TAWHIDIC EPISTEMOLOGY LEADING THE WAY UMMATIC EXCELLENCE LEADING THE WORLD

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["Title" ALL WORDS CAPITALIZED EXCEPT PREPOSITIONS AND CONJUNCTIONS (Times New Roman, bold, size 14)]

[Author full name Author Name (Times New Roman, bold)
Example[1]

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Author Guidelines – Al-Shajarah

1. Language and Originality

Manuscripts must be written in English and must represent original, unpublished work that is not under review elsewhere. Submissions should be a minimum of 5,500 words and should not exceed 7,500 words.

2. Style and References

I. Al-Shajarah accepts manuscripts only in footnote citation style. Submissions using in-text citations or any other referencing style will not be processed for review.
II. Authors are required to follow the Chicago Manual of Style, 17th edition (2017), using footnotes only for all references (no in-text references or endnotes).
III. All footnotes must appear at the bottom of the page, formatted in Times New Roman, size 10.
IV. Authors must also comply with Al-Shajarah's official transliteration system (as published on the inside back cover of the journal) consistently throughout the manuscript.

3. Abstract and Keywords

ABSTRACT

[1] Example, ~~Full name:~~, Al-Shajarah, ~~Affiliation:~~, Journal of the International Institute of Islamic Thought and Civilisation, International Islamic University Malaysia, ~~email:~~ alshajarah@iium.edu.my

A. Short but comprehensive summary (about 150–200 words).
B. Single paragraph, fully justified.
C. Times New Roman, font size 12, single spacing.

KEYWORDS: 4–6 keywords listed after the abstract.

4. Manuscript Structure

Manuscripts should be organized into clear sections, such as:

1.0 INTRODUCTION
Sets context, research problem, and objectives.
2.0 THEORETICAL OR METHODOLOGICAL FRAMEWORK
Conceptual foundations, methodology explained.
3.0 FINDINGS/ANALYSIS/DISCUSSION
Divided into thematic sub-sections (3.1, 3.2, etc.).
4.0 CONCLUSION
Summarizes findings, implications, and contributions.

5. Technical Formatting Specifications

1. Font: Times New Roman.
2. Font Size: 14 (title), 12 (main text), 10 (footnotes).
3. Spacing: 1.0 throughout text; single spacing in abstract and footnotes.
4. Margins: Standard (1 inch on all sides).
5. Paragraphs: Justified, no extra spacing between paragraphs.
6. Headings: Bold, numbered, with decimals (e.g., 2.0, 2.1).
7. Footnotes: Used for additional explanation and references.
8. Word Count: Minimum 5,500, Maximum 7,500 words.
9. File Format: Microsoft Word (.doc or .docx).

6. Important Note:

Al-Shajarah maintains a strict zero-tolerance policy on plagiarism. Any submission with a similarity index exceeding 15% will be automatically rejected.

7. Additional Information on Transliteration of Arabic Letters

Al-Shajarah requires authors to use its official transliteration system for Arabic letters to ensure clarity and consistency. Particular care should be given to long vowels (ā, ī, ū), hamzah (ʾ), ʿayn (ʿ), and emphatic consonants (ṣ, ḍ, ṭ, ẓ). Transliteration must be applied consistently across the entire manuscript.

Arabic	Transliteration
ا	ā (when long) / a (when short)
ب	b
ت	t
ث	th
ج	j
ح	ḥ
خ	kh
د	d
ذ	dh
ر	r
ز	z
س	s
ش	sh
ص	ṣ
ض	ḍ
ط	ṭ
ظ	ẓ
ع	ʿ
غ	gh
ف	f
ق	q
ك	k
ل	l
م	m
ن	n
هـ	h
و	w / ū (when long vowel)
ي	y / ī (when long vowel)

8. Tables and Figures

All tables and figures must be clearly labeled, numbered consecutively, and placed within the text at the appropriate location. Sources for all data, tables, and figures must be properly cited.

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Authors must observe a one-year waiting period between successive publications in Al-Shajarah.