

National Webinar on Qiwamah on Family Institution for Sustainable Community
(QIWAMAH)

PAPER TITLE SHOULD BE IN BOLD AND CAPS: CENTERED (FONT SIZE 12)

An Author^a and Another Author^b (Full Name) centered (font size 11)

^aDepartment, University, Full Address, City, Country. (Email: state the address) (justified, font size 11)

^bDepartment, University, Full Address, City, Country. (Email: state the address) (justified, font size 11)

ABSTRACT

(heading is in caps, centered, font size 11)

The Abstract should be 150-250 words and contain the following 5 elements: Purpose of study; Design/methodology/approach; Findings; Research limitations and/or implications; Originality/value. (Text in font size 10, justified) Please note: There should be only one space after a period, colon, or semi-colon, and there should be no space before each of them (except for URL addresses for online references).

Key words: Word, Another word, Another word (Five key words separated by commas. Initial cap only; justified; font size 10)

1. ALL HEADINGS MUST BE IN CAPS (CENTERED; FONT SIZE 11; 2 SPACES AFTER 1.)

Text runs on the next line (font size 11). All justified; numbers to be included if supplied; no indent below. All paragraphs are indented (0.5 points) except for first paragraph of each section. This first paragraph, for instance, is not indented.

This second paragraph, however, is indented at 0.5 points. All subsequent paragraphs in the same section will be indented in the same way. Please note again: There should be only one space after a period, colon, or semi-colon, and there should be no space before each of them (except for headings, sub-headings and URL addresses for online references).

1.1 ALL SUB-HEADINGS MUST BE IN CAPS (CENTERED; FONT SIZE 10; 2 SPACES AFTER 1.1)

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The same rule applies for a sub-section: Text runs on the next line (font size 11). All justified; numbers to be included if supplied; no indent below. All paragraphs are indented (0.5 points) except for first paragraph of each sub-section. This first paragraph, for instance, is not indented.

This second paragraph, however, is indented at 0.5 points. All subsequent paragraphs in the same sub-section will be indented in the same way. Please note again: There should be only one space after a period, colon, or semi-colon, and there should be no space before each of them (except for headings, sub-headings and URL addresses for online references).

1.1.1 ALL FURTHER SUB-HEADINGS MUST BE IN CAPS (CENTERED; FONT SIZE 10; 2 SPACES AFTER 1.1.1)

The same rule applies for a further sub-section: Text runs on the next line (font size 11). All justified; numbers to be included if supplied; no indent below. All paragraphs are indented (0.5 points) except for first paragraph of each sub-section. This first paragraph, for instance, is not indented.

This second paragraph, however, is indented at 0.5 points. All subsequent paragraphs in the same sub-section will be indented in the same way. Please note again: There should be only one space after a period, colon, or semi-colon, and there should be no space before each of them (except for headings, sub-headings and URL addresses for online references).

2. TABLES

The text in the table should be in font size 10. Only horizontal borders (1/2 point lines) should be drawn to separate row headings or specific sections of the table.

Reference to the table in the text should only have an initial cap, for instance, Table 1 or (Table 1). The table heading itself should be in caps while the title of the table should be in title case in the next line, as in the following example:

TABLE 1 (centered; font size 11)

Title in Title Case (Centered Above Table, Font Size 11)

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Independent Variable	Fixed Effects Model Estimates	t-statistic (p-value)	Random Effects Model Estimates	t-statistic (p-value)
Constant	-	-	155.149	1.7660 (0.077)*
LPCGHGDP _{it}	16.3905	0.8973 (0.372)	17.3837	0.9552 (0.339)
LGHAPOP _{it}	-100.897	-1.6059 (0.112)	-78.2752	-1.2979 (0.194)
LPCECGDP _{jt}	1.5434	2.0989 (0.038)**	1.4482	2.7391 (0.006)**
LECOPOP _{jt}	21.7770	1.4298 (0.156)	3.5227	3.8523 (0.000)**
LDISTANCE _{ij}	-	-	-1.9906	-2.8459 (0.004)**
TREND _t	5.5709	1.4529 (0.149)	5.5474	1.4516 (0.147)
PSHOCK _t	-0.0173	-0.0197 (0.984)	-0.4313	-5.666 (0.571)
FRENCH _t	-	-	6.0202	2.2091 (0.027)**
PORTUG _t	-	-	1.4851	0.6008 (0.548)
R ²	0.6929		0.5759	
Adjusted R ²	0.6308		0.5392	

Note: This is a note, font size 9. (ranged left under table)

3. FIGURES

Similar to tables, reference to the figure in the text should only have an initial cap, for instance, Figure 1 or (Figure 1). The Figure heading itself should be in caps while the title of the figure should be in title case in the next line, as in the following example:

FIGURE 1

Example of a Figure Title

4. ABBREVIATIONS AND ACRONYMS

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title or heads unless they are unavoidable.

5. EQUATIONS

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Equations should be typed using Microsoft Equation. Number equations consecutively. Equation numbers, within parentheses, are to position flush left, as in (1), using a right tab stop. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use a long dash rather than a hyphen for a minus sign. Punctuate equations with commas or periods when they are part of a sentence.

Be sure that the symbols in your equation have been defined before or immediately following the equation. Use “(1)”, not “Eq. (1)” or “equation (1)”, except at the beginning of a sentence: “Equation (1) is . . .” Use a zero before decimal points: “0.25”, not “.25”.

6. TRANSLITERATIONS

The transliteration for Arabic words (if any) needs to follow the exact spelling of the words in Arabic and conform to the Arabic Transliteration Guide provided.

7. CITATION OF REFERENCES IN TEXT

Reference to materials should be in the ‘Author, date’ format in the text. Unless there are four authors or more, give all authors' names; do not use “et al.”. Papers that have not been published, even if they have been submitted for publication, should be cited as “unpublished”. Papers that have been accepted for publication should be cited as “in press”. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation.

8. OTHERS

Other formatting guides are as follows:

Spelling preferences UK English spelling

Punctuation Initials (e.g. US, NJ, BBC) do not have full points between them.
For names of article authors and in references, no space between initials (J.P. Smith or Smith, J.P. depending on position in the sequence of authors).

Dashes Spaced en rules for parenthetical dashes

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Use en rule between spans of numbers (e.g. 20–40), including page numbers in references

Numbers and units	Numbers: 1, 10, 1000, 10,000 10% (except at start of sentence) Units: follow author
Dates	4 October 2005 in the twenty-first century in the 1970s
Book reviews	BOOK REVIEW (as section heading) Book title: all bold, by Author and Author /edited by Author, Cambridge, Harvard University Press, 2003, xliii + 584 pp., US\$28.95 (paperback), ISBN 0-95-445440-6 Reviewer's Name Affiliation (Email) References go before reviewer details.

ACKNOWLEDGEMENT (A heading)

Text is smaller (font size 10).

REFERENCES

(The referencing style of the paper should strictly follow the APA 7th referencing style. Please refer to this link for details.

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html. Please do NOT list references as footnotes at the end of each page. Please comply with the caps, sequence and punctuation marks in the examples.)

Single author

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Last name first, followed by author initials.

Ahmed, S. (2012). *On being included: Racism and diversity in institutional life*. Duke University Press.

Two authors

List by their last names and initials. Separate author names with a comma. Use the ampersand instead of "and."

Soto, C. J., & John, O. P. (2017). The next big five inventory (BFI-2): Developing and assessing a hierarchical model with 15 facets to enhance bandwidth, fidelity, and predictive power. *Journal of Personality and Social Psychology*, 113(1), 117-143. <http://dx.doi.org/10.1037/pspp0000096>

Three to twenty authors

List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

Nguyen, T., Carnevale, J. J., Scholer, A. A., Miele, D. B., & Fujita, K. (2019). Metamotivational knowledge of the role of high-level and low-level construal in goal-relevant task performance. *Journal of Personality and Social Psychology*, 117(5), 879-899. <http://dx.doi.org/10.1037/pspa0000166>

More than twenty authors

List by last names and initials; commas separate author names. After the first 19 authors' names, use an ellipsis in place of the remaining author names. Then, end with the final author's name (do not place an ampersand before it). There should be no more than twenty names in the citation in total.

Pegion, K., Kirtman, B. P., Becker, E., Collins, D. C., LaJoie, E., Burgman, R., Bell, R., DelSole, R., Min, D., Zhu, Y., Li, W., Sinsky, E., Guan, H., Gottschalck, J., Metzger, E. J., Barton, N. P., Achuthavarier, D., Marshak, J., Koster, R., . . . Kim, H. (2019). The subseasonal experiment (SubX): A multimodel subseasonal prediction experiment. *Bulletin of the American Meteorological Society*, 100(10), 2043-2061. <https://doi.org/10.1175/BAMS-D-18-0270.1>

Article in print journal

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Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(3), 5–13.

Article in electronic journal

When citing an article in an electronic journal, include a DOI if one is associated with the article.

Baniya, S., & Weech, S. (2019). Data and experience design: Negotiating community-oriented digital research with service-learning. *Purdue Journal of Service-Learning and International Engagement*, 6(1), 11–16. <https://doi.org/10.5703/1288284316979>

DOIs may not always be available. In these cases, use a URL. Many academic journals provide stable URLs that function similarly to DOIs. These are preferable to ordinary URLs copied and pasted from the browser's address bar.

Denny, H., Nordlof, J., & Salem, L. (2018). "Tell me exactly what it was that I was doing that was so bad": Understanding the needs and expectations of working-class students in writing centers. *Writing Center Journal*, 37(1), 67–98. <https://www.jstor.org/stable/26537363>

Books

Stoneman, R. (2008). *Alexander the Great: A life in legend*. Yale University Press.

APPENDIX 1 (A heading)

Title in Title Case centred (font size 11)