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. Ist sub heading
 - a. Left aligned
 - b. Non-bold
 - c. Italic
 - d. Title case
- 8. 2nd 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 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

Djojosugito, 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

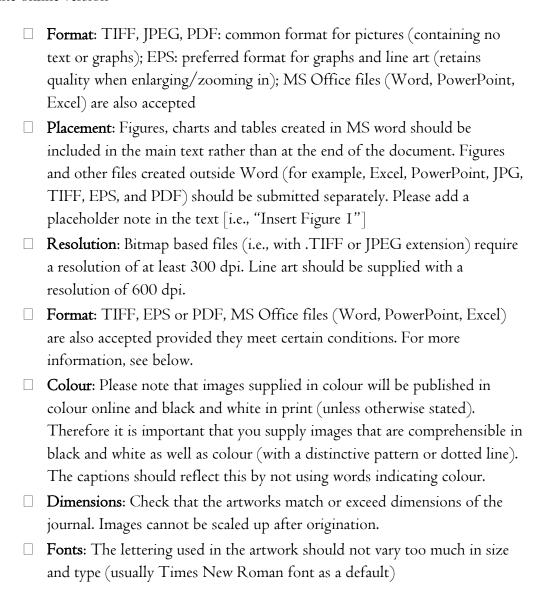
Ismail b., Abdul Ghafar and Ahmad Azam b. Sulaiman. (2005). Cyclical Patterns in Profitss, Provisioning and Lending of Islamic Banks and Procyclicality of the New Basel Capital Requirement. Paper presented at the Sixth International Conference on Islamic Economics and Finance: Islamic Economics and Banking 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



IMPORTANT NOTE:

For Margins:

Margins are as follows:

Paper Size: Custom Size

o Width: 17 cm

o 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

o Header: 2.5 cm

o Footer: 1.5 cm