

Guidelines for Contributors

SUBMISSION OF MANUSCRIPTS

Two copies of the manuscript are required to be submitted, preferably along with its diskette or sent by E-mail. It is assumed that the manuscripts submitted to the quarterly *Insights* are not under consideration for publication elsewhere or posted on the net. Contributions and editorial correspondence should be addressed to the Editor, *Insights*, Da'wah Academy, International Islamic University, P.O. Box. 1485, Islamabad, Pakistan. Fax: 92-51-9263442; E-mail: <insights.da.iiui@gmail.com>;Fax: 92-51-9263442; Phone: 92-51-9261732; 92-51-9261751, ext. 264.

PREPARATION OF MANUSCRIPT

Manuscripts should be typed on A 4 size paper in double space. The text should preferably be saved in MS-Word format. A title page should be prepared carrying the title of the article, author's full name, institutional affiliation, mailing address, email address and any other information that the author may wish to provide with the article.

REFERENCES

References should be inserted as footnotes and numbered consecutively. In general, all citations should follow the *Chicago Manual of Style*. The use of *op. cit.* is to be avoided. Quoted material should have full location reference. The citation of *Tafsīr* and *Hadīth* works should be according to the *Insights*, Style Sheet which can be acquired by writing to the editor, quarterly *Insights*.

LOANWORDS AND FOREIGNWORDS

Words in Arabic, Persian, Turkish and Urdu should follow this journal's transliteration scheme and conform to the transliteration system shown in the transliteration table of the quarterly *Insights*.

DRAWINGS, ILLUSTRATIONS AND TABLES

Original drawings should preferably be submitted in ready for printing form. Each illustration should bear a number, author's name and title of the paper. Tables should be clear and comprehensible.

ABSTRACTS

The authors submitting articles are expected to insert an abstract, not exceeding 250 words, in the beginning of the article.

COPYRIGHT

Publication of material in the journal means that the author assigns copyright to the quarterly *Insights* including the rights to electronic publishing. This is, *inter alia*, to ensure the efficient handling of requests from third parties to reproduce articles as well as to enable wide dissemination of the published material. Authors may, however, use their material in other publications acknowledging the quarterly *Insights* as the original place of publication. Requests by third parties for permission to reprint should be addressed to the Editor, *Insights*.

COPY-EDITING

The Editor reserves the right to copy-edit and make necessary alterations in the material contributed for publication. The Editor also reserves the right to modify or omit any material deemed inappropriate for publication.

Responsibility for the opinions expressed in the articles and for the accuracy of the stated facts rests solely with the authors and not with the Da'wah Academy, the Editor or the Editorial Committee.

OFF-PRINTS

Ten off-prints of each paper will be made available to the author free of charge in addition to one year's free subscription to the journal. Authors may ask for further off-prints at a reasonable price in advance.

BOOKS FOR REVIEW

Publishers are invited to submit books as well as journals, which fall in the areas of interest of the quarterly *Insights*, in duplicate, for consideration of review. Publishers may send review copies to the Editor, *Insights*, P.O. Box 1485, Faisal Masjid Campus, Islamabad, Pakistan.

ADVERTISING

All queries regarding advertising in the quarterly *Insights* may be addressed to *Insights* Advertising Department, Da'wah Academy, International Islamic University, P.O. Box 1485, Islamabad (Pakistan); E-mail: <insights.da.iiui@gmail.com>;Fax:92-51-9263442;Phone:92-51-9261732;92-51-9261751, ext. 264.

