Terms of Reference
for writers of the
MUSLIM PERSPECTIVES Journal

1. General Instructions

- Writing should contain positivity and it should be constructive.
- Writing should not invoke racial, ethnic, or any other kind of discrimination causing intimidation or incitement to violence against a group or individual.
- Writer(s) should avoid any kind of conflicts of interest or the presence of conflicts of interest throughout the research process.
- Contents of writing should not be ambiguous and adhere to relevance, accuracy with the chosen topic/title.
- Writing should be in soft form written in MS Word and submitted via email or CD/DVD.
- Writer(s) should ensure the academic integrity & ethics of writing.
- Corresponding writer should mention his/her phone number, fax number and complete postal address.

2. Article/ Paper Structure

2.1. Title and Abstract

- Title should be concise and clear and containing information of the writing.
- Writer(s)'s name(s) and should be clearly mentioned and their affiliations should be below their names.
- The sequence of writer(s) name(s) has to be decided by the corresponding writer with consent of other writer(s).
- The writing should contain a brief and concise abstract - not exceeding 250 words - at start of the writing under heading 'Abstract'.
- It should have information about purpose of research, results obtained and conclusion drawn.
- Abbreviations and references should be avoided in abstract in general.

2.2. Keywords

- Keywords about the writing should be mentioned after the abstract under heading 'Keywords'.

- There should be 4-6 keywords that are commonly used in the same field of research that of the writing. These should be helpful in preparation of index.

2.3. Main body of the writing

- In this section, introduction, hypothesis, research methodology used, results, discussion can be included.
- Usage of heading is left up to choice of writer(s) like introduction, literature review, discussion, results etc.

2.4. Conclusions

- This section should contain all the conclusions drawn from the previous section.
- Conclusions should be brief and short.
- This section can also be merged in main body of writing.

2.5. Writing length

- A research article should be around 5000/6000 words.
- In case of variation, prior consultation be made with the Editorial Board.

3. Writing Style

3.1. General style

- Only English (British) language is acceptable. If quotations of any other language are used, they should be along with English translation.
- All pages should be consisting of one column.
- Paragraphs should be clearly separated from one another.
- Font style and font size: Times New Roman 11
- Every new paragraph should be started by indenting it once from left margin.
- Paragraph spacing: 5 pt
- Headings style and font size: Times New Roman (Headings CS) 12 with bold
- Numbers of headings may be mentioned as 1.1, 1.2 2.1, 3.1 etc.
- Subheadings style and font size: Times New Roman (Headings CS) 11 with bold
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- All the bullets used in the writing should be clearly specified.
- Quotations and poetry should be clearly specified.

- Abbreviations & acronyms can be used in writing. However for first time used in text, it should be described full word with abbreviation in parenthesis. Afterwards, the abbreviation/acronyms can be used. Widely used abbreviations/acronyms can be used on first place as well (e.g. Mr. Ms. Dr. Gov. etc.)

3.2. Illustrations

- All the illustrations if used should have consecutive numbers (e.g. Fig.1, Fig.2 etc.). Caption should be placed on top and source should be below the illustration.
- Illustrations can be sent separately (jpeg, png or gif) with high resolution and clearly mentioned positions and number in the text with captions and source.
- Tables should also be given consecutive numbers (e.g. Table 1, Table 2 etc.).
- Tables can also be sent in separate files (jpeg, png or tif) with clearly mentioned position, number in the text as well as caption.

3.3. References

- Citations should properly accompany the writing where ever used.
- All the references should be given under heading 'References'.
- APA (American Psychological Association) style guide should be used for referencing style.

4. Submission of a Writing

- All the writings should be addressed to the Editorial Board. There will be only one corresponding writer and will be only in contact with Editorial Board in the whole review and publication process.
- After submission, the writing will go under primary review of Editorial Board.
- If there is any feedback, i) it will be shared with the corresponding writer and he/she can be requested to resubmit the writing with the recommended changes made suggested by the Editorial Board. OR ii) the writing may not be accepted based on comments/feedback by Editorial Board.
- If the writing is approved by Editorial Board, it will be forwarded to the reviewer(s) assigned by the Editorial Board for peer review.
- After review by the reviewer(s), the feedback/comments will be analysed by Editorial Board. If needed, Editorial Board will share feedback/comments with the corresponding writer. In case any further work or changes needed in the writing, the writer may do the needful. Furthermore if the research piece is not recommended for publication by the reviewer(s) same shall be conveyed to the writer.

- The peer review process will be double blind and writer and reviewer(s) will not be informed about identification of each other.

- After peer review, if further work by writer(s) is needed, the corresponding writer will be requested for it. When corresponding writer will resubmit the reviewed writing/addressed concerns, it may go again in same review process if needed.

- Final writing will be shared with corresponding writer for his/her consent for publication if needed.

- Final writing will be processed for publication in the upcoming volume of Journal. In case, the Editorial Board suggests, the writing can be put on hold for future volumes and the corresponding writer will be taken into confidence regarding it.

- The Editorial Board reserves the right to abort the writing at any stage during the review or publication process.

- The writing will be kept confidential by Editorial Board until publication. In case of not acceptance of the writing, the writer(s) and Editorial Board will keep the submission confidential and will not disclose that writing was submitted or processed for review/publication.

5. Copyright

- Plagiarism/Self Plagiarism must be avoided and writing should not contain plagiarized material. It is writer(s)'s responsibility to take permission of using copyright material from other sources.

- When writing being submitted to the MUSLIM PERSPECTIVES Journal, till publication or any other final decision regarding the research paper/article, the writer(s) will ensure that it neither has been submitted anywhere else for publication/other purposes nor has it been previously published/used anywhere else.

- Writer(s) should be responsible for all facts & figures, ideas, discussion, results and conclusions described in the writing.