



File format - Manuscript files can be in the following formats: DOC or DOCX. Microsoft Word documents should not be locked or protected.

Language - Manuscripts must be submitted in **English** or **Arabic**. Exemptions will only be considered for specific subjects such as Qur'anic and Sunnah Studies in the Malay Archipelago.

Length - The paper should not exceed **(10,000) words**, and not less than **(5,000) words** excluding bibliography and indexing.

Page Setup - Authors should choose A4 for page size with the margins set up as follows: Top: 2.54 cm, Bottom: 2.54 cm, Left: 3.18 cm, and Right 3.18 cm.

Layout - Manuscript text should be set to 1.15 line spacing for English papers and 1.0 line spacing for Arabic papers. The document text must be **left-justified**, not centered or right-justified. The space after paragraph should be 1.5 and the indentation is set to 1.0 cm. Please avoid formatting the text in multiple columns.

Font - For English papers, kindly use *Times New Roman* or *Gentium* font, with the size 12 for the texts and 10 for the notes. As for Arabic, please use either *Traditional Arabic* with the size 18 for the texts and 14 for the notes, or *Lotus Linotype* with the size 16 for the texts and 12 for the notes.

Headings - You are advised to limit manuscript sections and sub-sections to 3 heading levels. Make sure heading levels are clearly indicated in the manuscript text.

Foreign words or phrases - For English papers, all foreign words such as Arabic terms must be **transliterated**. This also applies to words of other languages. For Arabic papers, please change the font of English words or terms to the abovementioned font and reduce its size by 2 points. Please ensure that there are spaces before and after the word.

Scriptural citations - For English articles, only the translation of the Qur'an and the hadith is required. Citation of the Qur'an needs to contain the chapter name, the chapter number and the verse number written besides it e.g. [al-Baqarah 2: 101]. If the Arabic Qur'anic text is attached, it must be placed inside the decorated brackets ﴿--﴾. As for the hadith, an adequate retracement record (*takhrīj al-hadīth*) must be mentioned in the notes (e.g. the footnotes).

Abbreviations - Define abbreviations upon first appearance in the text. Do not use non-standard abbreviations unless they appear at least three times in the text. Keep abbreviations to a minimum.

Islamic honorifics - If the paper contains complimentary phrases such as *subhānahu wa ta'ālā* and *'azza wa jalla*, they should be abbreviated and capitalised without punctuation mark as follows: SWT, AWJ, SAW or PBUH, AS, and RA.

In-Text Citations - Please use the Chicago (notes-bibliography not author-date) style for citations and bibliography.

Further information, please contact: jamalullailchairium@gmail.com and kindly visit <https://conference.iium.edu.my/jcic1/index.php/english-page/>

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