AUTHOR GUIDELINES
JURNAL ILMIAH ISLAM FUTURA (JIIF)
GRADUATE PROGRAM OF UIN AR-RANIRY
BANDA ACEH, ACEH, INDONESIA

General guidelines

Papers submitted for publication must conform to the following guidelines:

1. Manuscripts submitted should discuss the themes of Islam, written in English, Arabic, or Bahasa Indonesia;
2. Papers must be typed in one-half spaced on A4-paper size;
3. Papers' length is about 6,000-10,000 words;
4. All submission must include a 150-200 word abstract (English, Arabic and Bahasa Indonesia);
5. Full name(s) of the author(s) (without academic title) must be stated, along with his/her/their institution, e-mail, and complete office address;
6. All submission should be in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format;
7. Arabic words should be transliterated according to the style of JIIF;
8. Bibliographical reference must be noted in footnote and bibliography according to JIIF style.

Specific guidelines

1. The title of the article submittd to JIIF should reflect a specific focus of study, based on researches--be they library or fieldwork researches--and thus the author can have a general statement and sub-title specifically confining the scope of study;
2. The article submitted should be based on research--be it library or fieldwork or other kinds of researches;
3. The article should present bibliography which entails primary sources--books, manuscripts, interviews, or observation--and updated secondary sources from books or peer reviewed journals;
4. The article should contain an argument/thesis/finding which contribute to scholarly discussion in a field of study which should clearly be mentioned and systematically presented in abstract, content, and conclusion;
5. The article should use good English, or at least can be understood; the author is fully responsible in fixing and editing English; the copy editor of JIIF is responsible only for minor typos and understandable grammatical erros;
6. The style and format, including the structure of article, footnotes, bibliography, should follow those of JIIF;
7. The template of JIIF article in word document format is available for download.

   NOTE: The author is suggested to use reference manager (Mendeley, Zotero, etc.) at styling the footnote and the bibliography.

Jurnal Ilmiah Islam Futura (JIIF) is using the 17th Chicago-Style citation (http://www.chicagomanualofstyle.org) [1] for manuscripts submitted.

The Chicago Manual of Style presents two basic documentation systems: (1) notes and bibliography and (2) author-date. Choosing between the two often depends on subject matter and the nature of sources cited, as each system is favored by different groups of scholars.

The notes and bibliography style is preferred by many in the humanities, including those in literature, history, and the arts. This style presents bibliographic information in notes and, often, a bibliography. It accommodates a variety of sources, including esoteric ones less appropriate to the author-date system.

The author-date system has long been used by those in the physical, natural, and social sciences. In this system, sources are briefly cited in the text, usually in parentheses, by author's last name and date of publication. The short citations are amplified in a list of references, where full bibliographic information is provided.

Notes and Bibliography: Sample Citations

The following examples illustrate citations using the notes and bibliography system. Examples of notes are followed by shortened versions of citations to the same source.

Book

One author

    1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

    2. Pollan, *Omnivore's Dilemma*, 3.

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

Two or more authors

    1. Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

    2. Ward and Burns, *War*, 59–61.

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by *et al*. ("and others"):

    1. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s* . . .

2. Barnes et al., *Plastics* . . .

Editor, translator, or compiler instead of author

1. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

2. Lattimore, *Iliad*, 24.

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

Editor, translator, or compiler in addition to author

1. Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242–55.

2. García Márquez, *Cholera*, 33.

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

Chapter or other part of a book

1. John D. Kelly, "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War," in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77.

2. Kelly, "Seeing Red," 81–82.

Kelly, John D. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010.

Chapter of an edited volume originally published elsewhere (as in primary sources)

1. Quintus Tullius Cicero, "Handbook on Canvassing for the Consulship," in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 35.

2. Cicero, "Canvassing for the Consulship," 35.

Cicero, Quintus Tullius. "Handbook on Canvassing for the Consulship." In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press, 1986. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

Preface, foreword, introduction, or similar part of a book

1. James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.

2. Rieger, introduction, xxxiii.

Rieger, James. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982.

Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

    1. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle edition.
    2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), accessed February 28, 2010, http://press-pubs.uchicago.edu/founders/.
    3. Austen, *Pride and Prejudice*.
    4. Kurland and Lerner, *Founder's Constitution*, chap. 10, doc. 19.

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle edition.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. Accessed February 28, 2010. http://press-pubs.uchicago.edu/founders/.

Journal article

Article in a print journal
In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

    1. Joshua I. Weinstein, "The Market in Plato's *Republic*," *Classical Philology* 104 (2009): 440.
    2. Weinstein, "Plato's *Republic*," 452–53.

Weinstein, Joshua I. "The Market in Plato's *Republic*." *Classical Philology* 104 (2009): 439–58.

Article in an online journal
Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

    1. Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," *American Journal of Sociology* 115 (2009): 411, accessed February 28, 2010, doi:10.1086/599247.
    2. Kossinets and Watts, "Origins of Homophily," 439.

Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115 (2009): 405–50. Accessed February 28, 2010. doi:10.1086/599247.

Article in a newspaper or popular magazine
Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, . . .") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL;

include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

    1. Daniel Mendelsohn, "But Enough about Me," *New Yorker*, January 25, 2010, 68.
    2. Sheryl Gay Stolberg and Robert Pear, "Wary Centrists Posing Challenge in Health Care Vote," *New York Times*, February 27, 2010, accessed February 28, 2010, http://www.nytimes.com/2010/02/28/us/politics/28health.html.
    3. Mendelsohn, "But Enough about Me," 69.
    4. Stolberg and Pear, "Wary Centrists."

Mendelsohn, Daniel. "But Enough about Me." *New Yorker*, January 25, 2010.
Stolberg, Sheryl Gay, and Robert Pear. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27, 2010. Accessed February 28, 2010. http://www.nytimes.com/2010/02/28/us/politics/28health.html.

Book review

    1. David Kamp, "Deconstructing Dinner," review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan, *New York Times*, April 23, 2006, Sunday Book Review, http://www.nytimes.com/2006/04/23/books/review/23kamp.html.
    2. Kamp, "Deconstructing Dinner."

Kamp, David. "Deconstructing Dinner." Review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan. *New York Times*, April 23, 2006, Sunday Book Review. http://www.nytimes.com/2006/04/23/books/review/23kamp.html.

Thesis or dissertation

    1. Mihwa Choi, "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty" (PhD diss., University of Chicago, 2008).
    2. Choi, "Contesting *Imaginaires*."

Choi, Mihwa. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago, 2008.

Paper presented at a meeting or conference

    1. Rachel Adelman, " 'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition" (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009).
    2. Adelman, "Such Stuff as Dreams."

Adelman, Rachel. " 'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009.

Website

A citation to website content can often be limited to a mention in the text or in a note ("As of July 19, 2008, the McDonald's Corporation listed on its website . . ."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

1. "Google Privacy Policy," last modified March 11, 2009, http://www.google.com/intl/en/privacypolicy.html.

2. "McDonald's Happy Meal Toy Safety Facts," McDonald's Corporation, accessed July 19, 2008, http://www.mcdonalds.com/corp/about/factsheets.html.

3. "Google Privacy Policy."

4. "Toy Safety Facts."

Google. "Google Privacy Policy." Last modified March 11, 2009. http://www.google.com/intl/en/privacypolicy.html.

McDonald's Corporation. "McDonald's Happy Meal Toy Safety Facts." Accessed July 19, 2008. http://www.mcdonalds.com/corp/about/factsheets.html.

Blog entry or comment

Blog entries or comments may be cited in running text ("In a comment posted to *The Becker-Posner Blog* on February 23, 2010, . . .") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. There is no need to add *pseud.* after an apparently fictitious or informal name. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)

1. Jack, February 25, 2010 (7:03 p.m.), comment on Richard Posner, "Double Exports in Five Years?," *The Becker-Posner Blog*, February 21, 2010, http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html.

2. Jack, comment on Posner, "Double Exports."

Becker-Posner Blog, *The*. http://uchicagolaw.typepad.com/beckerposner/.

E-mail or text message

E-mail and text messages may be cited in running text ("In a text message to the author on March 1, 2010, John Doe revealed . . .") instead of in a note, and they are rarely listed in a bibliography. The following example shows the more formal version of a note.

1. John Doe, e-mail message to author, February 28, 2010.

Item in a commercial database

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest's database for dissertations and theses.

Choi, Mihwa. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago, 2008. ProQuest (AAT 3300426).

PUBLICATION ETHICS AND MALPRACTICE STATEMENT

FOCUS AND SCOPE

Jurnal Ilmiah Islam Futura which is published by Center for Research and Publication, the Institute for Research and Community Service (LP2M) in coordination with Graduate Program of Islamic State University of Ar-Raniry focuses to publish research articles in Islamic studies field twice a year. It's scope consists of (1) Islamic theology; (2) Islamic law; (3) Islamic education; (4) Islamic mysticism; (5) Islamic philosophy; (6) Study of tafsir and hadith; (7) Islamic art and history.

SECTION POLICIES

Peer Review Process

Jurnal Ilmiah Islam Futura uses double-blind review policy, in which both the author(s)' and the reviewer(s)' identity is kept hidden until the manuscript is accepted for further editing and publication.

Each submitted manuscript is evaluated on the following basis:

1. The originality of its contribution to the field of scholarly publishing;
2. the soundness of its theory and methodology given the topic;
3. the coherence of its analysis;
4. its ability to communicate to readers (grammar and style)
5. Normal turn-around time for screening and evaluation of manuscripts is four to six months from the date of receipt. Based on reviewers' recommendations, the Editorial Board of Islam Futura has fully rights to decide article status (whether accepted, or not). Articles submitted to the Journal of Islam Futura can use one either English, Arabic, or Bahasa Indonesia. However, writing abstracts in English is a must.

Open Access Policy

JIIF provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge. We do not charge both for article submission and processing.

Archiving

This journal utilizes the LOCKSS system to create a distributed archiving system among participating libraries and permits those libraries to create permanent archives of the journal for purposes of preservation and restoration.

Screening for Plagiarism Policy

To ensure the originality of the articles, JIIF uses various plagiarism checkers available. The most common tools used are Google search engine, plagiarismchecker, viper, duplichecker.com, and Copyleaks.com. Plagiarism check is conducted in the screening process of the submitted manuscripts. Only plagiarism-free manuscripts are sent to assigned editor(s) to be followed up with the review process. Submissions with minor plagiarism issues will be notified to revise and resubmit, while manuscript with serious plagiarism issues will be rejected and archived.

Publication Ethics and Malpractice Statements

The journal of Islam Futura is a peer-reviewed national journal, available in print and online and published twice a year (February and August). This statement clarifies ethical behaviour of all parties involved in the act of publishing an article in this journal, including the author, the chief editor, the Editorial Board, the peer-reviewer and the publisher (Graduate Program of UIN Ar-Raniry, Indonesia). This statement is based on COPE's Best Practice Guidelines for Journal Editors.

Ethical Guideline for Journal Publication

The publication of an article in a peer-reviewed Journal of Islam Futura is an essential building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of the work of the authors and the institutions that support them. Peer-reviewed articles support and embody the scientific method. It is therefore important to agree upon standards of expected ethical behavior for all parties involved in the act of publishing: the author, the journal editor, the peer reviewer, the publisher and the society.

Graduate Program of State Islamic University of Ar-Raniry as publisher of Journal of Islam Futura takes its duties of guardianship over all stages of publishing seriously and we recognize our ethical and other responsibilities. We are committed to ensuring that advertising, reprint or other commercial revenue has no impact or influence on editorial decisions. In addition, the Graduate Program of State Islamic University of Ar-Raniry and Editorial Board will assist in communications with other journals and/or publishers where this is useful and necessary.

Publication decisions
The editor of the Journal of Islam Futura is responsible for deciding which of the articles submitted to the journal should be published. The validation of the work in question and its importance to researchers and readers must always drive such decisions. The editors may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. The editors may confer with other editors or reviewers in making this decision.

Fair play
An editor at any time evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.

Confidentiality
The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

Disclosure and conflicts of interest
Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author.

DUTIES OF REVIEWERS
Contribution to Editorial Decisions
Peer review assists the editor in making editorial decisions and through the editorial communications with the author may also assist the author in improving the paper.

Promptness
Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.

Confidentiality
Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

Standards of Objectivity
Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

Acknowledgement of Sources
Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Disclosure and Conflict of Interest
Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from

competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

DUTIES OF AUTHORS

Reporting standards
Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements are unacceptable and constitute unethical behaviour.

Originality and Plagiarism
The authors should ensure that they have written entirely original works. If the authors have used the work and/or words of others, it must be appropriately cited or quoted.

Multiple, Redundant or Concurrent Publication
An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical behaviour and is unacceptable.

Acknowledgement of Sources
Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.

Authorship of the Paper
Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

Disclosure and Conflicts of Interest
All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed.

Fundamental errors in published works
When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.

Author and Editing fee Policy
Jurnal Ilmiah Islam Futura (JIIF) DOES NOT CHARGE fees for any submission, article processing (APCs), and publication of the selected reviewed manuscripts. Journal subscription is also open to any individual without any subscription charges. All published manuscripts will be available for viewing and download from the journal portal for free.

Copyrights, Permissions, Reprints & Licensing
Jurnal Ilmiah Islam Futura uses license CC-BY or an equivalent license as the optimal license for the publication, distribution, use, and reuse of scholarly works.
This license permits anyone to compose, repair, and make derivative creation even for commercial purposes, as long as appropriate credit and proper acknowledgement to the original publication from Jurnal Ilmiah is made to allow users to trace back to the original manuscript and author.
Readers are also granted full access to read and download the published manuscripts, reprint and distribute the manuscript in any medium or format.