

## Author Guidelines

### A. General Requirements

1. Manuscripts can be either research-based paper or conceptual paper on gender and child topics that have been formatted to meet the general writing standards of the scientific journal articles.
2. Manuscripts are preferably written in Bahasa Indonesia, English or Arabic language.
3. The manuscript is an original work (not plagiarized) and has not been published in other journals or media, printed or electronic.
4. The manuscript needs to be submitted online to Sawwa website through the Open Journal System (OJS) at <http://journal.walisongo.ac.id/index.php/sawwa/index>
5. Applying a “blind review” system, the manuscript should not state the author’s name, institution, and emails. Authors’ names, institutions, and emails are stated during the author’s registration with OJS. For convenient communication, it is advisable to include your active cellphone number when registering.
6. The manuscript must be typed in Microsoft Word, with 7000-8000 words in length. Click here for [the manuscript template](#).
7. Reference or bibliography should list 20 references minimum. The primary reference is at least 5. The manuscript should also refer to several research studies published in reputable journals (journal article reference).

### B. Specific Requirements

Article theme. Sawwa articles bring up issues of gender and child. We invite manuscripts from multiple disciplines and perspectives, including religion, education, psychology, law, social studies, etc.

### **Organization of the Research-based Articles**

1. Title, provided that: a) the title is the formulation of a brief discussion of content, compact, and clear. May use the title of creativity and attract readers (maximum 14 words). b) the title is written in English and Indonesian. c) the title is typed in bold, use capital letters for each beginning of a word, except for conjunctions and prepositions.
2. Abstract written in English and Indonesian. An abstract is the essence of the subject of the whole article. Abstract written in one paragraph within one space, with a maximum length of 160 words. Abstract presented briefly and clearly, it must contain five (5) elements, namely: a) Reasons for the selection of topics or the importance of the research topic, b) the aims of the research, c) research methods, d) finding of the results, and e) state of the art, distinction or novelty
3. Keywords contain basic words in the study, can be drawn from the research variables, characteristics of the subjects, and the theory of the referenced (five words or combinations of words, written in alphabetical order).
4. Introduction, consisting of a description of research problems, aims, a summary of theoretical framework related to the inquired issues, relevant previous research, methods, research findings, gap analysis, and novelty. The introduction must be presented in a narrative form.
5. The result shows exposure data analysis, consisted of qualitative or quantitative data. Results are presented sequentially or integrated.
6. The discussion contains an explanation of the results of research associated with the results of previous studies, critically analyzed and linked to relevant recent literature.
7. Conclusions and suggestions answer from the research objectives written concise, clear, and compact based on the results of research and discussion.
8. The bibliography contains reference sources written alphabetically and chronologically. Referral sources are published literature in the last 10 years (especially of the journal). Referral preferred are the

primary sources in the form of books, reports (including dissertation), or research articles in scientific journals and magazines. It is suggested to use Mendeley or Zotero as a reference manager at styling the citations and the bibliography, on Chicago manual of reference style ([http://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html))

### **Organization of Conceptual Paper**

1. Title, provided that: a) the title is the formulation of a brief discussion of content, compact, and clear. May use the title of creativity and attract readers (maximum 14 words). b) the title is written in English and Indonesian. c) the title is typed in bold, use capital letters for each beginning of a word, except for conjunctions and prepositions.
2. Abstract written in English and Indonesian. An abstract is the essence of the subject of the whole article. Abstract written in one paragraph within one space, with a maximum length of 160 words. Abstract presented briefly and clearly, it must contain five (5) elements, namely: a) Reasons for the selection of topics or the importance of the research topic, b) the aims of the research, c) research methods, d) finding of the results, and e) state of the art, distinction or novelty
3. Keywords contain basic words in the study, can be drawn from the research variables, characteristics of the subjects, and the theory of the referenced (five words or combinations of words, written in alphabetical order).
4. Introduction, consisting of a description of research problems, aims, a summary of theoretical framework related to the inquired issues, relevant previous research, methods, research findings, gap analysis, and novelty. The introduction must be presented in a narrative form.
5. The result shows exposure data analysis, consisted of qualitative or quantitative data. Results are presented sequentially or integrated. research results must be accompanied by contextual implementation in the field, for example, in-depth interviews related to the topic.

6. The discussion contains an explanation of the results of research associated with the results of previous studies, critically analyzed and linked to relevant recent literature.
7. Conclusions and suggestions answer from the research objectives written concise, clear, and compact based on the results of research and discussion.
8. The bibliography contains reference sources written alphabetically and chronologically. Referral sources are published in the literature in the last 10 years (especially of the journal). Referral preferred are the primary sources in the form of books, reports (including dissertation), or research articles in scientific journals and magazines. Please use Mendeley or Zotero as a reference manager at styling the citations and the bibliography, on Chicago manual of reference style ([http://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html))

### **C. Manuscript Writing**

#### **Quotation**

1. Direct quotation, which is equal or less than 40 words, is indented with double apostrophe (“...”), single-spaced. A direct quotation of more than 40 words is typed indented on both right and left side, single-spaced.
2. An indirect quotation is typed in a sentence with no quotation symbols.
3. In all of these quotation types, direct and indirect, the name of the author(s), publication year and page(s) number must be provided.

#### **Table**

A table or graph should be presentable in a Microsoft Word document. The table or graph must be accompanied by a specific caption (numbering, title, source, if any). See the template for illustration.

A table or graph should only be displayed when it really helps readers to understand the content substance.

## Referencing System

Please use Mendeley or Zotero as a reference manager at styling the citations and the bibliography, on Chicago manual of reference style, ([http://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html))

## Footnotes

Book with a single author, example:

<sup>1</sup>Mansour Fakih, *Analisis Gender & Transformasi Sosial* (Yogyakarta: Pustaka Pelajar, 2010), 101.

<sup>2</sup>Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.

Book with multiple authors, example:

<sup>1</sup>Bashin, Kamla, and Nighat Said Khan, *Persoalan Pokok Mengenai Feminisme dan Relevansinya*, translated by S. Herlina (Jakarta: Gramedia, 1995), 101.

<sup>2</sup>Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

Chapter or other parts of an edited book, example:

<sup>1</sup>Henry David Thoreau, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177–78.

Articles from journals, magazines or newspapers, example:

<sup>1</sup>Hasanah, Hasyim, "Peran Strategis Aktivis Nurul Jannah al Firdaus dalam Meningkatkan Kesadaran Beragama Perempuan Miskin Kota", *Inferensi* 7, no. 2 (2013): 474-86.

<sup>2</sup>Susan Satterfield, "Livy and the Pax Deum," *Classical Philology* 111, no. 2 (April 2016): 170.

<sup>3</sup>Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, <https://doi.org/10.1086/690235>.

Other sources (legislations, handbooks, posters, etc), example:

<sup>1</sup>Departemen Pendidikan Nasional, Undang-Undang Republik Indonesia Nomor 2 Tahun 1998 tentang Sistem Pendidikan Nasional (Jakarta: Armas Duta Jaya, 1990), 51.

Internet-based, example:

<sup>1</sup>“Privacy Policy,” Privacy & Terms, Google, last modified April 17, 2017, <https://www.google.com/policies/privacy/>.

<sup>2</sup>“About Yale: Yale Facts,” Yale University, accessed May 1, 2017, <https://www.yale.edu/about-yale/yale-facts>.

<sup>3</sup>Katie Bouman, “How to Take a Picture of a Black Hole,” filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 12:51, [https://www.ted.com/talks/katie\\_bouman\\_what\\_does\\_a\\_black\\_hole\\_look\\_like](https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like).

## **Bibliography**

Example:

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. “Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality.” *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34. <https://doi.org/10.1086/690235>.

LaSalle, Peter. “Conundrum: A Story about Reading.” *New England Review* 38, no. 1 (2017): 95–109. Project MUSE.

Satterfield, Susan. “Livy and the Pax Deum.” *Classical Philology* 111, no. 2 (April 2016): 165–76.

Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

Thoreau, Henry David. “Walking.” In *The Making of the American Essay*, edited by John D’Agata, 167–95. Minneapolis: Graywolf Press, 2016.

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