

Writing Guidelines

author name, co-author(s) name (without any title)

Author Affiliation and the city,

Co-Author (s) Affiliation and the city,

Mailing Address

Author e-mail address

Abstract

Abstract should be in English. Abstract briefly explains the purpose of the study, methods, results, and main conclusions. Avoid the citation in the abstract! Abstract should be less than two hundred words. Abstract describes the overall content of the manuscript and intended to be easily understood by various stakeholders, both researchers and practitioners.

Keywords: contains about 3-6 keywords.

DRAFT CONTENT

1.5 space typed manuscript, font Times New Roman 12 pt printed straight and normal. A4 paper and about 20-25 pages (not including tables, charts, images and bibliography) with the left margin and bottom: 4 cm, above and right margin: 3 cm . The contents of the text can be composed of several chapters separately. Submitted in soft copy and print out 3 copies, and send to Mr. Ronie Nahrudin, the Committee of Islamic Economics and Finance Research Forum (FRPs) IAEI Building RM. Noto Hamiprodjo It. 1 Jl. Dr. No. Wahidin. 1 Senen Raya, Jakarta Pusat. or through E-mail: forumriset@ymail.com. The content of the text is entirely the responsibility of the author (s).

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FORMAT OF WRITING

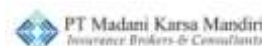
The manuscript is typed by using the software Microsoft Word or Open Office to follow the format (look at Table 1).

Tabel 1
Writing Format

NO	ITEM	DESCRIPTION
1	Text Title	14 pt; capital, straight and thick; center, 1 space
2	Author Name and Affiliation	10 pt; upright and normal; center, 1 space
3	Abstract	9 pt; upright and normal; justify, 1 space
4	Chapter Title	11 pt; upright and bold; "title case"
5	Sub chapter title	11 pt; upright and bold; "sentence case"

1. Paper can be Conceptual Ideas or Research outcomes. Title of Conceptual Paper is not more than 14 words.
2. Author's name (s) (without any title), Abstract (in English, max. 200 words), key words, Introduction (without sub-chapter) that contains the background and the purpose or the scope of paper, the main results (divided into sub-chapters), Conclusions and Bibliography.
3. Illustrations in the form of tables and figures (if any) specified in accordance with the requirements of writing and clear explanations, and also typed in a format that can be edited by Editors. Format of a table can be shown below:

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**Table 1. Banks Performance Indicators
 Based Assessment Methods CAMEL**

No.	Banks	Dec	Dec	Dec	Dec	Dec	Dec
	%	2002	2003	2004	2005	2006	2007
1	19.90	22,40	19.90	22,40	19.90	22,40	19.90
2	19.90	22,40	19.90	19.90	22,40	19.90	22,40
3	19.90	19.90	22,40	19.90	19.90	22,40	19.90
4	19.90	19.90	22,40	19.90	22,40	19.90	22,40
5	19.90	22,40	19.90	22,40	19.90	22,40	19.90

Source: Bank Indonesia (the Investor Magazine, 2008) and Infobank, June 2008.

REFERENCES

Bibliography should be prepared by following procedure as shown below and sorted alphabetically and chronologically.

Books:

Haron, Sudin, Islamic Finance and Banking System, Kuala Lumpur: Kuala Lumpur Business School, 2007.

Journal:

Adji, Ahmad Mukri. "The Role of Interest in the Field of Social Work Service", Journal of Psychology, Center - Is UIEU Journal, Vol. No. 4. 2, December 2006, p. 1-13.

Site Internet:

Agustianto, "Year-End Reflection Syariah Bank in Indonesia", www.iaei-pusat.org , accessed on 6 September 2010.

Newspapers / Magazines:

A Ismail Said, "Endowments Productive and Pengerantasan Poverty", Reuters, 21 August 2010.

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QUOTATION

The use of quotes in the introduction, content of the manuscript, and conclusions made by using the Footnote with the following hints.

1. Footnote's number is raised slightly above the normal line, but not as high as one space. The number should be seven letters away from the margin or edge of the text, or the same as the beginning of a new paragraph. If the footnote consists of more than two lines, the second line and the next line begins at the margin or edge of the plain text with one space.
2. If the footnote is more than one, then the distance amongs the notes is equal to the spacing of the text.
3. The last row of footnote should be 3 cm from the bottom edge of the paper.
4. The long information should not be continued to the next page. If that is the case, it is better to cut pieces of original text.
5. The author's name written in the order of his real name. Title such as Prof., Dr., and so, does not need to be listed.
6. The title of the book is in italics.
7. If a book, magazine, or newspaper is written by two or three people, all author names must be listed.
8. If the source is coming from the internet: the author's last name and "title of the document," the name of the website, complete web address, the date the document is downloaded, must be listed.
9. Authors of more than three people, type only the first author's name, then put et. al.
10. For information on a particular article or book reference, just use literary references, but the author's name is not reversed.
11. If the same information come into sequential, just write the word 'ibid' rather than repeating the same footnotes.
12. If there are same descriptions but not consecutively, just put 'op.cit. lih [x], [x] is the number of the previous statement.
13. If 'opcit' information is about an article, just use 'loc.cit'.

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One Author

1 Ade Iwan Setiawan, Greening the Plant Potential Governmental spreader, Depok, 2002, p. 14.

Two Authors

2 Bagas Primary and T. Manurung, Modern Business Correspondence, Faithful Reader, London, 1998, p. 50.

From the Magazine

4 Mochtar Naim," Why People Minang Going away?" Tempo, January 31 1975, p. 36.

From Newspapers

12 Suara Merdeka, August 29, 2005, p. 4.

From the Internet

11Richard Whittle, "High Sea Piracy: Crisis in Aden", Aviation Today, accessed of http://www.aviationtoday.com/rw/military/attack/High-Sea-Piracy-Crisis-in-Aden_32500.html, on July 26, 2009 at 11:32

example *ibid.*, *Op. cit.*, and *loc. cit.* :

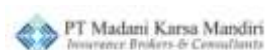
1Gorys Keraf, Diction and Style Language, Scholastic Press, Jakarta, 1999, p. 8.

2Ibid., P. 15th

3Ismail Marahimin, Writing the Popular, Reader Jaya, Jakarta, 2001, p 46.

4Soedjito and Mansur Hasan, Paragraph Writing Skills, Youth Rosda Work, London, p. 23.

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5Gorys Keraf, op. cit. p 8



6Ismail Marahimin, loc. cit.

7Soedjito and Mansur Hasan, loc. cit.

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