

## IES STYLE GUIDE FOR AUTHORS

1. All papers must include an abstract of no more than 200 words. It is strongly advised that the length of the article should not exceed 6000 words.
2. All papers must include up to three KeyWords, JEL Classification Numbers (maximum three), and IEI-KAU Classification Numbers (maximum three).
3. Referencing should follow Harvard APA Style
4. Title page (font size: 14)
  - a. Title case
  - b. Bold
  - c. Remaining text of article (11pt - Times New Roman)
5. Author's name on the title page
  - a. All capital; but the first letter is bigger e.g. MUHAMMAD
  - b. Right aligned
  - c. Author's affiliation and email address in the footnote (left aligned) on the title page
6. Heading
  - a. Centred, title case, numbered, bold
7. 1<sup>st</sup> sub heading
  - a. Left aligned
  - b. Non-bold
  - c. Italic
  - d. Title case
8. 2<sup>nd</sup> sub heading
  - a. Left aligned
  - b. Non-bold
  - c. Italic
  - d. Sentence case
9. Table
  - a. Numbered
  - b. Bold, e.g: **Table-2**
  - c. Title case
  - d. Any text within the table should NOT be bold
10. Figure, exhibit or chart
  - a. Numbered on its own; different from table number
  - b. Title case

### II. Arabic words

There are some Arabic words that are to be written as normal (non-italic), these are:

- a. Shariah
- b. Quran
- c. Hadith
- d. Fiqh
- e. Maliki, Hanbali, Shafii and Hanafi (Schools of Thought)
- f. Any Arabic name of a person (any proper noun)

Other Arabic words and Arabic terminologies are written in italics with dialectical marks. IES uses its own transliteration method, this will be done by IRTI. However, to help us identify such words quickly in your paper kindly highlight these words in green color.

12. References should be listed at the end of the text in the following style:

- a. For books:  
Akkizidis, Ioannis and Kumar, Sunil Khandelwal. (2008). *Financial Risk Management for Islamic Banking and Finance*. Hampshire: Palgrave Macmillan
- b. Chapters in edited books  
Archer, Simon and Haron, Abdullah. (2007). "Operational Risk Exposures of Islamic Banks", in Simon Archer and R.A.A.Karim (eds.), *Islamic Finance: The Regulatory Challenge*. Chichester: John Wiley & Sons (Asia) Pte Ltd
- c. For journal  
Djojosingito, Reza. (2008). "Mitigating Legal Risk in Islamic Banking Operations". *Humanomics*, 24(2), pp. 110-121
- d. For working paper  
Cihak, Martin and Hesse, Heiko. (2008). *Islamic Banks and Financial Stability: An Empirical Analysis*. Working Paper No. 08/06. Washington: International Monetary Fund
- e. For conference paper  
Ismail b., Abdul Ghafar and Ahmad Azam b. Sulaiman. (2005). *Cyclical Patterns in Profits, Provisioning and Lending of Islamic Banks and Procyclicality of the New Basel Capital Requirement*. Paper presented at the Sixth International Conference on Islamic Economics and Finance: Islamic Economics and Banking in the 21st Century, organized by Bank Indonesia, Islamic Research and Training Institute, The International Association for

Islamic Economics, and University of Indonesia.

f. For magazine article

Kolodko, G. W. (1999, September). "Incomes policy, equity issues, and poverty reduction in transition economies". *Finance and Development*, 32-35.

### 13. Illustrations

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 I"]
- 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)

IMPORTANT NOTE:

**For Margins:**

Margins are as follows:

Paper Size: Custom Size

- Width: 17 cm
- Height: 24 cm
- Top : 3 cm
- Bottom : 2.5 cm”
- Left : 2 cm
- Right : 2 cm
- Gutter : 0”
- Gutter Position : Left
- Header and Footer from Edge
  - Header: 2.5 cm
  - Footer : 1.5 cm