INFORMATION FOR CONTRIBUTORS

Submission Guidelines

a) **Submission Date**

The **Centre of Quranic Research International Journal** is published twice a year, which publishes articles that dealing with all aspects of Al-Quran & Islamic research area, as well as other specializations that are related with Quranic research such as computing and sciences/technology. Thus, we accept submission of papers throughout the year. The accepted paper will be published in the next issue.

Manuscripts can be submitted to the Editor-in-Chief, or to the Managing Editors of CQR International Journal, to the following email address: **cqrjournal@um.edu.my**. Other modes of submission will no longer be entertained. The manuscripts and copy-right form must be submitted altogether in MS Word file.

b) **Information for Authors**

Submission of Manuscript

1. Submission of a manuscript indicates a tacit understanding that the paper is not under consideration for publication with other journals.

2. If copyrighted material is used, the author should obtain the necessary copyright release and submit it along with the manuscript.

3. Each manuscript will be evaluated by one or more reviewer (s) on accuracy, originality, quality and relevance. A manuscript may be accepted, returned for revision or rejected. The contact author of each paper will be notified of the result within 3 months of the submission date.

4. Once a paper is accepted, authors are assumed to cede copyrights of the paper over to CQR International Journal.

5. All papers will be acknowledged and refereed. They will not be returned.

6. The authors will be provided with a volume of the journal of their published paper. Purchase orders for additional volumes can be made on order forms which will be sent to authors.

7. After a paper is accepted and published on the last day of month, the authors should cede copyright of the paper over to CQR International Journal and charge the publication fee even though they want to withdraw it later.

Style of Manuscript

Submission of the final manuscript implies that the manuscript is in its final form. Deviations from the instructions will cause publication delay.

    i)   **Criteria and Requirement for Publications:**

1. Contributions may be written in Arabic, Malay or English language provided that all authors provide a one page summary in English.

2. Submitted papers should be conducted on the Glorious Quran and its sciences, especially with regards to Information Technology and Applied Scientific Research on the Quran.

3. Research paper should meet the requirements of academic standards and should contain the importance, objectives, literature review and other academic requirements. It should also include the most important conclusions and recommendations.

4. Cited chapters of the Quran should not be presented in the footnotes, but rather in the main body of the text. The author should cite chapter names and verse numbers as well as sources of hadiths and their respective degrees of authenticity.

5. Papers should have correct linguistic and grammatical form. Style should also be commendable.

6. Please write clearly and concisely, clearly stating and defining objectives and terms. Arguments should be substantiated with well-reasoned supporting evidence.

7. Authors should attach a brief personal autobiography, this note should be brief (50 words maximum) and include the author's institutional position and affiliation and a full address for correspondence.

    ii)   **Technical Requirements**

1. Papers written in the Arabic language should be single spaced and use the "Traditional Arabic" font. Arabic papers should be size 16, with a footnote size of 12. Papers in Malay or English language should be written using a size 12 font

with a footnote size of 10. They should also use a "Times New Roman" font and be double spaced accordingly.

2. Footnote citations should be made at the bottom of the page. Pages should have their numbers in the footer. Footnotes should also begin with the author followed by the book title, volume number if any, publishing house, edition number if any, year of publication and page number, respectively.

3. Submitted articles should use the journal's transliteration system. The journal uses the system of Arabic characters adopted by the Encyclopedia of Islam, New Edition, with the following exceptions: 1) no line under th, kh, dh, sh, gh; 2) j instead of dj, q instead of k. Transliterated words should be rendered in italics each time they appear. Terms common to English usage, e.g. those found in a recent unabridged dictionary, should not be italicized. Unicode font should be used for transliterations.

4. A list of all references should be placed at the end of the paper. They should be ordered alphabetically, according to the author's last name.

5. The title of the paper. The title should provide a concise statement of the contents of the paper.

6. The author is eligible to publish the paper in any way, provided they cite the journal of origin.

7. The Editor reserved the right to edit/format the manuscript to maintain a consistent style.

Financial and Legal Requirements

1. The author should pay an amount of **$100 USD** to publish their work.

2. The researcher should confirm in writing that his or her research has not been published elsewhere, and has not been submitted for publication. The research cannot have been a reason for the obtaining of any academic degree, certificate etc.

3. Submissions are subject to academic referral. Authors are required to complete necessary changes as recommended by the committee and to resubmit the paper by the prescribed date and time.

4. Authors should complete the necessary changes and editing in a period that does not exceed one month, after which the paper may no longer be eligible for publication.

5.   Authors will receive free online access to their article through our website; Reprints of articles published in this journal can be purchased through our website when proofs are received, you can obtain more information by visiting **http://cqr.um.edu.my**

Copyright

1.   It is a condition of publication that manuscript submitted to the journal have not been published, accepted for publication, nor simultaneously submitted for publication elsewhere. By submitting a manuscript, the author (s) agrees that copyright for the article is transferred to the publisher, if and when the manuscript is accepted for publication.

2.   Manuscript must be submitted together with the copyright form

Submission and enquiries

Manuscripts submission and enquiries should be addressed to:

Editor-In-Chief
Centre of Quranic Research International Journal
Centre of Quranic Research (CQR)
Academy of Islamic Studies Building
University of Malaya
50603 Kuala Lumpur
MALAYSIA

Telephone contacts:
For English/Malay, please contact: +603-7967 6041/6010
For Arabic, please contact: +603-7967 6059
Telefax: +603-7967 6221
Fax number: +603-7967 6143
Email: cqrjournal@um.edu.my
Website: http://cqr.um.edu.my