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## NOTICE TO AUTHORS

### TITLE OF MANUSCRIPT

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### ***ABSTRACT***

*Please place your abstract here (in italic).*

***Keywords:*** *Type the keywords here (in bold and italic).*

***ABSTRAK (In Malay Language, for the non-Malay writer, the journal will translate the abstract into Malay)***

*Please place your abstract here (in italic).*

***Kata Kunci:*** *Type the keywords here (in bold and italic).*

### **1.0 HOW TO PREPARE PAPERS**

Manuscripts should be unpublished original research on tasawuf in general .Issues like how Sufism affect societal interaction relations, tasawuf and mental problem, zikr and intelligence, sufism and social and cultural problems , sufism and terrorism, sufism ,and corporate management; are example of the scope of this journal, without limiting it to these areas.

Manuscripts should be prepared on A4 size white paper with 3 cm, 2.5 cm, 2.5 cm and 2 cm margins from the top, bottom, left and right respectively.

Centred at the top of the first page of a manuscript should be the complete title of the manuscript, name(s) of author(s) affiliation(s), mailing and email address(es), then the abstract under the heading ***ABSTRACT*** (in italic, Times New Roman, 10 points), not exceeding 200 words, keywords under the heading ***Keywords:*** (not more than five keywords, in bold and italic, Times New Roman, 10 points) and followed by the text. The manuscript should also be prepared with translation of ***ABSTRACT*** into Malay Language under the heading ***ABSTRAK*** and ***Kata Kunci***. For non-Malay writer, the journal will translate the abstract and keywords into Malay.

The text should be typed and single-spaced, using Times New Roman font version 5 and above for Roman characters, including the transliteration, while Traditional Arabic font 16 should be used for Arabic or Jawi characters. Paragraphs should be separated by double spacing.

#### **1.1 Language Used**

Manuscripts must be written in English or Malay. Article in Arabic Language can also be considered.

#### **1.2 Figures and Tables**

A figure, table and illustration should be placed on the same page as far as possible, otherwise it may be placed on the immediate following page.

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### 1.2.1 Label of Figures

A figure, photo and illustration should be labelled with “Fig.” and a table with “Table”. It must be assigned an Arabic numerals as figure or table number; the figure number and title, and the table number and title should be placed on top of the figure and table. the source of the figure and table, if applicable, should be palced below the figure and the table. The first letter of the title should be in capital letter. Figure, photo, illustrations and tables should be placed in the middle of the page between left and right margins.

### 1.3 Sections and Subsections

Sections and subsections should be given the titles respectively. Capital letters should be used for the section titles. For subsections, the first letter of each word should be in capital letter, followed by small letters.

### 1.4 Length of Manuscript

Each manuscript should not exceed 20 pages (in single spaced) including illustrations, and tables and reference. The page number should be written at the lower center of each page.

### 1.5 Footnotes

Each manuscript should use only a footnote system, and neither an in-text note nor an endnote. The footnote should follow the 16th Chicago Style ( [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)). The footnote should be typed and single-spaced, using Times New Roman font 10, and should be noted with numbers <sup>1</sup>, <sup>2</sup>, <sup>3</sup> respectively (which can be created by clicking Insert Footnote on the References tab in Microsoft Word).

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Each manuscript should use Transliteration in the Romanisation of Arabic words. The transliteration should follow the Romanisation style of American Library Association - Library of Congress or ALA-LC Romanisation Tables (<http://www.loc.gov/catdir/cpso/roman.html>;<http://www.loc.gov/catdir/cpso/romanization/arabic.pdf>).

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### 1.8 Author’s Biography

The author should give his/her short profile including his/her name, academic achievements, affiliations to professional bodies and working experience within 100 words at the end of the manuscript. This author’s biography should be typed and single-spaced and placed it below the references under the heading **BIOGRAPHY**.

#### **BIOGRAPHY**

Jahid Sidek obtained his PhD from University of Malaya in 1992 in Usuluddin. Currently, he is Shaikh in Tariqah Naqsyabandiyah Khalidiyyah now he leads the practice khalwah / Retreats / bersuluk. His research areas include Sufism and Islamic schools. He has published a number of papers related to these areas. He is also have Madraah in Rawang Selangor.

## **2.0 SUBMISSION NOTICE**

The author must ensure that the submitted manuscript has never been published before and assume full responsibility for the contents of the manuscript.

### **2.1 Submission**

The manuscript should be submitted in the digital file form "\*.doc" which would be compatible for the computer application Microsoft Word 2013. Submission should be e-mailed to [wsuficouncil@gmail.com](mailto:wsuficouncil@gmail.com)

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