AUTHOR GUIDELINES

International Journal of Pesantren Studies (INJOPS) | Editorial draft adapted from the QOF reference documents

1. General Requirements

- Manuscripts must present original research relevant to the Focus and Scope of INJOPS. Submissions must not have been published previously or be under consideration by another journal.
- Manuscripts should be prepared in Microsoft Word (.docx) using A4 paper, Cambria 12 pt for the main text, 1.15 line spacing, and margins of 2.5 cm (top, bottom, and left) and 2.0 cm (right). Tables may use 10 pt where necessary. Use consistent paragraph formatting and editable text rather than images of text.
- The working manuscript should be submitted through the INJOPS journal system: https://jurnal.akademipesantren.or.id/index.php/injops. Authors should enter complete, accurate metadata and upload the manuscript in the designated submission step.
- English is used for the manuscript template and these guidelines. Any additional accepted manuscript languages require a separate editorial decision.
- The journal evaluates manuscripts through initial editorial screening, peer review where appropriate, editorial decision, copyediting, and production. Submission does not guarantee publication.

2. Structure of the Manuscript

- **Title:** Concise, informative, and representative of the research question and contribution; Cambria 14 pt, bold, centred.
- **Author information:** Full names without academic titles; affiliations and corresponding author email. Provide accurate institutional metadata.
- **Abstract:** A single English abstract of approximately 150–250 words addressing the research problem, aim, approach, main findings, and contribution. Avoid citations unless essential.
- **Keywords:** Three to five specific terms separated by semicolons.
- **Introduction:** Situate the research problem; discuss the relevant literature and identified gap; explain originality, contribution, research objectives, and the methodological approach.
- **Research Method:** Describe sources or data, selection procedures, methods of collection and analysis, and limitations relevant to the research design. A separate section may be adapted for conceptual or philological scholarship.
- **Results and Discussion:** Present the evidence, findings, interpretation, and critical discussion in logically organised subsections. Avoid repeating the introduction or describing sources without analysis.
- **Conclusion:** Answer the research problem; state the contribution and relevant limitations; indicate implications or further research where supported.
- **References:** Include all works cited and only those cited in the manuscript. Use consistent Chicago Notes and Bibliography formatting.

3. Notes, Citations, and References

- Use the Chicago Manual of Style, Notes and Bibliography system (17th edition) as the proposed citation convention for INJOPS. Insert references using real Word footnotes; bibliographic entries appear alphabetically at the end.
- At first mention, give a complete footnote; subsequent mentions use shortened notes. Avoid ibid., op. cit., and loc. cit. References may be managed using Zotero or Mendeley.
- Include DOI in URL form (https://doi.org/...) when available. Verify bibliographic data, original page numbers, author names, titles, and publication details against the cited source.
- Classical Islamic sources must be identified precisely by author, title, editor where appropriate, edition, publication information, volume, and page or another stable locator. Manuscripts should include repository and shelfmark where available.
- Do not impose a numerical citation target at the expense of source relevance. Research must engage with pertinent recent scholarship and foundational primary sources as required by the research problem.

4. Arabic Text and Transliteration

Arabic quotations should be accurate, legible, and provided as editable Unicode text. Use an Arabic-capable font such as Amiri or Traditional Arabic at a legible size (normally 15–16 pt). Cite Qur'anic passages by surah and verse; identify hadith sources and their stable locators. Transliterate Arabic technical terms according to the separate INJOPS Transliteration Guide, adapted and normalised from the QOF reference.

5. Tables, Figures, and Research Integrity

- Number tables and figures consecutively, provide clear captions, identify sources, and refer to each item in the article body. Tables should be editable rather than screenshots.
- Ensure quotations and paraphrases are accurately attributed. Obtain permission for third-party material when necessary. Do not fabricate, falsify, or misrepresent research data.
- Disclose funding, relevant conflicts of interest, and the use of data or materials requiring ethical approval when applicable. All listed authors must approve the submitted manuscript.

Editorial status

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