

## AUTHOR GUIDELINES

The editor of Journal CMES (Center of Middle Eastern Studies) welcomes articles related to Middle Eastern studies in social, political, cultural, literary, and linguistic fields and the submissions should be in accordance with the following guidelines:

1. Articles have not been published or accepted for publication, or are being considered for publication elsewhere.
2. Types of articles suitable for publication include research reports, conceptual ideas, studies, and theory applications.
3. Articles are written in Indonesian, English and Arabic using academic language along with the standard academic writing structure and composition. Manuscripts are typed 1 spaced in a quarto paper size (A4), between 6000-8000 words in length (including references, pictures, and tables).
4. Articles should include:
  - a. Title (between 10-15 words)
  - b. Author's name (without academic degree) with an e-mail address and institution's name.
  - c. Abstract (150-200 words in Indonesian-English or Indonesian-Arabic) which includes research problems, methods, and results.
  - d. Keywords (5-7 words)
  - e. Introduction includes background, objectives, methods, and literature reviews/theoretical construct of the research (if needed)
  - f. Discussion (consists of results of the study, written in the form of subchapter(s))
  - g. Conclusion
  - h. References
5. Reference list format is based on APA (American Psychological Association) 7<sup>th</sup> edition. The reference list should appear in alphabetically ordered.
  - a. **Printed book:** Author's Last Name, First Initial. Second Initial if Given. (Year of Publication). *Title of book: Subtitle if given.* Publisher Name often shortened.
  - b. **Online book:** Author's Last Name, First Initial. Second Initial if Given. (Year of Publication). *Title of book: Subtitle if given.* Publisher. URL
  - c. **Journal article in print:** Author's Last Name, First Initial. Second Initial if Given. (Year of Publication). Title of article: Subtitle if any. *Name of Journal, Volume Number*(Issue Number), first page number-last page number.
  - d. **Journal article from library database with DOI:** Author's Last Name, First Initial. Second Initial if Given. (Year of Publication). Title of article: Subtitle if any. *Name of Journal, Volume Number*(Issue Number), first page number-last page number. <https://doi.org/DOInumber>
  - e. **Journal article from library database no DOI:** Author's Last Name, First Initial. Second Initial if Given. (Year of Publication). Title of article: Subtitle if any. *Name of Journal, Volume Number*(Issue), first page number-last page number.

- f. **Website article:** Author's Last Name, First Initial. Second Initial if Given. (Year webpage was last updated/published, Month Day if given). *Title of page: Subtitle (if any)*. Website name. URL
  - g. **Newspaper in print:** Author's final name, first name. (Year, Month Date of Publication). Article title. *Newspaper Title*, pp. xx-xx
  - h. **Newspaper online:** Author's Last Name, First Initial. Second Initial if Given. (Year of Publication, Month Day if Given). Title of article: Subtitle if any. *Name of Newspaper*. URL
  - i. **Magazine article in print:** Author's final name, first name. (Year, Month Date of Publication). Article title. *Magazine Title, Volume (Issue)*, pp.-pp.
6. Articles should be submitted in soft files using document format (doc or .docx) to the **Online Submission** page.

### Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
3. Where available, URLs for the references have been provided.
4. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
5. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
6. If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

### Partner:



E-ISSN: 2502-1044  
P-ISSN: 2085-563X



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