YADIM

**WRITING GUIDELINES FOR YADIM JOURNAL
ISLAMIC DA'WAH FOUNDATION MALAYSIA**

JURNAL YADIM "JOURNAL OF ISLAM AND CONTEMPORARY AFFAIRS"

1.0 INTRODUCTION

1.1 JURNAL YADIM "International Journal Of Islam And Contemporary Affairs" (E-ISSN 2785-8898) is an international academic refereed and open access online journal. It is first published in 2021. JURNAL YADIM published twice a year in June and December by the YADIM Research Management Centre (YRMC). Reviewers are appointed from external sources, not affiliated with the Editorial Office.

1.2 JURNAL YADIM publishes research articles, and book reviews under the themes related to dakwah (propagation) issues, administration of Islamic and community affairs. It covers issues and topics on (but not limited to) economics, finance, socio-culture, psychology, history, law, environment, technological media, health and others that are discussed theoretically, scientifically and practically from the perspective of dakwah especially from the Southeast Asian region and worldwide.

1.3 JURNAL YADIM aims to provide platform for academics and professionals to write, discuss and introduce new analysis, concepts and ideas involving issues related to dakwah and Islamic teachings.

1.4 JURNAL YADIM is owned, funded and managed by Yayasan Dakwah Islamiah Malaysia (YADIM), and the copyright belongs to YADIM.

2.0 WRITING GUIDELINE & ARTICLE SUBMISSION PROCEDURES

2.1 JURNAL YADIM publishes articles in Malay or English or Arabic. There is no article publication charge.

2.2 Submitted articles must be original works that have never been published or are under consideration by any other publications.

2.3 Articles should be written and submitted according to the following procedures:

- Program: Microsoft Word
- Font type (Rumi)   : Times New Roman
- Font type (Arabic)   : Traditional Arabic
- Font size (Rumi)   : 12
- Font size (Arabic)   : 16
- Text line spacing   : 1.5
- Transliteration system : As shown in APPENDIX A
  Articles written in 4000 - 6000 words,

2.4 The addition of Malay should be tilted (*italic*)

2.5 In general, the content of the article should include Introduction, Methodology, Results of Analysis, Discussion, Conclusions and References.

2.6 All articles must be submitted to YADIM Journal through online submission system. All corresponding is conducted only through the Online Journal System.

Note: The text of the article should be between 15 - 20 pages (A4 size paper) not including the references.

3.1 **ABSTRACT**

3.2 Each article written in Malay and Arabic must be accompanied by an abstract in English.

3.3 The abstract should highlight the main content of the article which is written not less than 150 words and not more than 200 words.

3.4 In general, the abstract must be informative and not in critical writing. It should include information that contains elements of the study problem, the purpose of the study, methodology and the main results of the study.

3.5 Keywords should be specified after each abstract, no more than 5 items. Articles in Malay or English, must have a title, abstract and keywords in (3) languages: Malay, English and Arabic.

4.0 TITLE AND PARAGRAPH TITLE

4.1 The main title should be written in CAPITAL LETTERS (uppercase).

4.2 Sub-titles should be written in lower case except, the first letter of each word should be written in CAPITAL LETTERS (title case).

4.3 All main headings and sub-headings should be bold.

5.0 NUMBERING SYSTEM

5.1 The numbering system is as follows: First stage items:
  1.
  2.

   Second level item:
   a.
   b.

   Third tier item:
   i.
   ii.

   Fourth grade item:
   a)
   b)

6.0 **ACKNOWLEDGMENT**

Recognition to Individuals/Institutions/Non-Governmental Organizations or related parties for grants, research funding contributions, data, and others from stakeholders involved in the research study implementation should be acknowledged. Acknowledgment should be given after the conclusion.

7.0 REFERENCE WRITING

7.1 Reference section is mandatory. All reference materials should be arranged alphabetically from A to Z.

7.2 References in the text should use the date author system, i.e. author name and followed by year of publication. A list of references arranged alphabetically should be included at the end of the article. All referred sources must be in the list of references. The authors are responsible for ensuring the accuracy and completeness of the information in the reference list.

7.3 All articles must follow the guidelines *American Psychological Association* **(APA) 7th. Edition** and link http://www.apastyle.org/. The reference style used must be consistent across all sections of the article.

7.4 References in the text and list of references for Arabic papers should be written using **ROMAN** letters with Arabic pronunciation and following the transliteration guidelines transliterasi Arab-Melayu Dewan Bahasa Dan Pustaka, seperti di lampiran. https://lamanweb.dbp.gov.my/3d-flip-book/panduan-transliterasi-huruf-arab-ke-huruf-rumi/

7.5 Footnotes are not recommended. If necessary, please use as little as possible and place it as a final note at the end of the work by writing the numbers systematically.

8.0 REFERENCES TO THE QUR'AN

8.1 All verses of the Quran should be written in al-Rasm al-Uthmani.

8.2 The details of the reference are as follows:

   a. Name of surah, comma
   b. Number of surahs, dots
   c. Number of sentences, periods

Example:

Allah SWT says:

ادْعُ إِلَىٰ سَبِيلِ رَبِّكَ بِالْحِكْمَةِ وَالْمَوْعِظَةِ الْحَسَنَةِ ۖ وَجَادِلْهُمْ بِالَّتِي هِيَ أَحْسَنُ ۚ إِنَّ رَبَّكَ هُوَ أَعْلَمُ بِمَنْ ضَلَّ عَنْ سَبِيلِهِ ۖ وَهُوَ أَعْلَمُ بِالْمُهْتَدِينَ

- Al-Nahl, verse 125

8.3 The author should explain the source of the translation of the Quranic verse only once in the first entry of the translation. If the translation of the Quran in the next verse is different from the first source, the author should state the translation source used.

Example:

Which means: Call to the way of your Lord (O Muhammad) with wisdom and good teaching advice, and discuss with them (whom you call) in a better way. 125

----
125. All translations of Quranic verses in this paper are based on works Abdullah Basmeih, 1987, Tafsir Pimpinan al-Rahman Kepada Pengertian al-Quran, Kuala Lumpur, Bahagian Hal Ehwal Islam, Jabatan Perdana Menteri, 12th ed.

9.0 REFERENCES TO HADITH

9.1 The details of the reference are as follows:

- a. Author's name, comma
- b. Year, comma
- c. Book (written in italics), comma
- d. Chapter of Hadeeth, comma
- e. Hadith number, comma
- f. Publisher, comma
- g. Volume, comma
- h. Page, period

Example:

… based on a Hadeeth by the Prophet PBUH:

قال رسول الله صلى الله عليه وسلم: بلغوا عني ولو آية [1]

[1] Al-Bukhari, Abu Abdullah Muhammad b. Ismail. 1992. Sahih al-Bukhari. Chapter of the Children of Israel. 3202, Beirut: Dar al-Kutub al-'Ilmiah, Volume 1. Page. 2656

The author should also explain the source of translation of the hadith either quoted from the translation book or the result of the author's own translation.

Meaning: Convey from me to anyone even one sentence ...

[1] All translations of hadith in this writing are produced by the author himself unless otherwise stated vice versa.

10.0 COMPLETE REFERENCES FOR BOOKS

10.1 Complete reference for the book should include information in the following order:

- Author's name, period
- Year of issue, period
- Book title (italic), period
- Editor, compiler, translator (if any), period
- Book series name and volume or number in series (if any), period
- Edition, other than the first edition, period
- Number of volumes, periods
- Place of issue, colon
- Publisher, period

The second line of reference should be indented as examples shown below.

Example:

'Abd. Al-Bāqi, Muhammad Fuad. 1987. Munjid Al-Tullab Li Al-Fāzi Al-Qurān. Beirut: Dār Al-Fikr. (Example: Sole Author)

Al-'Abbādi, Ahmad Mukhtār & Sālim, al-Sayyid Abd al-Azīz. 1981. Tārīkh al-Bahriyyah al-Islāmiyyah fi Miṣr wa al-Shām. Beirut: Dar al-Nahdah al-Arabiyyah. (Example: Co-Author)

Sheikh Ghazālī Abod & Zamry Abdul Kadir (eds.) 2002. Islamic business management. Shah Alam: Hizbi. (Example: Edited work, ed. = Editor)

Yulk, G. 1989. Leadership in organization. 2nd edt. Englewood Cliffs. NJ: Prentice Hall. (Example: Print edition)

Chamcuri Siwar. 1991. The Paddy and Rice Industry: Some Basic Issues, Trends, Problems and Prospects. In. Redzuan Othman & Mohd. Sheffie Abu Bakar (eds.). Malaysia's Key Commodities: Importance, Problems and Prospects, p. 100-125. Kuala Lumpur: Dewan Bahasa dan Pustaka. (Example: Chapter in Book, In. = In).

11.0 COMPLETE REFERENCES FOR ARTICLES IN JOURNALS, MAGAZINES AND NEWSPAPER

11.1 Provide as complete information as possible as follows:

- Author's Name, period
- Year, period
- Paper title, period
- Journal name (italic)
- Bold number (bold)
- Issue number (in bracket), colon
- The whole page of the paper, period

Example:

Utusan Malaysia. 2013. CIMB Islamic Bank contributes to the construction of longhouses in Kudat, December 20: 8 (Example: Articles in the Press, Without Author)

Mohammad Haji Alias. 1988. Construction and Selection of Response Model for Natural Rubber Manufacturers Offer. Malaysian Economic Journal 18: 3-25. (Examples: Journal Articles, Sole Author)

12.0 COMPLETE REFERENCES FOR ELECTRONIC REFERENCES

PERKIM. 2014. History of PERKIM. http://www.perkim.net.my/tunku-dan-perkim = 3 December 2014

13.0 COMPLETE REFERENCES FOR UNPUBLISHED MATERIALS

Provide as complete information as possible as follows:

- Author's name, period
- Year, period
- Title, period
- Folios number, box number where material is stored or any other identification mark, comma
- Collection name, period
- Name of place (institution, city, state) the material is stored in, comma
- Date, period

Example:

Norhafizah Musa. 2018. Islamic Psychotherapy Approach in Managing Breast Cancer Stress. PhD Thesis. University of Malaya (Example: Thesis)

Nurul Fadzliatul Naziha Nokhirin. 2017. Cash Waqf Management in Malacca Islamic Religious Council Academic Training. Universiti Kebangsaan Malaysia. (Example: Scientific Training)

Nik Mohyideen Musa. 1972. Establishment of Muslim Finance Corporation. A paper presented at the Second Seminar on the Islamic Economic Congress. Petaling Jaya, Selangor. April 7-9 (Example: Working Paper)

Minutes of the Eleventh YADIM Board of Trustees Meeting. 1979. Islamic Center, Kuala Lumpur, April 11. (Example: Minutes of Meeting)

Nakhaie Ahmad. 2013. History of the Establishment of Yayasan Dakwah Islamiah Malaysia, Kuala Lumpur. Interview, April 21. (Example: Interview)

14.0 **TABLE AND FIGURE**

14.1 Each table should have a title placed in the upper middle of the table and start with the words table and numbers.

Example:

NO.	ITEM	LEADERSHIP DEVELOPMENT	LEADERSHIP DEVELOPMENT
1	Individual	Dimensions	Leadership as a group
2	Capital	Human capital	Social capital
3	Leadership model	Individual Power Knowledge Trust	Relationships and commitments Mutual respect Trust

Table 2: Differences between leader development and leadership development in organizational context

14.2 All illustrations including charts, graphs and tables must be labeled and provided in separate pages from the text. The position of the illustration as required in the text should be clearly marked.

14.3 All charts, graphs, drawings and illustrations should be numbered at the bottom sequentially referred to as diagrams.

15.0 **HOW TO SUBMIT THE ARTICLE ONLINE (OPEN JOURNAL SYSTEMS)**

15.1 The contributors are advised to read and understand the writing guidelines before submitting the article. Please refer to the rules below to facilitate the submission of papers for consideration:

1. Please submit the article in a single file only which includes text, tables and diagrams.
2. All papers must be in Microsoft Word format only. PDF files or other formats will not be accepted.
3. Articles submitted must contain the author's name and the author's institution/affiliation.
4. If the submission is successful, the contributor will be notified within a few minutes later.
5. If the contributor does not receive a confirmation message after submission, please try again.
6. The contributors do not need to send an email requesting confirmation on the submission of the article.
7. The contributors are prohibited from submitting the same article several times after receiving a confirmation message from YADIM.

16. EVALUATION PROCESS

16.1 The manuscript will go through a preliminary screening by the Editorial Board. The selected manuscript will go through an initial screening and then be evaluated by two appointed referees. An article will be evaluated based on its suitability under the theme of YADIM Journal, which contributes to knowledge discipline, accuracy, analysis, clear presentation, technical and linguistic perfection.

16.2 The full name of the author, affiliation of all authors in the article should be stated briefly/personal profile containing academic achievement, affiliation with professional body/work experience, address, telephone number and email written on a separate page with the article. A brief biography of this author should be typed in single spacing.

17. YADIM JOURNAL POLICY

17.1 Articles submitted to YADIM Journal will be considered in advanced by the Chief and Editorial Committee. Selected articles will be evaluated by two experienced evaluators/referees as well as the experts in related fields.

17.2 Manuscripts published in YADIM Journal will be the copyright of YADIM, however it can be published or printed by an acknowledgement or notification that the article is published in YADIM Journal.

17.3 Manuscripts or articles published do not represent or portray the opinions or views of the Advisory Board, Editorial Committee, Internal and External Associated Publication Committees, management team of YADIM Journal and the publishers.

18. SUBMISSION OF ARTICLES

Articles (softcopy) must be sent according to the format stated above to the following e-mail: jurnalyadim@yadim.com.my

19. EXPLANATION & MORE INFORMATION

19.1 Further inquiry and information can be obtained by contacting the following contacts:
Email: jurnalyadim@yadim.com.my

19.2 Any inquiries can be directed to:

Dr. Masitah Esa : 03-8870 3870

ATTACHMENT A

Table 1: Transliteration

Arabic Letters	Latin Letters	Original Examples	Transliteration Examples
ء	'	سأل	sa'ala
ب	b	بدل	badala
ت	t	تمر	tamr
ث	th	ثورة	thawrah
ج	j	جمال	jamal
ح	h	حدث	hadatha
خ	kh	خالد	khalid
د	d	ديوان	diwan
ذ	dh	ذهب	dhahaba
ر	r	رحمن	rahman
ز	z	زمزم	zamzam
س	s	سراب	sarab
ش	sh	شمس	shams
ص	s	صبر	sabr
ض	d	ضمير	damir
ط	t	طاهر	tahir
ظ	z	ظهر	Zuhr
ع	'	عبد	'abd
غ	gh	غيب	ghayb
ف	f	فقه	fiqh
ق	q	قاضي	qadi
ك	k	كأس	ka's
ل	l	لبن	laban
م	m	مزمار	mizmar

Huruf Arab	Huruf Latin	Contoh Asal	Contoh Transliterasi
ن	n	نوم	nawm
هـ	h	هبط	habata
و	w	وصل	wasala
ء	'	سأل	sa'ala
ي	y	يسار	yasar
ة	ṭ	الرسالة	risālaṭ

Nota : Update format JURNAL YADIM 1 June 2024