

TAZKIA ISLAMIC FINANCE AND BUSINESS REVIEW

NOTES TO CONTRIBUTORS

Tazkia Islamic Finance and Business Review (TIFBR) is a peer-reviewed journal published by the Institute for Research and Community Empowerment (IRCE), Tazkia University College of Islamic Economics in Collaboration with Association of Islamic Economics Lecturers. The journal is semiannual journal issued on July and December. The aim of the journal is to disseminate Islamic economics, finance and business researches done by researchers both from Indonesia and overseas. The editor receives manuscripts that have not been sent to other journals for publication. Notes for Contributors are presented at the end part of this journal. Correspondences about the papers that will be published, subscription information, and others can be addressed directly to our Editorial Office at: Institute for Research and Community Empowerment (IRCE), Tazkia University College of Islamic Economics, Jl. Ir. H. Djuanda No.78, Sentul City, Bogor 16810, Phone: +62-21-87962291-93, Fax: +62-21-87962294, E-mail: lppm@tazkia.ac.id/ lppmtazkia@yahoo.com/ lppmsteitazkia@gmail.com, Website: www.lppm.tazkia.ac.id

A paper submitted for publications must conform to the following guidelines:

1. Articles must be original work of the author (individuals, groups or institutions) that do not infringe copyright. Article submitted have never been published and is not being sent to other journal at the same time. The copyright in the article is accepted, still be right author.
2. Each article is approved for publication by the editorial board; the material will be honored in accordance with applicable policies.
3. The front page should consist of the article title, author name, and institution where the writer is coming from.
4. Titles must be as brief as possible, within the limits of clarity. In general, titles should not exceed twenty words.
5. Each article must be accompanied by abstraction, which is written in Indonesian and English. Abstract must be structured with the subtitle, starting with Objective, Methods,

Results, Conclusions, and Keywords. Abstract not more than 250 words (use the word count - the computer program), and does not contain abbreviations or acronyms that are not standard. The abstract should be informative.

6. Paper must be double-spaced with Times New Roman; font size of 11 and paper size A4 and on one side of the paper only, length should be minimum 15 and maximum 30 pages.
7. Qur'anic citations should be fully referenced; followed by the name and number of the surah, and number of verse (s), i.e. "....." (Al-Baqarah [2]: 275).
8. CHAPTER articles are written with the preparation consistently as follows:

- **Introduction**

- Introduction of research report briefly outlines the core justification (justification) why the research needs to be done.
- Introduction of research in the journal reports should be brief. Usually the required information outlined in the Introduction enough in 5 or 6 paragraphs, and overall no more than 1-2 pages.
- The first section (paragraphs 1-2) provides background research (justification of why the research needs to be done, what is known, what needs to be added and the supporting data).
- The second section (paragraph 3-4/ 4-5) of the introduction should be supported by relevant literature and strong, but need not be described in detail.
- The last section (paragraphs 5-6) contains a hypothesis or research purposes.

- **Methodology**

- In the case the research used quantitative, the methodology contains some information, including:
 1. Research design
 2. Place and time
 3. Population and sample
 4. Detailed information about how the study was conducted
 5. Definitions are important variables
 6. Means of collection and data management
 7. Computer programs used
- In case the research used qualitative approach, the methodology contains below:
 1. state the method (content analysis, decriptive analysis)
 2. state the citation (Al Qur'an, Hadits, and Book)

- **Results and Discussion**

- Result is the most important thing in research report. The result are written to a logical sequence according to research.

- For quantitative research, the result should be began with presentation of research result by chart, tables, and output from data processing. Table is made with an open tabel system.
- Pages, tables and figures should be numbered consecutively series.
- For qualitative research, the result could be in line with the research purposes. Supported by main literature or previous thought.
- Discussion should support the result and could be vary depends on the researcher. The discussion can be began with the major finding in the research and followed by a comprehensive finding.

- Conclusion

- Conclusion answer the purposes of the research, stated in introduction.
- It must be stated by paragraph and not by number.

9. Pages, tables and figures should be numbered consecutively series.

10. References prepared by following rules:

a. Publication of the book:

Author, Initials., (Year). *Title of the book*. Edition.(only include this if not the first edition). Place of publication (must be atown or city, not a country):Publisher.

Ex:

Enders, W., (2004). *Applied Econometric Time Series*. Second edition. New York : John Wiley & Son.

b. Articles in journals:

Author, Initials., (Year). Title of article. *Full title of journal*, Volume number (Issue/Part Number), Page number(s).

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Rangazas, P., (2000). Schooling and Economic Growth: A King-Rebelo Experiment with Human Capital. *Journal of Monetary Economics*, 46 (2), pp. 397-416

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Silverman, D.F. and Propp, K.K. eds., (1990). *The active interview*. Beverly Hills, CA : Sage.

Daryono. ed., (2005). *Concept of Fiscal Decentralization and Worldwide Overview*. Surakarta: Muhammadiyah University Press.

d. Working papers and Conference report

Author (s)., (Year). Full Title. In : Followed by editor name or organization, *Working Paper Number (or Full title of conference)*. Place of Publication : Publisher

Ex:

Kremer, M. and Chen, D., (2000). Income Distribution Dynamics with Endogenous Fertility. In : National Bureau of Economic Research, *Working Paper No.7530*. Cambridge : MA.

e. Unpublished work

you may occasionally have access to a document before it is published and may therefore not be able to provide full detail.

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Knowles, J., (1999). *Parental Decision Can Explain U.S. Income Inequality?*. Mimeo : University of Pennsylvania.

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Summers, R. and Heston, A., (1997). Penn World Table, Version 5.6. [http://pwtecon.unpenn.edu /](http://pwtecon.unpenn.edu/).

g. Articles in newspapers, magazines and similar periodicals:

Authors, Initials., (Year). Title of Article. *Full titel of magazine/newspaper*, day and month before page numbers and coloumn line.

Ex:

Begley, S., (1993). Killed by Kindness. *Newsweek*, 12 April. p. 50-56.

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Where you refer to a more informal personal communication, e.g. letter, email, phone call or conversation, provide as much detail as possible and note the nature of the communication.

Permission should be sought before these sources are quoted, and a copy retained for reference.

Ex:

Tanjung, H., (2013). *Kajian Pengembangan Lembaga Mikro Syariah*. [conversation](Personal communication, 2 November 2013).

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12. The manuscript must be accompanied by the author biography, complete with address, phone, and an e-mail that can be contacted. It is recommended to write the biographical data in the form of CV (curriculum vitae) complete.

13. Manuscripts can be submitted in softcopy (files). Please send your paper to Editorial Board of the Tazkia Islamic Finance and Business Review (TIFBR), Jl. Ir. H. Djuanda No.78, Sentul City, Bogor 16810, Indonesia. E-mail: lppmtazkia@yahoo.com/lppm@tazkia.ac.id/lppmsteitazkia@gmail.com