Instructions/Template for Preparing Manuscript for MUMTAZA JOURNAL  16pt, bold

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# ABSTRACT

*The abstract should be one paragraph and should be given here in the same font and format as given here. Please do not change the format (1 space, Cambria 12, ,Italic, and Justify. Abstract should be between 100-150 words followed by 3 keywords. Write your paper first, and then you’re abstract. The abstract should succinctly describe your entire paper. Begin with a brief summary of the purpose and then continue on with a summary of each section of your paper.*

*Keywords: …………, …………, ………….*

# ABSTRACT

*Abstrak harus ditampilkan dalam font dan format yang seperti yang telah disebutkan di abstrak Bahasa Inggris di atas. Tolong jangan diubah format ini. Jumlah kata dalam abstrak antara 100-150 kata diikuti oleh 3 kata kunci.*

*Kata kunci:……, ……….., …………*

**MUMTAZA** (Journal of Arabic Teaching, Arabic Linguistic and Literature)

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# INTRODUCTION (Font size of heading 12 Bold in Capital Letters, Cambria)

The purpose of an introduction is to justify the reasons for writing about your topic. Your goal in this section is to introduce the topic to the reader, provide an overview of previous research on the topic, and identify your own hypothesis, research, or study. If you introduce and define key words in your abstract, you need to introduce and define them in this section. Font Size 12, Cambria, 1, 5spaced. All the subheadings in this section should be in font size 12 Bold, Cambria, 1, 5 spaced. The first letter of each word in subheading should be capital. INTRODUCTION consists of *Background of the Study, Problems/Aims, Reviewof Literature* or *Previous Research*, and *Theoretical Framework* (2-3 pages). From INTRODUCTION to CONCLUSION it should be **4.750 – 5.250 words** or 17/18 pages.

## First Sub heading : Cambria 12, Bold, italic, justify, sentence case

*Second sub heading : Cambria 12, Bold, italic, justify, sentence case*

# METHODS (Font size of heading 12, Cambria, bold in Capital Letters)

This section explains the rationale for the application of specific procedures or **techniques** used to identify, select, and analyze information applied to understanding the research problem/project, thereby, allowing the readers to critically evaluate your project’s/study's overall validity and reliability. Font Size 12, Cambria, 1,5 spaced. All the subheadings in this section should be in font size 12 Bold, Cambria, 1,5 spaced. The first letter of each word in subheading should be capital. There is no methodology for non research paper.

## First Sub heading : Cambria 12, Bold, italic, justify, sentence case

*Second Sub heading : Cambria 12, Bold, italic, justify, sentence case*

# DISCUSSION

The discussion is written to interpret and describe the significance of your findings in light of what was already known about the issues being investigated, and to explain any new understanding or insights about the problem after you have taken the findings into consideration. It should connect to the introduction by way of the research questions or hypotheses you posed and the literature you reviewed, but it does not simply repeat or rearrange the introduction; this section should always explain how your study has moved the reader's understanding of the research problem forward from where you left them at the end of the introduction.

The research findings in the form of research data are further discussed or critically interpreted with particular relevant theoretical approach. Data can also be supported with the presentation of tables, images, etc. Captions for table is written above it with sequenced numbering so that it can be easily referred to, though not put under the pointing sentence/ paragraph. Line (border) to the table is made minimalist by eliminating the vertical lines and leaving horizontal lines deemed necessary. Captions for images are placed below the picture, also with providing sequenced numbering. One page only accommodates a table or an image with a maximum of two-thirds the size of the page (size adjusted as efficiently as possible).

**2** | Manuscript Template...(Author’s Name & Author’s Name)**….**

**Table 1.** Article Writing Systematic Compliance Form

|  |  |  |
| --- | --- | --- |
| **No.** | Article Writing Systematic | Compliance |
| 1 | Introduction | Too wordy, less relevant |
| 2 | Methodology | Less elaborated / weak |
| 3 | Discussion | Interpretation is less critical |
| 4 | Conclusion | Repeating the findings and discussion |
|  | **Editor’s Decision** | **To be Revised /**  **Declined** |

## First Sub heading : Cambria 12, Bold, italic, justify, sentence case

*Second Sub heading : Cambria 12, Bold, italic, justify, sentence case*

# CONCLUSION (Font size of heading 12 Bold in Capital Letters, Cambria)

The conclusion is intended to help the readers understand why your research should matter to them after they have finished reading the paper. It is not just 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. Font Size 12, Cambria, 1, 5spaced. All the subheadings in this section should be in font size 12 Bold, Cambria, 1,5 spaced. The first letter of each word in subheading should be capital.

**REFERENCES (***should use APA 6th referencing style.* (References Should be Typed in Alphabetical Order, Cambria Font size of heading 12, 1,5 spaced and the minimum requirement is 15 references and it is suggested to use reference software like Mendeley or Zotero)

Chaer*,* Abdul. *Linguistik Umum*. Jakarta: Rineka Cipta, 2003. **←Book**

Boudelaa, Sami. and William D Marslen-Wilson. “Aralex: A Lexical Database For Modern Standard Arabic,*” Behavior Research Methods*, Vol. 42, No. 2, 2010. **←Journal**

Clancey, W.J. “Communication, Simulation, and In-telligent Agents: Implications of Personal Intelligent Machines for Medical Education”. In *Proceedings of the Eighth International Joint Conference on Artificial Intelligence*, 2011, 556-560.

# ←Conference Proceeding.

Rice, J. “Poligon: A System for Parallel Problem Solving”, *Technical Report*, KSL-86-19, Dept. of Computer Science, Stanford Univ, 2014. **←Report**

Clancey, W.J. “Transfer of Rule-Based Expertise through a Tutorial Dialogue”. *PhD Dissertation*, Department of Computer Science, Stanford University, 2013. **←Thesis**

Ivey, K.C. *Citing Internet sources* URL http://www.eei- alex.com/eye/utw/ 96aug. html**.** (2 September 2012) **←Website**