

Manuscript Submission Guidelines
For
IES – Islamic Economic Studies

About the Document

The manuscript submission guideline (MSG) is a supporting document for editorial policy which is available on the web-page of the journal. This guideline has been made available to author(s) for their help in preparing the manuscript.

Submission of a paper will be held to imply that it contains original unpublished work and is not being submitted for publication elsewhere.

1. Pre-submission: Introduction

- 1.1 Before you submit your manuscript, please go back and review your title, keywords and abstract. These elements are key to ensuring that readers will be able to find your article online through online search engine such as Google. More information and guidance on how best to prepare your article, write your abstract and select your keywords can be found, for example at, OPTIMIZING YOUR ARTICLE FOR SEARCH ENGINE (<http://authorservices.wiley.com/bauthor/seo.asp>)
- 1.2 One simple way through which you can improve your article's visibility and ensure proper indexing and cross-linking is to provide full names for all authors (Lead author, co-author(s) and or level of contribution). Please refer to GUIDELINES FOR AUTHOR NAMES (for example Google Scholar Citations – <http://scholar.google.com/citations>)

2. Submitting Your Article

- 2.1 Each IRTI journal has its own Editorial office and its own instructions for authors. To submit your article, go to the list of IRTI journals (<http://iesjournal.org/>), select the one you wish to submit to, click on the notes for authors to get details on how to submit your article.

3. Submit Your Article via Scholastica

- 3.1 IRTI journals use "Scholastica", an online submission and peer review system. The submission button on IES website will automatically take you to the submission portal.
- 3.2 Important note: If you are submitting to your journal via Scholastica, please check whether you have already an account in the system before trying to create a new one. If

you have reviewed or authored for the journal in the past, it is likely that you will have had an account created.

4. Formatting Your Article

- 4.1 Please refer to submission guidelines specific to your chosen journal.
- 4.2 IES accepts articles that are formatted using MSWord format. You can send a pdf version as additional support. Artwork, figures, and graphs can be sent in other non-MSWord formats as well (see Artwork Guidelines below).
- 4.3 When formatting your references, please ensure you check the reference style followed by IES. You can use Harvard reference style or Turabian reference style. For quick links to the Harvard reference style please see (http://www.staffs.ac.uk/support_depts/infoservices/learning_support/refzone/harvard/), and for the Turabian reference style please see http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html

5. Artwork Guidelines

- 5.1 Illustrations, pictures and graphs, should be supplied with highest quality and in an electronic format that helps us to publish your article in the best way possible. Please follow the guidelines below to enable us to prepare your artwork for the printed issue as well as the online version
 - Format:** TIFF, JPEG, PDF: common format for pictures (containing no text or graphs); EPS: preferred format for graphs and line art (retains quality when enlarging/zooming in); MS Office files (Word, PowerPoint, Excel) are also accepted
 - Placement:** Figures, charts and tables created in MS word should be included in the main text rather than at the end of the document. Figures and other files created outside Word (for example, Excel, PowerPoint, JPG, TIFF, EPS, and PDF) should be submitted separately. Please add a placeholder note in the text [i.e., "Insert Figure 1"]
 - Resolution:** Bitmap based files (i.e., with .TIFF or JPEG extension) require a resolution of at least 300 dpi. Line art should be supplied with a resolution of 600 dpi.
 - Format:** TIFF, EPS or PDF, MS Office files (Word, PowerPoint, Excel) are also accepted provided they meet certain conditions. For more information, see below.
 - Colour:** Please note that images supplied in colour will be published in colour online and black and white in print (unless otherwise stated). Therefore it is important that you supply images that are comprehensible in black and white as well as colour (with a distinctive pattern or dotted line). The captions should reflect this by not using words indicating colour.

- **Dimensions:** Check that the artworks match or exceed dimensions of the journal. Images cannot be scaled up after origination.
- **Fonts:** The lettering used in the artwork should not vary too much in size and type (usually Times New Roman font as a default).

6. Key Words and Classification Scheme Guidelines

- 6.1 IES uses two JEL Classification Scheme and IEI-KAU Classification Scheme for articles. Kindly provide up to three classification categories from each Classification Schemes. The JEL Classification Scheme is available from <https://www.aeaweb.org/jel/guide/jel.php>
The IEI-KAU Classification Scheme is given on IES webpage.
- 6.2 Kindly provide a maximum of three Key Words that appropriately reflect the subject matter of the paper and help in its search by others.