

## **FORMATTING**

**TITLE OF PAPER: TIMES NEW ROMAN 14 BOLD, CAPITAL LETTERS  
(ENGLISH)**

**TITLE OF PAPER: TIMES NEW ROMAN 14 BOLD, CAPITAL LETTERS  
(BAHASA MELAYU – Only if the article is in Bahasa Melayu)**

AUTHOR NAME (Capital Letter) (Font: Times New Roman, 12)\*  
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A PEER-REVIEWED ARTICLE (Font: Times New Roman, 10)  
(RECEIVED – 0 TH MNTH 2025: ACCEPTED – 0 TH MNTH 2025: PUBLISHED – 0<sup>TH</sup> MNTH 2025)

DOI:

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### **ABSTRACT**

Content of the abstract should have objectives, methodology, findings, summary of discussion, conclusion and significant of research. It should be written in English and **for writings in Bahasa Melayu, the English version abstract must be provided too.** The abstract should not be more than 200 words. The text should be formatted using 12-point Times New Roman. Abbreviations must be defined the first time they appear before being used in the text. The corresponding author shall be indicated with an asterisk \*. The line spacing for abstract shall be 1.0. The full paper in MS Word file.

**Keywords:** Keywords (three to five keywords) should be mentioned in the abstract, and separated with a comma (,) each.

Papers should clearly describe the background of the subject, the author's work, including the literature review, methods used, and concluding discussion on the importance of the work. Papers are to be prepared in Bahasa Melayu or English language. Technical terms should be explained unless they are known to the broader community. Acronyms should be written out at their first appearance.

Manuscripts must be typed in Times New Roman with single spaced throughout. Uses a 12-point font; employs italics, rather than underline (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

All numbers less than ten should be spelled in full except in the materials and methods section in taxonomic papers. Italicise all scientific names. Use British spellings, metric measurement and 24-

hour designation of time (e.g. 2300 hours). **Original articles** should be no more than 5,000 - 6000 words.

Authors can use this template file to construct their papers. Please make the page settings of your word processor to A4 format (21 x 29.7 cm or 8 x 11 inches); with the margins: top 2.5 cm (0.98 in) and bottom 1.5 cm (0.59 in), right/left margins must be 2 cm (0.78 in).

All text paragraphs should be single spaced. Double spacing should only be used before and after headings and subheadings as shown in this example. Position and style of headings and subheadings should follow the example. Please DO NOT change any of the above-mentioned page, paragraph and font settings.

Foreign words accepted in English usage should be spelled in accordance with the New Oxford Dictionary of English or the Concise Oxford Dictionary. Other foreign words must follow the transliteration system shown in the table.

**Journal of Awqaf, Zakat and Hajj (JAWHAR)** recommend APA (American Psychological Association) seventh reference format. The author-date (name, date) method of in-text citation. For example, (Jones, 2020), and a full reference should appear in the reference list at the end. For the reference list, use 12pts, Times New Roman, justified.

## **1. INTRODUCTION (Title Capital letter, Times New Roman 12, Bold)**

Content of introduction (Times New Roman 12, 1.0 space, Justify). It is expected that authors will submit carefully written, proofread, spelling and grammatically checked. There is no strict limitation on the number of pages, but it is suggested that the paper length should **not exceed** 10 pages.

Sub heading 1 (Times New Roman 12, Bold, Title case in small letter, please do not use numbering, do not indent the first paragraph).

### **Lorem Ipsum Dolor**

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## **2. LITERATURE REVIEW (IF APPLICABLE)**

### **Lorem Ipsum Dolor Sit Amet**

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## **Ut Nonummy**

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## **3. METHODS/SCOPE**

### **3.1 Header, Footer, Page Numbering**

Second level headings are typed in boldface with capital first letters (like the subsection heading of this paragraph). This template is used when writing the full paper, headers and footers will be set automatically.

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### **3.2 Fonts**

Papers should use 12-point Times New Roman font. The styles available are bold, italic and underlined.

It is recommended that text in figures is not smaller than 10-point font size.

## **4. RESULTS/FINDINGS/DISCUSSION**

### **4.1 Header, Footer, Page Numbering**

Second level headings are typed in boldface with capital first letters (like the subsection heading of this paragraph). This template is used when writing the full paper, headers and footers will be set automatically.

### **4.2 Fonts**

Papers should use 12-point Times New Roman font. The styles available are bold, italic and underlined.

It is recommended that text in figures is not smaller than 10-point font size.

**4.3 Tables and Figures**

Tables should be self-explanatory and clearly organised. Tables must include a clear title and numbered in Arabic numerals (e.g. Table 1, Table 2, etc). Figures and tables not cited in the text should not be presented. Styles Heading Table and Caption Figure are available in this template for tables and figures.

The following is the example for Table 1.

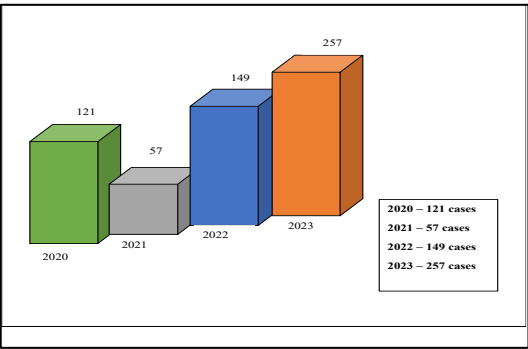
**Table 1. Title of Example Table. (Times New Roman 12, Title case not capital letter, BOLD, centre, should be above table)**

| Group | 2010 | 2015 | 2020 |
|-------|------|------|------|
| 1     | 112  | 227  | 575  |
| 2     | 234  | 345  | 555  |
|       |      |      |      |
| TOTAL |      |      |      |

Figures may include photographs, illustrations, multi-colour graphs, and flowcharts. Figure captions should be centred below the figures. Authors should number figures consecutively based on their appearance in the main text. Figure captions and description should be inserted below the figure body.

**4.4 Figure** (Times New Roman 12, Title case not capital letter, BOLD, centre, should be below figure)

The following is the example for Figure 1.



**Figure 1: Number of Cases Categories by Year 2020 - 2023**

**5. CONCLUSION**

Conclusions should state concisely the most important propositions of the paper as well as the author’s views of the practical implications of the results. The conclusion is intended to help the reader understand why your research should matter to them after they have finished reading the paper. A conclusion is not merely a summary of the main topics covered or a re-statement of your research

problem but a synthesis of key points and, if applicable, where you recommend new areas for future research.

## **6. ACKNOWLEDGEMENT, AUTHOR CONTRIBUTIONS AND ETHICS STATEMENT**

The authors can add in the acknowledgement if they would like to express their appreciation for the support of the sponsors with certain Project No, individual or organization/institution.

Example:

### **ACKNOWLEDGEMENT**

The authors would like to express their gratitude to [University/Sponsor/Grant] for supporting this research under Grant No. (Grant No. or Project No.).

### **AUTHOR CONTRIBUTIONS**

A.B. conceptualised the study, designed the methodology, and wrote the main manuscript. C.D. collected the data and performed the analysis. E.F. reviewed and edited the final manuscript. All authors read and approved of the final submitted manuscript.

### **ETHICS STATEMENT**

This study was conducted in accordance with ethical standards. Ethical approval was granted by the Ethics Committee of [University Name/Board] (Reference No: [Ethics Letter No.]). Informed consent was obtained from all participants involved in the study.

## **7. REFERENCES (Every references must have the DOI)**

Indent second line (Times New Roman 12, single space, justify) eg. Jones, H. (2022). The Socio-Economic and Fiqh of Ummah, *Title of Journal*, 6 (1), xx-xx.

### **For Journal:**

Salem, A., & Mohamed, B. (2020). Socio-economic and corporate social responsibility: the awqaf role. *International Journal of Zakat and Islamic Philanthropy*, 21(2), 15-25. <https://doi.org.1003/pon.850>.

### **\* Mandatory DOI Requirement**

Effective **January 1, 2026**, all manuscripts submitted should include a **Digital Object Identifier (DOI)** for every cited work. For any reference where a DOI is unavailable, authors are required to substitute the citation with a peer-reviewed source that possesses a DOI. If a suitable alternative cannot be identified, the reference must be omitted from the list.

**\*DO NOT EXCEED 12 PAGES (INCLUDING ENDNOTES, REFERENCES, AND ANY APPENDICES).**

## TRANSLITERATION TABLE

### CONSONANTS

Ar = Arabic, Pr = Persian, OT = Ottoman Turkish, Ur = Urdu

| Ar | Pr | OT | Ur | Ar | Pr  | OT        | Ur | Ar                                                                                                     | Pr              | OT             | Ur              |
|----|----|----|----|----|-----|-----------|----|--------------------------------------------------------------------------------------------------------|-----------------|----------------|-----------------|
| ا  | ا  | ا  | ا  | ز  | z   | z         | z  | گ                                                                                                      | g               | g              | g               |
| ب  | b  | b  | b  | ـ  | —   | —         | î  | ل                                                                                                      | l               | l              | l               |
| پ  | p  | p  | p  | ژ  | zh  | j         | zh | م                                                                                                      | m               | m              | m               |
| ت  | t  | t  | t  | س  | s   | s         | s  | ن                                                                                                      | n               | n              | n               |
| ٹ  | —  | —  | î  | ش  | sh  | ş         | sh | ہ                                                                                                      | h               | h <sup>1</sup> | h <sup>1</sup>  |
| ث  | th | th | th | ص  | ş   | ş         | ş  | و                                                                                                      | v/u             | v              | v/u             |
| ج  | j  | c  | j  | ض  | z   | z         | z  | ی                                                                                                      | y               | y              | y               |
| چ  | ch | ç  | ch | ط  | t   | t         | t  | اے                                                                                                     | -a <sup>2</sup> |                | -a <sup>2</sup> |
| ح  | h  | h  | h  | ظ  | z   | z         | z  | ال                                                                                                     | al <sup>3</sup> |                |                 |
| خ  | kh | h  | kh | ع  | ‘   | ‘         | ‘  | <sup>1</sup> when not final<br><sup>2</sup> -at in construct state<br><sup>3</sup> (article) al- or l- |                 |                |                 |
| د  | d  | d  | d  | غ  | gh  | ğ         | gh |                                                                                                        |                 |                |                 |
| ڈ  | —  | —  | d  | ف  | f   | f         | f  |                                                                                                        |                 |                |                 |
| ذ  | dh | dh | dh | ق  | q   | k         | q  |                                                                                                        |                 |                |                 |
| ر  | r  | r  | r  | ک  | k/g | k/ñ/<br>ğ | k  |                                                                                                        |                 |                |                 |

### VOWELS

|                   | Arabic and Persian |                                         | Urdu              | Ottoman Turkish   |
|-------------------|--------------------|-----------------------------------------|-------------------|-------------------|
| <i>Long</i>       | ا                  | ā                                       | ā                 | ā                 |
|                   | آ                  | Ā                                       | Ā                 | —                 |
|                   | و                  | ū                                       | ū                 | ū                 |
| <i>Doubled</i>    | ي                  | ī                                       | ī                 | ī                 |
|                   | ي                  | iiy (final form ī)                      | iy (final form ī) | iy (final form ī) |
|                   | و                  | uww (final form ū)<br>uvv (for Persian) | uv                | uvv               |
| <i>Diphthongs</i> | و                  | au or aw                                | au                | ev                |
|                   | ی                  | ai or ay                                | ay                | ey                |
| <i>Short</i>      | ا                  | a                                       | a                 | a or e            |
|                   | و                  | u                                       | u                 | u or ū            |
|                   | ی                  | i                                       | i                 | o or ō<br>i       |

### URDU ASPIRATED SOUNDS

For aspirated sounds not used in Arabic, Persian, and Turkish add h after the letter and underline both the letters e.g. چ jh گ gh

For Ottoman Turkish, modern Turkish orthography may be used.