3
entry 1	data	data
entry 2	data	data ^a

^a Tables may have a footer.

2.3 Formatting of Mathematical Components

The authors are encouraged to use either the Microsoft Equation Editor or the *MathType* add-on (<http://www.mathtype.com>) for equations. This is an example of an equation:

$$Ax = b \tag{1}$$

3. Paper structure

Title – Clearly states the main topic and focus of the study in a concise and informative manner.

Abstract – Summarizes the research background, objectives, methodology, key findings, and main conclusions.

Introduction – Presents the research context, problem statement, research gap, and study objectives.

Literature Review – Discusses relevant theories and previous studies to establish the research foundation and justify the study.

Methods – Explains the research design, data collection procedures, sampling, instruments, and analysis techniques used.

Results – Presents the research findings using appropriate tables, figures, or statistical outputs.

Conclusion – Summarizes the main findings, highlights contributions, discusses limitations, and suggests future research directions.

Acknowledgments: Generally the last paragraph of the paper is the place to acknowledge people, organizations, and financing (you may state grant numbers and sponsors here).

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Supplementary Materials/ Appendix A

The appendix is an optional section that can contain details and data supplemental to the main text. All appendix sections must be cited in the main text.

References

References must be numbered in order of appearance in the text (including citations in tables and legends) and listed individually at the end of the manuscript. We recommend preparing the references with a bibliography software package, such as EndNote, Reference Manager or Zotero to avoid typing mistakes and duplicated references. Include the digital object identifier (DOI) for all references where available.

Citations and References in Supplementary files are permitted provided that they also appear in the reference list here.

Authors should follow APA (7th edition) in-text citation style by including the author’s surname and publication year in parentheses, for example (Smith, 2020). When citing a direct quotation or specific section of a source, authors must include page numbers, for example (Smith, 2020, p. 10) for a single page or (Smith, 2020, pp. 101–105) for multiple pages.

Author 1, A.B.; Author 2, C.D. Title of the article. *Abbreviated Journal Name* **Year**, *Volume*, page range.

Author 1, A.; Author 2, B. Title of the chapter. In *Book Title*, 2nd ed.; Editor 1, A., Editor 2, B., Eds.; Publisher: Publisher Location, Country, 2007; Volume 3, pp. 154–196.

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(under review; accepted; in press).

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