[FORMAT CHAPTER IN BOOK]

CHAPTER HEADINGS

\* Each subtopic must be distinguished:

SUBTOPIC LEVEL 1: (ALL CAP + bold)

Subtopic Level 2: (Title Case + bold)

Subtopic Title 3: (Title Case + bold + italic)

Subtopic Title 4: (Italic)

\* If sequential points are needed, they must be started with:

 • Numbers (1, 2, 3,.......)

• Letters (a, b, c, .........)

• Roman numerals (i, ii, iii, .........)

\* All subtopics should be aligned to the left.

\* The text should:

 • Use Arial font

 • Be in 11-point size

 • Have 1.5 line spacing

\* Graphs/Illustrations/Tables

* Table 1: Title case/sentence case
* Source: Italic

\* Citation of sources (use the author-date citation method, following the format of APA Style.

\* Writing of Quranic verses and hadiths:

- Original quotations of Quranic verses and hadiths should be included for the purpose and utility of a work in the field of Quranic and hadith studies or if the work/text discusses the relevant verses.

- For other works referring to the Quran and hadiths, only provide the meaning of the verse to be referenced by writing: Seperti firman Allah yang bermaksud or seperti sabda Rasulullah/Nabi Muhammad SAW yang bermaksud.

- For citing quoted Quranic verses, the source reference should be written as: (Quran. Surah name. Surah number: Verse number), placed at the end/right side of the text of the intended meaning of the Quranic verse.

[EPILOGUE/CONCLUSION/FINAL REMARKS (if any)]

\* In the final section of the chapter, there are no chapter numbers.

\* Contains the author's concluding statements on the discussed topic, implications of the study, and further questions that can be explored.

[APPENDIX (if any)]

\* Documents, images, research questions, forms, charts, or tables - Title/caption (as needed)

[GLOSSARY (if any)]

\* Definition: a list of terms in a specific field of study along with brief definitions, arranged alphabetically.

\* Necessary if there are many foreign and technical terms (jargon).

\* Arranged alphabetically.

\* Placed before the bibliography/references - Entries with explanations.

\* Glossary in foreign languages (Italic).

[REFERENCES/BIBLIOGRAPHY]

\* Must adhere to the format of APA Style.

\* Difference in bibliography: reference sources not explicitly stated in the text - Difference in citation: reference sources explicitly mentioned in the text.

\* Author's name, (publication year), book title, edition, place, publisher.

\* Font size 1 point smaller than the text.

Example of references:

References should be listed in alphabetical order and presented in a format according to the American Psychological Association (APA) 7th Edition format.

Journal Article

Author, A. A., & Author, B. B. (Year). Title of the article. *Name of the Periodical*, *volume*(issue), page. https://doi.org/xxxx

Book

Author, A. A., & Author, B. B. (Copyright Year). *Title of the book* (7th ed.). Publisher. DOI or URL

Chapter in Book

Author, A. A., & Author, B. B. (Copyright Year). Title of the book chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of the book* (2nd ed., pp. #–#). Publisher. DOI or URL

[AUTHOR'S BIOGRAPHY/CONTRIBUTOR LIST]

\* Single author/more than three contributors.

\* Biodata details: name, qualifications, notable works, and significant achievements.

\* Profile picture if desired (must be passport-sized or ID-sized with high-resolution image quality).

[INDEX]

\* List of word entries with page numbers in the text.

\* Several types of indexes: name, subject.

\* In alphabetical order.

\* Two columns and font size smaller than the text (1 point smaller than the text).