Author Guidelines of Indonesian Journal of Islamic Economics Research

Indonesian Journal of Islamic Economics Research (IJIER) is a scientific journal that contains the results of research and studies on islamic economic issues.

This journal encompasses original research articles, including: Islamic economics, Economics development, Macroeconomis, Moneters, Microeconomics, Political economics, International economics, Business Economics, Halal industries, Zakat and Wakaf, Islamic Entrepreneurship, and Islamic Business Ethics.

All manuscript submitted to the journal recommended be written in good English. Authours for whom English is not their native language are encouraged to have their paper checked before submission for grammar and clarity. The work should not have been published or submitted for publication elsewhere. The official language of the manuscript to published in IJIER journal is English.

1. **General Author Guidelines**
   All manuscripts must be submitted to IJIER Editorial Office using Online Submission at E-Journal portal address http://e-journal.iainsalatiga.ac.id/index.php/ijier/login, where author register as Author by online. If authors have any problems on the online submission, please contact Editorial Office at the following email: journal_ijier@iainsalatiga.ac.id

   The following documents should accompany the manuscripts submitted by online through online submission interface *(upload as supplementary files)*:

   - **Signed Copyright Transfer Agreement (CTA) form** originally (scan the document after signed)
   - A **covering letter** outlines the basic findings of the paper and their significance.

2. **Manuscript Template**
   Manuscript should be prepared according to the following author guidelines, click here to download the MS Word version of the submission's template and here to download the PDF version article template**.**

3. **Reviewing of manuscripts**
   Every submitted paper is independently reviewed by at least two peer-reviewers. The decision for publication, amendment, or rejection is based upon their reports/recommendation and made by Editor. If two or more reviewers consider a manuscript unsuitable for publication in this journal, a statement explaining the basis for the decision will be sent to the authors within three months of the submission date.

4. **Revision of manuscripts**
   Manuscripts sent back to the authors for revision should be returned to the editor without delay. Revised manuscripts can be sent to editorial office through the Online Submission Interface (http://e-journal.iainsalatiga.ac.id/index.php/ijier/index). The revised manuscripts returned later than two months will be considered as new submissions.

5. **Graphical abstract** *A Graphical abstract is mandatory for this journal*.
   The graphical abstract should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership online. Authors must provide images that clearly represent the work described in the article.

6. **Editorial Office of IJIER Journal**
   All correspondences should be sent to the following Editorial Office:
   Mohammad Rofiuddin (Editor in Chief)
   Faculty of Islamic Economics and Business IAIN Salatiga
   Jln. Tentara Pelajar No. 02 Salatiga Jawa Tengah
   Phone: 081355053452
   Email: mohammad.rofiuddin@iainsalatiga.ac.id

7. **Guideline for Online Submission**
   Author should first register as Author and is offered as Reviewer through the following address:
   http://e-journal.iainsalatiga.ac.id/index.php/ijier/user/register

   The author should fulfill the form as detail as possible where the star marked form must be entered. After all form textbox was filled, Author clicks on "Register" button to proceed the registration. Therefore, Author is brought to online author submission interface where Author should click on "*New Submission*". In the Start a New Submission section, click on "*'Click Here': to go to step one of the five-step submission process*". The following are five steps in online submission process:

   1. **Step 1 - Starting the Submission**: Select the appropriate section of the journal, i.e. Original Research Articles, Review Article, or Short Communication. Thus, the author must check-mark on the submission checklists. An author should type or copy-paste Covering Letter in Letter to Editor.
   2. **Step 2 – Uploading the Submission**: To upload a manuscript to this journal, click Browse on the Upload submission file item and choose the manuscript document file (.doc/.docx) to be submitted, then click "Upload" button until the file has been uploaded. Do not upload cover letter and other supplementary files here.
   3. **Step 3 – Entering Submission's Metadata**: In this step, detail authors metadata should be entered including marked corresponding author. After that, manuscript title and abstract must be uploaded by copying the text and paste in the textbox including keywords.
   4. **Step 4 – Uploading Supplementary Files**: Supplementary file should be uploaded including Covering/Submission Letter, and Signed Copyright Transfer Agreement Form. Therefore, click on Browse button, choose the files, and then click on Upload button.
   5. **Step 5 – Confirming the Submission**: Author should final check the uploaded manuscript documents in this step. To submit the manuscript to IJIER journal, click Finish Submission button after the documents are true. The corresponding author or the principal contact will receive an acknowledgment by email and will be able to view the submission's progress through the editorial process by logging in to the journal web address site.

   After this submission, Authors who submit the manuscript will get a confirmation email about the submission. Therefore, Authors are able to track their submission status at any time by logging in to the online submission interface. The submission tracking includes a status of manuscript review and editorial process.

8. **Author Fees**
   Jurnal Ekonomi Pembangunan: kajian masalah ekonomi dan pembangunan is an open access international journal. This journal charges the following author fees.

   Article Publication: 0.00 (IDR).

   If this paper is accepted for publication, you will be asked to pay an Article Publication Fee to cover publications costs. If you do not have funds to pay such fees, you will have an opportunity to waive each fee. We do not want fees to prevent the publication of worthy work.

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   All articles published Open Access will be immediately and permanently free for everyone to read and download. We are continuously working with our author communities to select the best choice of license options, currently being defined for this journal as follows:

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10. Manuscript Preparation Guidelines

10.1. General Organization of Paper

The paper will be published in IJIER journal after the peer-reviewed process and decided as "Accepted" by Editor. The final paper layout will be reproduced by Editorial Office of IJIER journal. The final paper layout in PDF type, known as "Uncorrected Proof" should be corrected by Author. The final corrected proof will be published first in "Article In Press" pre-issue.

The manuscript content be organized in the following order: Title; Authors Name; Authors Affiliation; Abstract (English and Bahasa); Keywords; Introduction; Research Methods; Results and Discussion; Conclusions; Acknowledgments; and References. Manuscript document submitted to this journal (in one MS Word file) should be arranged as Body text of manuscript article (from Title to References, include tables and figures).

Please include Covering Letter in a separated document file containing your summary of scientific finding and uploaded in Supplementary Files.

10.2. Section Headings

Three levels of heading are allowed as follows:

- Level 1 (Heading1 format) - 12pt, Times bold, Sintence Case, left justified
- Level 2 (Heading2 format) - 12pt, Times bold, left justified
- Level 3 (Heading3 format) - 12pt, Times bold italic, left justified

10.3. Body Text

The body of the text is a set of body text paragraphs defined as follows:

- 12 pt, Times New Roman
- One-half space
- Spacing after the heading is 3pt
- Spacing before the new heading is 12pt
- Indentation for the first line is 1 cm.

10.4. Bullets

Bullet and numbering within body text are not allowed. All sentence should be typed as descriptive paragraph.

10.5. Tables

Tables are sequentially numbered with the table title and number above the table. Tables should be centered in the column OR on the page. Tables should be followed by a line space (12pt). Elements of a table should be single-spaced. However, double spacing can be used to show groupings of data or to separate parts within the table. Table headings should be in 10pt not bold. Tables are referred in the text by the table number, e.g., Table 1. Do not show the vertical line in the table. There is only horizontal line should be shown in the table.

10.6. Figures

Figures are sequentially numbered commencing at 1 with the figure title and number below the figure as shown in Figure 1. Detailed recommendations for figures are as follows:

- Ensure that figures are clear and legible with typed letterings.
- Black & white or colored figures are allowed.
- If a figure spans two columns, it should be placed at the top or bottom of a page.

10.7. Equations

Equations should be numbered serially within parentheses as shown in Equation (1). The equation should be prepared using MS Equation Editor (not in image format). The equation number is to be placed at the extreme right side.

10.8. Units, Abbreviations, and Symbols

Metric units are preferred and should be consistent throughout body text. Define abbreviations and symbols at the first time as they are introduced in the text.

10.9. Manuscript Heading, Font, and Spacing

The manuscript should be typed using word processors (Microsoft Word or Open Office) software. The font used throughout the paper is Times New Roman. The paper size is A4 (i.e., 210 x 297 mm), one-column format with a 2.5 cm margin at the top, a 2.5 cm margin at the bottom, 2.5 cm margin on the left, and 2 cm margin on the right. Lines are one-half spaced, justified. Page numbers should be included in the text located in the footer section of each page. Use of pronouns such as I, we, etc. is to be avoided.

Manuscript submitted to this journal should follow the heading below, except for the review article: *Title; Authors Name; Authors Affiliation; Abstract; Keywords; Introduction; Research Methods; Results and Discussion; Conclusions; Acknowledgments*; and *References*.

10.10. Paper Title

This is your opportunity to attract the reader's attention. Remember that readers are the potential authors who will cite your article. Identify the main issue of the paper. Begin with the subject of the paper. The title should be accurate, unambiguous, specific, and complete. Do not contain infrequently-used abbreviations.

The title of the paper should be in 14 pt bold Times New Roman and be left justified. The title should have 0 pts space above and 6 pts below.

10.11. Authors Name and Affiliations

Write Author(s) names without a title and professional positions such as Prof, Dr, etc. Do not abbreviate your last/family name. Always give your First and Last names. Write clear affiliation of all Authors. Affiliation includes a name of department/unit, (faculty), a name of university, address, country. Please indicate Corresponding Author (include email address) by adding an asterisk (*) in superscript behind the name.

Author names should be in 12 pt Times Roman bold with 0 pts above and 6 pts below. Author addresses are superscripted by numerals and centered over both columns of manuscripts. Author affiliations should be in 12 pt Times Roman italic.

Present/permanent address. If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

10.12. Abstract and Keywords

An abstract should stand alone, means that no citation in the abstract. Consider it the advertisement of your article. The abstract should tell the prospective reader what you did and highlight the key findings. Avoid using technical jargon and uncommon abbreviations. You must be accurate, brief, clear and specific. Use words which reflect the precise meaning. The abstract should be precise and honest. Please follow word limitations (150 words).

Keywords are the labels of your manuscript and critical to correct indexing and searching. Therefore, the keywords should represent the content and highlight of your article. Use only those abbreviations that are firmly established in general. Each word/phrase in keyword should be separated by a semicolon (;), not a comma (,).

10.13. Introduction

In Introduction, Authors should state the objectives of the work at the end of introduction section. Before the objective, Authors should provide an adequate background, and very short

literature survey in order to record the existing solutions/method, to show which is the best of previous researches, to show the main limitation of the previous researches, to show what do you hope to achieve (to solve the limitation), and to show the scientific merit or novelties of the paper. Avoid a detailed literature survey or a summary of the results. Do not describe literature survey as author by author, but should be presented as group per method or topic reviewed which refers to some literatures.

10.14. Methods

Methods already published should be indicated by a reference: only relevant modifications should be described. Do not repeat the details of established methods.

10.15. Results and Discussion

Results should be clear and concise. The results should summarize (scientific) findings rather than providing data in great detail. Please highlight differences between your results or findings and the previous publications by other researchers. The discussion should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

In discussion, it is the most important section of your article. Here you get the chance to sell your data. Make the discussion corresponding to the results, but do not reiterate the results. Often should begin with a brief summary of the main scientific findings (not experimental results).

The following components should be covered in discussion: How do your results relate to the original question or objectives outlined in the Introduction section (what/how)? Do you provide interpretation scientifically for each of your results or findings presented (why)? Are your results consistent with what other investigators have reported (what else)? Or are there any differences?

10.16. Conclusions

Conclusions should answer the objectives of the research. Tells how your work advances the field from the present state of knowledge. Without clear Conclusions, reviewers and readers will find it difficult to judge the work, and whether or not it merits publication in the journal. Do not repeat the Abstract, or just list experimental results. Provide a clear scientific justification for your work, and indicate possible applications and extensions. You should also suggest future experiments and/or point out those that are underway.

10.17. Acknowledgment

Recognize those who helped in the research, especially funding supporter of your research. Include individuals who have assisted you in your study: Advisors, Financial supporters, or may another supporter, i.e. Proofreaders, Typists, and Suppliers, who may have given materials. Do not acknowledge one of the authors names.

10.18. References

The reference use APA Citation Style. The degree of sophistication of materials referred to in the span of 10 years. The references are expected to be 80% of the primary sources originated from the national and international journals.

Cite the main scientific publications on which your work is based. Cite only items that you have read. Do not inflate the manuscript with too many references. Avoid excessive self-citations. Avoid excessive citations of publications from the same region. Check each reference against the original source (authors name, volume, issue, year, DOI Number). Please use Reference Manager Applications like EndNote, Mendeley, Zotero, etc. Use other published articles in the same journal as models.

All publications cited in the text should be included as a list of references. References are sequentially numbered as they appear in the text. Reference numbers are indicated in square brackets. Please ensure that every reference cited in the text is also present in the reference list

(and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either "Unpublished results" or "Personal communication". Citation of a reference as 'in press' implies that the item has been accepted for publication.

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, a reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

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