

General Submission Requirements

What We Publish: Ihya' Journal of Islamic Thought welcomes articles, book reviews, discussion notes, essay reviews, and symposia papers from researchers across various fields, such as Traditional Islamic Sciences, Religious Studies, History, Social Sciences, Law, Philosophy, and Education. It also invites opinion pieces from practitioners, policymakers, and similar contributors.

Originality of the Manuscripts: Ihya' Journal of Islamic Thought only publishes original work. Submissions should not have been previously published on any platform, including social media, and should not be currently under review elsewhere.

Manuscript Preparation

To ensure consistency and ease of review, all submissions must adhere to the following manuscript preparation guidelines.

Manuscript Submission: Submissions must include the following:

1. An abstract of no more than 250-300 words.
2. Key-words (where necessary) and definitions of specialist terms related to the subject.
3. Manuscripts must be submitted as both Microsoft Word and PDF files. They must be updated and resubmitted with each revision during the peer review process.
4. The text must be double-spaced throughout.
- 5.

Structure of Paper

The final version of the paper should have the following parts, each beginning on a new page:

1. Abstract
2. Main text
3. Appendices (when necessary)
4. References (see referencing section for more details)
5. All papers should be written in 12-point font.
6. Fonts must be either Times New Roman or Cambria.
7. If the manuscript includes figures, tables, and diagrams, they should be centered on the page. They should be properly referenced and numbered in the order they appear in the text. Figures, tables, and diagrams should be set apart from the text.
8. All pages must be numbered at the bottom right side of the paper.
9. Any non-English words in the text must have their meaning and definition provided in the footnote.

Chicago Style Referencing

Chicago Style referencing, also known as the Chicago Manual of Style (CMS), has two main documentation systems: (1) Notes and Bibliography, and (2) Author-Date. Below are examples and explanations for both systems, including how to reference a YouTube video and social media posts.

1. Notes and Bibliography System

Books Footnote:

Firstname Lastname, *Title of Book* (Place of publication: Publisher, Year of publication), page number.

Bibliography:

Lastname Firstname. *Title of Book*. Place of publication: Publisher, Year of publication.

Example: Footnote: Gabriel García Márquez, *One Hundred Years of Solitude* (New York: Harper & Row, 1970), 120.

Bibliography: García Márquez, Gabriel. *One Hundred Years of Solitude*. New York: Harper & Row, 1970.

Journal Articles

Footnote: First name Lastname, "Title of Article," *Title of Journal* volume number, issue number (Year): page number, DOI or URL (if online).

Bibliography:

Lastname, Firstname. "Title of Article." *Title of Journal* volume number, issue number (Year): page range. DOI or URL (if online).

Example: Footnote: John Doe, "Exploring the Cosmos," *Journal of Space Exploration* 5, no. 2 (2020): 134, <https://doi.org/10.1234/jse.v5i2.2020>.

Bibliography: Doe, John. "Exploring the Cosmos." *Journal of Space Exploration* 5, no. 2 (2020): 123-150. <https://doi.org/10.1234/jse.v5i2.2020>.

YouTube VideoFootnote: Firstname Lastname or Organization Name, "Title of Video," YouTube video, Length of video, Month Day, Year, URL.

Bibliography: Lastname, Firstname or Organization Name. "Title of Video." YouTube video, Length of video. Month Day, Year. URL.

Example: Footnote: National Geographic, "The Hidden World of the Great Barrier Reef," YouTube video, 4:56, December 15, 2018, <https://www.youtube.com/watch?v=xyz123>.

Bibliography: National Geographic. "The Hidden World of the Great Barrier Reef." YouTube video, 4:56. December 15, 2018. <https://www.youtube.com/watch?v=xyz123>.

Social Media PostFootnote: Firstname Lastname or Username, "Text of the post," Platform name, Month Day, Year, URL.

Bibliography: Lastname, Firstname or Username. "Text of the post." Platform name, Month Day, Year. URL.

Example: Footnote: Barack Obama, "Health care is a right, not a privilege," Twitter, March 23, 2020, <https://twitter.com/BarackObama/status/xyz123>.

Bibliography: Obama, Barack. "Health care is a right, not a privilege." Twitter, March 23, 2020. <https://twitter.com/BarackObama/status/xyz123>.

2. Author-Date System

Books**In-text citation:** (Lastname Year, page number)

Reference list: Lastname, Firstname. Year. *Title of Book*. Place of publication: Publisher.
Example: **In-text citation:** (García Márquez 1970, 120)

Reference list: García Márquez, Gabriel. 1970. *One Hundred Years of Solitude*. New York: Harper & Row.

Journal Articles**In-text citation:** (Lastname Year, page number)

Reference list: Lastname, Firstname. Year. "Title of Article." *Title of Journal* volume number (issue number): page range. DOI or URL (if online).

Example: **In-text citation:** (Doe 2020, 134) **Reference list:** Doe, John. 2020. "Exploring the Cosmos." *Journal of Space Exploration* 5 (2): 123-150. <https://doi.org/10.1234/jse.v5i2.2020>.

YouTube Video**In-text citation:** (Lastname or Organization Name Year)

Reference list: Lastname, Firstname or Organization Name. Year. "Title of Video." YouTube video, Length of video. URL.

Example: **In-text citation:** (National Geographic 2018)

Reference list: National Geographic. 2018. "The Hidden World of the Great Barrier Reef." YouTube video, 4:56. <https://www.youtube.com/watch?v=xyz123>.

Social Media Post**In-text citation:** (Lastname or Username Year)

Reference list: Lastname, Firstname or Username. Year. "Text of the post." Platform name, Month Day, Year. URL.

Example: **In-text citation:** (Obama 2020)

Reference list: Obama, Barack. 2020. "Health care is a right, not a privilege." Twitter, March 23, 2020. <https://twitter.com/BarackObama/status/xyz123>.

Explanation

Footnotes and Endnotes:

In the Notes and Bibliography system, sources are cited in footnotes or endnotes, and a corresponding bibliography entry is included at the end of the document. Footnotes are placed at the bottom of the page on which the reference appears, while endnotes are collected at the end of a chapter or the document.

In-text Citations: The Author-Date system uses in-text citations, typically placed at the end of the sentence or clause that includes the referenced information. Full details of the sources are then listed in a reference list at the end of the document.

Key Points:

- **Titles:** Titles of books and journals are italicised; article and chapter titles are placed in quotation marks.
- **Authors:** For multiple authors, list them in the order they appear in the source.
- **Dates:** Include the publication year. For online sources, include the access date if the content is likely to change over time.
- **URLs and DOIs:** Always include the full URL or DOI for online sources to ensure accessibility.

These guidelines provide a comprehensive understanding of how to reference various types of sources in Chicago Style, ensuring accurate and consistent citation practices.

Submission Process

Authors are required to follow the submission process outlined below to ensure a smooth review and publication workflow.

How to Submit

All manuscripts must be submitted via **email** to the editorial team at:

ahai@ihyajournal.org

The subject line should follow the format:

“Manuscript Submission – [Author’s Last Name] – [Article Title]”

Submissions should include all required documents as attachments.

Required Documents

Authors must submit the following:

1. **Manuscript File**
 - Prepared according to the journal’s formatting and citation guidelines.
2. **Cover Letter**
 - Addressed to the Managing Editor
 - Briefly introduces the manuscript’s significance, originality, and relevance to the journal’s scope.
 - Confirms that the manuscript is not under consideration elsewhere.
3. **Author Details (Separate Document)**
 - Full names of all authors.
 - Institutional affiliations.
 - ORCID ID (if applicable).
 - Email address of the corresponding author.
 -

File Format

- Manuscripts must be submitted in **PDF & DOC format** for editing and review.
- Figures and tables should be **included within the manuscript** at appropriate points rather than as separate files.
- If supplementary materials (such as high-resolution images) are necessary, they should be submitted as additional files.

Submission Confirmation and Review Process

Once submitted, authors will receive a **confirmation email** acknowledging receipt of their manuscript. The editorial team will then conduct an **initial review** to ensure the submission adheres to the journal's formatting and content guidelines. Manuscripts that meet these criteria will proceed to the **peer review process**.