For Qur'anic Studies

# TABYIN

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# Authors' Guide

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مَركزُ بَراثا للدِّراساتِ وَالبُحوثِ
بيروتُ ـ بَغدادُ

1. The research must be new in its presentation, and no one has previously addressed the subject, using the same mechanism and reached the same results. It must be characterized by depth, analysis and criticism.
2. The research must be free of linguistic and typographical mistakes, and punctuation marks must be taken into account when writing.

## Title Selection, Planning Phase:

1. The author selects a title from the list of topics specified for the issue.
2. The author submits a general outline of the research within 15 days of the date the title is agreed upon.
3. In the preliminary outline, the author takes into account the general themes defined in the Journal's editorial policy.
4. The Managing Editor determines the required word count, aiming for approximately 5,000 words (±1,000), based on the scope of the topic and in accordance with academic and methodological requirements, as well as the Journal's editorial policy objectives.

## Writing, Conducting Phase:

1. The author and the managing editor coordinate regarding the timeframe for completing the article.
2. The author must promptly notify the managing editor if he/she is unable to write the article for any reason.
3. The managing editor periodically contacts the author to check on the progress of the article.

## Evaluation, Modification Phase

1. The research paper is subject to screening using the "Plagiarism Check X" software to ensure that the plagiarism rate does not exceed the established limit (25%). The article, whether in text or content, in whole or in part, must not have been previously published or submitted for publication elsewhere. The plagiarism rate must not exceed 25% of the total word count of the main text.

2. The research paper is subject to review by the Editorial Board regarding methodology, content, and formatting.
3. The Managing Editor forwards the Editorial Board's comments to the author.
4. The author is required to incorporate the necessary modifications based on the comments provided.
5. The author must complete the required modifications within a period not exceeding one week.

## Methodological, Content Controls:

1. The author must adhere to the Center's general intellectual direction, as well as its academic controls and policies published on the official website.
2. The article must demonstrate originality and innovation, linguistic accuracy, and high-quality writing.
3. The author should use clear, accessible language, avoiding overly convoluted phrasing or unnecessarily complex terminology, without compromising academic rigor; the article should be written in a clear, scholarly manner with a smooth, straightforward style free from complexity or ambiguity.
4. The author must rely on high-quality scholarly sources and reliable research references.

## Referencing Guidelines

1. The Center employs a citation system using abbreviated footnotes accompanied by a complete bibliography for all books and research papers:
    a. All footnotes are abbreviated from the very first citation; the initial citation is not provided in full form before being abbreviated in subsequent instances.
    b. The footnote includes author's name, book title, volume number (if applicable), and page number. (Example: Muhammad Husayn

Tabataba'i: 'Al-Mizan fi Tafsir al-Qur'an', Vol. 2, p. 145.)

c. Details regarding the editor, translator, publisher, place of publication, edition number, or year of publication are not included in the footnote.

d. Phrases such as "ibid" (the same source) or similar expressions are not used; instead, the citation is rewritten as it appeared previously, with adjustments made to the volume or page number if they have changed.

e. Full bibliographic details for references and sources are listed in a separate section at the end of the book. (Example: Mohammad Husayn Tabataba'i: 'Al-Mizan fi Tafsir al-Qur'an', Dar al-Ta'aruf, 2nd ed., Beirut, 1998.)

f. For verbatim quotations, the text is enclosed in quotation marks ("..."), followed by the abbreviated footnote for citation.

g. When paraphrasing (conveying the meaning), the same citation format is used, preceded by the word "See".

2. The author cites sources in the page footnote. Sources are inserted automatically using the "Insert Footnote" feature in Microsoft Word, ensuring the text direction is set to right-to-left for Arabic writing, and left-to-right for footnotes in languages other than Arabic or Persian.

3. Write Quranic verses with full diacritics and standard Quranic brackets; cite the verses from the Holy Quran and place them in the main text immediately following the citation, for example: {cooperate in righteousness and piety} [Al-Ma'idah, verse: 2].

4. Hadiths are cited in the footnotes, including the book title, chapter, and Hadith number; for example: (Mohammad ibn Ya'qub al-Kulayni: Al-Kafi, Vol. 1, p. 34, Book of Intellect and Ignorance, Chapter on the Reward of the Scholar and the Learner, Hadith 3).

5. The author enclose proper names in parentheses; for non-Arab names, provide both the Arabic and English forms within a single set of parentheses upon their first mention in the research (e.g., [Mohammad Husayn Tabataba'i], [Henry Corbin]...); provide a brief biographical note in the footnote upon the first mention of the name (where necessary).

6. The author reviews and verifies the detailed bibliographic information for sources and references cited in both the footnotes and the bibliography.

## Organization, Structure

1. The author must include the following information on the first page of the paper: the main title and subtitle; the author's name accompanied by a footnote detailing their academic credentials (nationality, academic degree or qualification, and institutional affiliation); an abstract of 150 words; and 5 to 10 keywords, depending on the paper's content.
2. Sections and themes should be organized using a sequential format (e.g., First, Second, Third, etc.), ensuring a logical, methodological progression and avoiding unsubstantiated conclusions.
3. The styles feature in Microsoft Word must be used for formatting headings and section titles.

## Editing

1. 1. The paper must be typed using Microsoft Word, adhering to the following specifications:
    a. For Arabic text, use the "Simplified Arabic" font, size 14 for the main body and size 12 for footnotes.
    b. For English text, use the "Times New Roman" font, size 14 for the main body and size 12 for footnotes.
2. Numerals must be written using the Eastern Arabic numeral system. (١ - ٢ - ٣ - ٤...).

## Using Artificial Intelligence Tools

The Journal permits authors to use artificial intelligence (AI) tools for tasks that support the research process, such as proofreading, refining phrasing, preliminary translation, and organizing material and ideas. However, these tools must not be used to generate the research's core scientific content, write its sections or subsections, or produce its analyses, arguments, and results in a manner that allows the tool to replace the researcher in the author ship process. The author bears full responsibility for all information, text, quotations, references, and citations included in the research and is committed to verifying them against their original sources. References or citations suggested by AI tools may not be used without directly verifying their accuracy.

The Journal reserves the right to request clarification regarding the nature of the use of such tools when necessary and to take appropriate editorial action if it is determined that their use exceeded the scope of assistance to include the generation of scientific material or author ship on the researcher's behalf.

## Author Declaration

The author must include the following declaration in a footnote linked to the research title: "I declare that the use of artificial intelligence tools in the preparation of this research, if any, was limited to supporting tasks and did not extend to the generation of its scientific content, analyses, or results. I assume full scholarly and ethical responsibility for all material contained herein, including the accuracy of information, quotations, references, and citations."