

## AUTHOR GUIDELINES

### A. Submission of Article

1. The Article submitted must be original and have not been published. All forms of plagiarism are not responsibility of the publisher in Jurnal Ekonomi dan Bisnis Islam (JEBIS).
2. Following the author guidelines as scientific writing and following the ethics of writing (Ethics of Writing Jurnal Ekonomi dan Bisnis Islam)
3. The content (discussion) is more dominant in writing, and the criteria for scientific writing must be:
  - a. *objective*: based on factual conditions
  - b. *Up to date*: The article is the latest development of science
  - c. *Rational*: the article can be a place for all of mutual criticism
  - d. *Reserved*: not over claiming, honest, straightforward, and not personally motivated
  - e. *Effective and Efficient*: The article is a medium of communication that is highly attractive, the accuracy of the research method, and in accordance with the guidelines for article the Jurnal Ekonomi dan Bisnis Islam.
4. The title of the article is should be an interesting and new thing
5. **The article must be written using good and correct English with correct grammar.**
6. The article is accompanied by the name of the author, affiliation, and correspondence. Enclose the author's biodata complete with postal address, email and telephone number at the time of delivery.
7. The article must be accompanied by abstracts in English languages
8. The article accompanied by keywords in English consists of 5 words
9. The article is presented in several sections including:
  - a. Introduction
  - b. Literature Review/ Theoretical basis
  - c. Research methods
  - d. Results and Analysis
  - e. Conclusion
  - f. References
10. Authors who want to submit the articles are must to go through the OJS Jurnal Ekonomi dan Bisnis Islam (JEBIS) at [e-journal.unair.ac.id](https://e-journal.unair.ac.id) and register as an author.

## B. Preparation of the Article

- a. The article is sent to the Jurnal Ekonomi dan Bisnis Islam in the **form of MS. Word as a soft copy** with the following conditions:
  - a. **Articles must be written in English with good grammar**
  - b. A4 paper size (210 x 297 mm) with settings Multiple pages: Mirror margin with upper and lower margin of 2.5 cm, inside margin of 3 cm and 2.5 cm outside and 0.75 cm of cutters.
  - c. To improve the quality of articles, articles are required to reach a minimum criterion of 7000 words and a maximum of 10,000 words
  - d. Generally, each paragraph is written using Calibri (Body) type letters 12 pts. Spacing between lines of text 1.15. Each paragraph also uses a 1.27 cm indentation in the first line. The type of leveling (justify) used is flattened left-right.
  - e. Abstract, affiliation, written with 11 pts Calibri (Body) type letters and justify is flattened left-right, but in spaces 1
  - f. Article history, table title / table contents, image / diagram / graphic / chart / sketch, title written with 10 pts Calibri (Body) type letters and justify is flattened left-right, but in spaces 1
  - g. Bibliography, written with 12 pts Calibri (Body) type letters and justify is flattened left-right, spaces 1.
- b. The article is written with the writing systematic as follows:
  1. **Tittle.** Naming of the title should be as concise as possible and reflect the contents of the the article as a whole, no more than 15 words, and may use common abbreviations in general. The title may use more than one line with the right beheading. The title is written in capital letters type Calibri (Body) 14 pts with the type of leveling (justify) centered.
  2. **Name of Authors.** Names of the authors are written with **full names** without titles or other titles and use real names without abbreviations. The author's name is written with the letters type Calibri (Body), Bold, 12 pt with the type of alignment (justify) centered.
  3. **Affiliation of author.** Affiliation is the address of the institution / institution where the writer works / works / studies. Affiliations that must be included in the text are the Faculties,

Departments, and Universities / Institutions. Author affiliations are written with the letters Calibri (Body) 11 pt with the type of alignment (justify) centered.

4. **Correspondence.** The correspondence address uses the author's e-mail address. The email is written with "Email:" followed by the author's email address. If more than one email address, then it needs to be separated with semicolons (;) in between. The e-mail is written in Calibri (Body) 10 pt with justify centered type.
5. **Abstract.** Abstracts are written in English and do not contain formulas or references wherever possible. The abstract should summarize the research objectives, concise method, main results, and conclusions. The abstract is written in 1 paragraph and the maximum abstract length is 250 words in English. The contents of the abstract are written according to the Format and Systematics provisions of part (a) above. While the title "**Abstract**" is written with capital letters, Bold, type Calibri (Body) 11 pts with the type of leveling (justify) centered. Example: **ABSTRACT** (without dots).
6. **Article History.** Article History is chronological historical data of manuscripts ranging from being accepted, approved, to being uploaded to online journals by the Journal of Islamic Economics and Business. It is located on the left side of the Abstract in English using capital letters, Bold, Calibri (Body) type 10 pts with the type of alignment (justify) left flat. Example: **ARTICLE HISTORY** (no period). Writing format like the example
7. **Keywords.** Each abstract must include **Keywords** (English abstracts). **Keywords** must write in English, consisting of 5 words (no less and no more). **Keywords** / **Keywords** contain the most important words in a review of the article. The keywords should be avoiding general and plural terms and multiple concepts. Keywords should not more than 5 words or phrases *in alphabetical order*. The letters used are Calibri (Body), Bold, 10 pts with left alignment type (justify). It is located next to Abstract or Abstract like the example below:

#### ABSTRACT

(Calibri 11, UPERCASE, Bold, 1 spacing)

#### ARTICLE HISTORY

**Received:**

12 June 2016

**Revised**

15 June 2016

**Accepted:**

17 June 2016

**Online available:**

20 June 2016

**Keywords (Calibri 10):**

Keyword a,

Keyword b,

Keyword c,

Keyword d,

Keyword e.

**\*Correspondence:**

Name:

E-mail: .....

**Introduction:** The abstract comes after title page in the manuscript. Abstract must be integrated and independent which is consist of introduction and clearly stated the purpose of research

**Methods:** Example, this research is a quantitative study that applies the Johansen Integration Test and Vector Error Correction Model to see the long-term impact and shock response on certain variables.

**Results:** Report the main outcome(s)/findings including (where relevant) levels of statistical. Example, the findings indicate the existence of short- term and long-term causality between macroeconomic variables and the Indonesian Islamic stock index. Especially in the long run, industrial production index and inflation have a significant effect on ISSI, while the exchange rate, interest rates and SBIS have no significant effect on ISSI

**Conclusion and suggestion:** Should relate to the study aims and hypotheses. However, the abstract should be written as a single paragraph without these headers. For this reason, references should be avoided. Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself. Abstract must be written using 150 until 250 words which has no reference and accompanied keywords. (Calibri 11, justify, 1 spacing)

8. **INTRODUCTION.** The contents of the introduction are issues, phenomena, fundamentals, or issues underlying the writing of the article. The contents of the Introduction are written in accordance with the provisions of Format and Systematics section (a) above. While writing the word "preliminary" is written in capital letters, Bold, type Calibri (Body) 12 pts with the type of alignment (justify) flat left and spacing 1.15. Example: **INTRODUCTION** (without dots). If the contents of the text are in English, use **INTRODUCTION**.
9. **LITERATURE REVIEW.** literature review contains a Theoretical foundation, namely a description of the theory used as a support in discussing the results of the study / research and also contain previous study and hypothesis. All references used in the literature review and contents of the article (used as the source of the citation) must be in the Bibliography (references). Contents of the Theory Basis are written according to the Format and Systematic provisions of part (a) above. While the word "Theoretical Basis" is written in capital letters, Bold, type Calibri (Body) 12 pts with the type of alignment (justify) flat left and spacing 1.15. Example: **Theoretical Basis** (no dots), **Previous Study and Hypothesis** (no dots)

10. **RESEARCH METHOD.** The research method contains a series of work in conducting research, starting from the way it is implemented, taking data (samples), to analyzing data. The contents of the Research Method are written according to the provisions of the Format and Systematic section (a) above. While the word "Research Method" is written in capital letters, Bold, type Calibri (Body) 12 pts with the type of alignment (justify) left flat and spacing 1.15. Example: **RESEARCH METHOD** (no period).
11. **RESULT AND ANALYSIS.** Contents of Results and Analysis are data that has been processed / analyzed using established methods. The discussion reviews the results obtained related to the research problem. The author is allowed to compare it with the concepts / theories that exist in the literature review, describe new things found in the study, and / or discuss research results according to the problem sharply. The contents of the results and discussion include statements, tables, drawings, diagrams, graphs, sketches, and so on. The contents of the Results and Discussion are written in accordance with the provisions in Format and Systematics section (a) above. While the word "Results and Discussion" is written in capital letters, Bold, type Calibri (Body) 12 pts with the type of alignment (justify) left flat and spacing 1.15. Example: **RESULT AND ANALYSIS** (no dots).
12. **CONCLUSION.** Conclusions are summaries of research that has been done, not allowed to repeat from the results of the discussion. The contents of the conclusions also include research suggestions. The contents of the Conclusions are written according to the Format and Systematics provisions of part (a) above. While the word "conclusion" is written in capital letters, Bold, type Calibri (Body) 12 pts with the type of alignment (justify) left flat and spacing 1.15. Example: **CONCLUSION** (without dots). If the contents of the text are in English, use **CONCLUSIONS**.
13. **REFERENCES.** Bibliography (references) is a source of references / references that are used as material for writing the article. The number of reference sources used as a bibliography is at least 25 titles of scientific literature and 80% is journal. Each reference is accompanied by information that refers to the bibliography which is primary, current, and relevant. Reference sources (not bibliography) wherever possible from sources in the last 10 years and preferably from primary sources, in the form of thesis reports, theses or dissertations, or articles in scientific journals or magazines. All references used are written in the Bibliography following **the Style Jurnal Ekonomi dan Bisnis Islam using APA 6th**. Required for authors to use reference applications **such as Mendeley or EndNote**. Example of bibliography writing and quotation: Attached. The contents of the Bibliography are written in Calibri (Body) 12 pts following the APA 6th format. While the word "Bibliography" is written in capital letters, bold, type Calibri (Body) 12 pts with the type of alignment (justify) left flat and spacing 1. Example: **REFERENCES** (no period). If the contents of the text are in English, use **REFERENCES**.
14. Others:

- a. Journal writing must follow the existing provisions, as an example template of the Jurnal Ekonomi dan Bisnis Islam.
- b. The publishing system of the Jurnal Ekonomi dan Bisnis Islam uses the Open Journal System (OJS). The flow of publishing can be seen on related websites.
- c. Supplementary file is statement of originality and information detail about author

## C. Table and Image

### 1. Table

- a. Table titles followed by table numbers are placed symmetrically above, without ending points. The title and table name are written in capital letters at the beginning of the word. The distance of the table title to the table name is 1 space, Calibri 10.
- b. The columns are given a title and are maintained so that the separation between one and the other is quite firm and given the column dividing line, except for a table consisting of only two columns. The first two lines are made horizontally and also to separate two equal parts in one table to function as a vertical line.
- c. Table cannot be beheaded from different pages. If it has to be decapitated, it needs to be given the column heading again.
- d. Column headings must be directly above the column and bold so there is enough free space around the column headings.
- e. The source table consists of the source text and the source name placed one space directly below the table. If the source name is more than 1 line, then the next line is typed with one space below it.

Example:

Table 1 (Center, Calibri 10)  
Consumption on Ramadhan (Center, Calibri 10)

| No.          | Staple Food Ingredients | Consumption per capita (kg / capita) |        |        |
|--------------|-------------------------|--------------------------------------|--------|--------|
|              |                         | 2006                                 | 2007   | 2008   |
| 1.           | Rice                    | 83,24                                | 80,56  | 81,52  |
| 2.           | Corn                    | 75,68                                | 53,82  | 50,37  |
| 3.           | Wheat                   | 44,96                                | 43,60  | 35,49  |
| <b>Total</b> |                         | 203,88                               | 182,98 | 167,38 |

Source: Calibri,10, Single Spacing, Align Left, Capitalize Each Word)

## 2. Image

- The number of the image followed by the title of the image, placed symmetrically below the image, without ending points. Images and image titles use capital letters at the beginning of words. The distance of the writing and the name of the picture are two spaces down and if the name of the picture is more than one line, then one space is used.
- The image cannot be decapitated. Images that are more than one page can be folded and placed in the order of the pages.
- Caption is written in the blank places in the picture and not on other pages.
- Source image consisting of source writing and source name is placed one space directly below the image and if the source name is more than one line, then the next line is typed with 1 space below it.

Example:

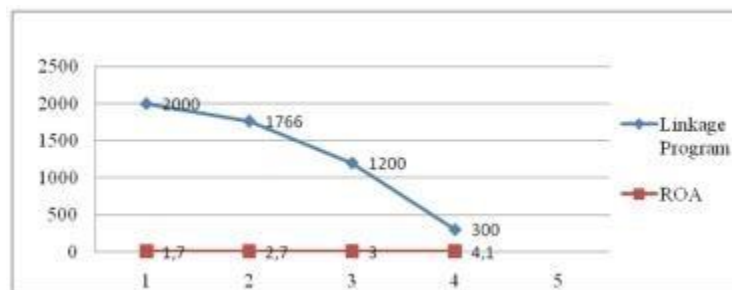


Figure 1. Calibri,10, Single Spacing, center, Bold Capitalize Each Word)  
Source: Calibri,10, Single Spacing, Align Left, Capitalize Each Word)

## ONLINE JOURNALS, MAGAZINES, NEWSPAPERS

### General Format - Databases

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Name of Journal*, xx, xxx-xxx.  
doi:xxxxxxxxxx

### Article Retrieved from an Online Database

**NOTE: Use the article's DOI (Digital Object Identifier), the unique code given by the publisher to a specific article.**

Senior, B., & Swailes, S. (2007). Inside management teams: Developing a teamwork survey instrument. *British Journal of Management*, 18, 138153. doi:10.1111/j.1467-8551.2006.00507.x

**NOTE: Use the journal's home page URL (or web address) if there is no DOI. This may require a web search to locate the journal's home page. There is no period at the end of web address. Break a long URL before the punctuation.**

Koo, D. J., Chitwoode, D. D., & Sanchez, J. (2008). Violent victimization and the routine activities/lifestyle of active drug users. *Journal of Drug Issues*, 38, 1105-1137. Retrieved from <http://www2.criminology.fsu.edu/~jdi/>

### Article from an Online Magazine

Lodewijx, H. F. M. (2001, May 23). Individual-group continuity in cooperation and competition under varying communication conditions. *Current Issues in Social Psychology*, 6(12), 166-

## OTHER ONLINE RESOURCES

### General Form

Author, A. A. (Year). *Title of work*. Retrieved from web address



### Online Report from a Nongovernmental Organization

Kenney, G. M., Cook, A., & Pelletier, J. (2009). *Prospects for reducing uninsured rates among children: How much can premium assistance programs help?* Retrieved from Urban Institute website: <http://www.urban.org/url.cfm?ID=411823>

### Online Report with No Author Identified and No Date

*GVU's 10th WWW user survey.* (n.d.). Retrieved from [http://www.cc.gatech.edu/user\\_surveys/survey-1998-10/](http://www.cc.gatech.edu/user_surveys/survey-1998-10/)

**Web Sites in Parenthetical Citations:** To cite an entire Web site (but not a specific document within the site), it is sufficient to give the URL of the site in the text. **No entry in the reference list is needed. Example:**

Kidpsych is an excellent website for young children (<http://www.kidpsych.org>).

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## REFERENCE CITATIONS IN TEXT

APA utilizes a system of brief referencing in the text of a paper, whether one is paraphrasing or providing a direct quotation from another author's work. Citations in the text usually consist of the name of the author(s) and the year of publication. The page number is added when utilizing a direct quotation.

### Indirect Quotation with Parenthetical Citation

Libraries historically highly value intellectual freedom and patron confidentiality (LaRue, 2007).

### Indirect Quotation with Author as Part of the Narrative

LaRue (2007) identified intellectual freedom and patron confidentiality as two key values held historically by libraries.

### Direct Quotation with Parenthetical Citation

Darwin used the metaphor of the tree of life "to express the other form of interconnectedness—genealogical rather than ecological" (Gould & Brown, 1991, p. 14).

### Direct Quotation with Author as Part of the Narrative

Gould and Brown (1991) explained that Darwin used the metaphor of the tree of life "to express the other form of interconnectedness— genealogical rather than ecological"(p. 14).

### **CITING SECONDARY SOURCES**

When citing in the text a work discussed in a secondary source, give both the primary and the secondary sources. In the example below, the study by Seidenberg and McClelland was mentioned in an article by Coltheart, Curtis, Atkins, & Haller.

Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993) provided a glimpse into the world

In the references page, you would cite the secondary source you read not the original study.

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed processing approaches. *Psychological Review*, *100*, 589-608.

More Detail about Author Guideline are available on:

<https://e-journal.unair.ac.id/JEBIS/about/submissions#authorGuidelines>

### STATEMENT OF ORIGINALITY

Submitted to JEBIS (Jurnal Ekonomi dan Bisnis Islam)

Dear Editor of JEBIS (Jurnal Ekonomi dan Bisnis Islam),

Title of the manuscript:

Authors:

As the corresponding author I certify that this manuscript is original and its publication does not infringe any copyright.

As the corresponding author I declare that the manuscript has not been previously published, in whole or in part in any other journal or scientific publishing company. Also the manuscript does not participate in any other publishing process.

As the corresponding author I declare that all persons listed hereafter were committed in the creation of the paper and were informed about their participation.  
Thank you for your consideration!

Date,

(Name and signature of the corresponding author)

**\*) This statement must be upload for supplementary files while submitting your manuscript or sent back to [jebis@journal.unair.ac.id](mailto:jebis@journal.unair.ac.id)**



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