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### **Instructions / Information for Authors.**

Articles and all editorial correspondence should be sent to Editor so this section consists of the instructions which will help the writers to submit a flawless manuscript. There are two ways of submission of manuscript Manual or online submission some journals follow both modes of submission.

This section includes the instruction for authors Manuscript must be accompanied by a certificate signed by the author and all co-authors that they have seen and approved the final version of the manuscript and have not submitted the manuscript to any other journal.

What pattern they must follow for compiling their manuscript, what will be the word limit etc? Mostly the instructions are:

Manuscripts are accepted for consideration if neither the article has been nor will be published or submitted before appearing in the journal “Riphah Journal of Islamic Thoughts and Civilization”. The document must be accompanied by a certificate signed by the author and all co-authors that they have seen and approved the final version of the manuscript and they have not submitted the manuscript to any other journal and transfer of copyright to RJITC, the specimen for the undertaking mostly available online.

### **General Instructions**

Each paper must be like a research paper: it must have a conceptual/ theoretical framework; a literature review encapsulating past research; data/ content collection and analysis; suggestions for future research and a conclusion.

The article must not have been published anywhere else. It should be in accordance with the research principles and should be on a new topic. Moreover, the article should be adorned with references to basic sources. It is necessary to abide by the rules of writing and spelling.

## **Draft Format**

The authors are required to follow the following instructions for formatting their papers, failing which the paper will not be accepted for publication.

- The article should be composed on one side of A4 size.
- It should not be more than 25 pages.
- Be careful regarding font size.
  1. For main headings, font-size: 18
  2. For sub-heading, font-size: 16
  3. For text, font size: (Urdu, Arabic-14, English-12)
  4. Footnote: font size (Urdu, Arabic-12, English-10)
- Line Spacing: single throughout the paper.
- Page Numbering: On the top left corner of the paper with the title on the top right corner.
- Page setup: envelope B5, Portrait
- Margins: 9-inch margin on the left and right side, 0.8 on top and bottom of each page.
- Paragraph Indention: Indent each paragraph's first line by 0.5 inches and apply the indention consistently throughout the paper.

## **Directions for Writing:**

Title, Abstract, and Keywords

The title should be comprehensive, precise, and reflect the original theme of the article. The abstract should contain a summary of the research. The author would enclose an abstract containing approximately 250 words. It should provide a concise summary of the objectives, methodology (including the species studied),

key results, and major conclusions of the study. It should be written in complete sentences, without subheadings. It must be written in the English language. A list of 4 to 6 keywords may also be provided after the abstract.

## **Introduction**

The introduction to the article must include an objective, methodology, distinctive characteristics, and a short primer on the Research work.

## **Discussion**

In this part of the article, the author would present his views and research in detail.

## **Conclusion/Findings/Recommendations**

The conclusion should be presented in a logical sequence. The findings of the research should be clearly mentioned on which recommendations are made accordingly.

## **Information about the Author**

The author (s)' name should be placed on the title page of the final paper right after the title on the left corner and the institution's name along with further details should be placed in the footnote specified with the symbol (\*). Please indicate the corresponding author in case the paper has multiple authors, as well as one article, which cannot be written by more than two authors. A separate page containing the full name of the Author(s), Email Address, affiliated Institute, Postal address, and phone number(s) should also be submitted along with the article.

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References should be made according to the following guidelines:

- References should be made as Footnotes.
- While giving references, the Chicago Manual Style should be adopted.

- While referring to a book, the author's name, name of the book, publisher's name & place, and year of publication and then Volume No/Page no. should be clearly mentioned.

The following example should be followed:

*Ibn Kathir, Tafsir Al-Quran Al-Azim, Dar al-Sadir, Bayrut, 1354 A.H, 2/312*

- For similar references at multiple locations, a traditional style of abbreviations may be used.
- Quranic verses in the article be presented in Arabic script such as: Sura Al-Nisa: 4/184
- Necessary description (Takhreej & Authenticity) of all Ahadith should be mentioned like:

Al Bukhari, Al-Jamey, Al-Saheh, Kitab al-Ilm, Bab Ifsha al-salam min al-islam, Darussalam, Riyad, 1414A.H, Hadith no: 29, 1/8

- All-known figures mentioned in the article must be briefly introduced and references from books should also be quoted.

Transliteration of Arabic, Urdu, and English Words

For Urdu and Arabic words in English articles, Transliteration must be followed.

### **Citation from the Internet/Webpage**

If the author wants to cite an internet link, then he/she is required to provide a complete URL address failing which the reference will be considered invalid.

### **Transmission of Required Information**

It is obligatory for the authors to describe their research in detail along with the significance of their research. Enough details of the citation should be provided so that others will be able to revisit the research. Incorrect and ambiguous statements will be troublesome and not acceptable.

### **Simultaneous/Multiple Publication**

The author should avoid submission of the article to more than one journal for review and publication at a time as it is unethical. Moreover, multiple publications on the same research are also not acceptable.

If an author wants to publish their work in multiple stages in multiple different articles, then references from the first publication should be represented accurately in the second publication.

### **Defining Sources**

The written permission of the source is compulsory if any information is used and quoted which is derived from a discourse, correspondence, or a talk of a third party. Sources must be defined and cited in an accurate manner.

### **Major Mistakes in Published Work**

If any mistake or error is noticed by the authors after submission of the article for review, it is obligatory for the author to inform RJITC focal person immediately, so that necessary corrections in the article may be made well in time and in case of major mistake, the article may be withdrawn. The author is also bound to withdraw or make necessary corrections well in time as directed by the editor or publisher and also provide the evidence confirming the accuracy of the original research wherever required.

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Any individual with a significant contribution to the research work which is being presented in the article can be included as the author(s) of the article. However, it is the responsibility of the primary author to ensure that all the co-authors have seen the final draft of the article and agreed to the submission of the article.