

## Author Guideline

### A. General Author Guidelines:

Uktub: Journal of Arabic Studies published two times a year since 2021, is trilingual (Bahasa, Arabic and English), is a peer-reviewed open-access journal, and follows a single-blind review policy. The aim is to provide readers with a better understanding of Arabic Studies and present developments through the publication of articles and research reports.

The Manuscript should be written in Bahasa, or English and have never been published or is not in the process of submission for publication to other media and do not contain elements of plagiarism.

The manuscript will be reviewed by subject reviewers, while the editors reserve the right to edit the manuscript for format consistency without altering the substance. Make sure that the manuscript is prepared using the Uktub: Journal of Arabic Studies Article Template.

The manuscript must be sent through the Uktub: Journal of Arabic Studies website (OJS). Use the Guidelines for Access to Uktub: Journal of Arabic Studies Online for online submission. The citations and references should follow the style of the American Psychological Association (APA) 7th Edition Use Reference Management Software ZOTERO or MENDELEY.

The editor will inform the author via email if the manuscript meets the Journal style.

### B. Structure of the Manuscript:

The article structure contains: (a) Title; (b) Author(s) Name, Institution, and E-mail; (c) Abstract; (d) Keywords; (e) Introduction; (f) Method; (g) Result and Discussion; (h) Conclusion; and (i) References.

#### Title

The paper title must be concise and informative. It should be pinpoint with the issue discussed. It does not contain infrequently-used abbreviations. The main idea should be first written and followed by its explanation. The title of the paper should not exceed 20 words.

#### Author

Author(s) Name is fully written without any title; Institution: is completely stated, including the institution name; Corresponding author: includes name & email address.

## Abstract

An abstract is a brief, comprehensive summary of the contents of the article; it allows readers to survey the contents of an article quickly and, like a title, it enables persons interested in the document to retrieve it from abstracting and indexing databases. Most scholarly journals require an abstract. The author presents abstracts in English and Indonesian (only use English if the author is other than Indonesian). By embedding keywords in your abstract, you enhance the user's ability to find them. Do not exceed the abstract word limit of the journal to which you are submitting your article. Word limits vary from journal to journal and typically range from 100 to 200 words, in 12-pt Cambria and with single space.

## Keywords

Keywords are the labels of your manuscript and critical to correct indexing and searching. Therefore, keywords should be well selected and closely related to the topic to facilitate the reader's search, and they should represent the content and highlight of your article. Use only those abbreviations that are firmly established in the field. There must be 3-5 keywords (word or phrase). Each word or phrase in Keywords should be separated by a comma (,).

## Pendahuluan/Introduction

In an Introduction, the Authors should state the objectives of the work at the end of the introduction section. Before the objective, the Authors should provide an adequate background, and a very short literature survey to record the existing solutions/method, to show which is the best of previous researches, to show the main limitation of the previous researches, to show what do you hope to achieve (to solve the limitation) and to show the scientific merit or novelties of the paper. Avoid a detailed literature survey or a summary of the results.

## Metode/Method

The method section consists of a description concerning the research design, the population and sample or the subjects of the research, data sources, data collection, and data analysis with the proportion of 10-15% of the total article length.

## Hasil dan Pembahasan/Result and Discussion

Results should be clear and concise. The results should summarize (scientific) findings rather than providing data in great detail. Please highlight differences between your results or findings and the previous publications by other researchers. This section should explore the significance of the results of the study. A combined Findings and Discussion section is also appropriate. This section allows you to offer your interpretation and explain the meaning of your results. Emphasize any theoretical or practical consequences of the results. The Discussion section should be a reasoned and justifiable commentary on the importance of your findings. This section states why the problem is important; what larger issues and what propositions are confirmed or disconfirmed by the extrapolation of these findings to such overarching issues.

## Kesimpulan/Conclusion

Conclusions should answer the objectives of the research. Tells how your work advances the field from the present state of knowledge. Without clear Conclusions, reviewers and readers will find it difficult to judge the work, and whether or not it merits publication in the journal. Do not repeat the Abstract, or just list experimental results. Provide a clear scientific justification for your work, and indicate possible applications and extensions. You should also suggest future experiments and/or point out those that are underway.

## Referensi/References

Every source cited in the body of the article should appear in the References, and all sources appearing in the References should be cited in the body of the article. The references should be more up-to-date (published in the last 10 years). The sources cited are primary sources in the forms of journal articles, proceedings, research reports including theses and dissertations. Citations from journal articles should be at least 80% of the total references cited. The References should be presented alphabetically and chronologically and be set to 12-pt Cambria font, justified, with single line spacing and hanging indent. Check each reference against the source (author's name, volume, issue, year, DOI number). Please use Reference Manager Application ZOTERO or MENDELEY. Use other published articles in the same journal as models. The citations and references should follow the style of the American Psychological Association (APA) 7th Edition.

Example of in-text citations:

Hamidah. 2016. *Filsafat Pembelajaran Bahasa Perspektif Strukturalisme dan Pragmatisme*. Yogyakarta: Naila Pustaka. ←Book

Deviana, A., & Syarifaturrahmatullah, S. (2019). Thinking-Based Learning Strategy of Ulumul Hadith for Students of Arabic Language Department of State Islamic Institute (ar). *Al-Ta'rib : Jurnal Ilmiah Program Studi Pendidikan Bahasa Arab IAIN Palangka Raya*, 7(2), 73-84. <https://doi.org/10.23971/altarib.v7i2.1560>. ←Journal

al-Najran. Usman Abdullah dan Jasem Ali Jasem. (2013). "Tahlil al-Akhtha' al-Kitabiyah fi Ba'dh al-Zawahir al-Nahwiyyah fi Kitabat al-Thullab Ghair al-Nathiqina al-'Arabiyyah" Prosiding Seminar International Bahasa Arab Khithab al-Tajdid fi al-Dirasat al-'Arabiyyah Baina al-Nazariyah wa al-Tathbiq. Padang: UIN Imam Bonjol Padang ←Conference Proceeding.

Taufiqurrochman. (2015). "Busuu.com: Model Belajar Bahasa Arab Mandiri Berbasis Website", Laporan Penelitian UIN Maulana Malik Ibrahim Malang. ←Report

Al-Khalidi, Khalid Yunus. (1999). *al-Yahud fi ad-Daulah al-Islamiyyah fi al-Andalus*, disertasi pada Universitas Baghdad. ←Thesis

Busuu Developer. "Manfaat busuu Premium", <https://www.busuu.com/id>, 25 Mei 2018. ←Website

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