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The focus of this journal is to provide readers on understanding of Indonesia and International affairs related to religious literature and heritage and its present developments through publication of articles, research reports, and books reviews.

Heritage of Nusantara specializes in religious studies in the field of literature either contemporarily or classically and heritage located in Southeast Asia. This journal warmly welcomes contributions from scholars of related disciplines.

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THE ROLE OF INDONESIAN NATIONAL LIBRARY IN PRESERVING AND DISSEMINATING MANUSCRIPTS

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Abstract

Indonesian National Library has preserved Indonesian manuscripts by collecting and digitizing manuscripts in some areas of Indonesia, such as Yogyakarta, East Sumatera, Cirebon, and Pulau Penyengat. However, a lot of work should be done compared with the number of manuscripts in Indonesia. Ironically, the same thing does not happen with national library. Disseminating is even worse. The library has provided online catalog for the manuscripts. However, the entry of online catalog is lesser than the printed ones, and the electronic file is always not there. This paper discusses on; firstly, manuscripts in Indonesia; Secondly, the intended role of the national library in preserving and disseminating the manuscripts; thirdly, the problematic aspect of the collection itself and the state of the manuscripts and above all, the unfulfilled manuscripts offers for researching purpose; fourthly, possibility to collaborate to have a portal or virtual manuscripts on Southeast Asia in a regional setting.

Keywords: Manuscript, Preservation, Dissemination, Writing Tradition, Online Catalog, Manuscripts Portal
Abstrak


Kata Kunci: Naskah, Pelestarian, Penyebaran Informasi, Tradisi Menulis, Katalog Online, Portal Naskah.

Introduction

Indonesian writing tradition has been known as a result of the influence of India coming to the country in the fourth century (Jill Forshee, 2006: 67). This tradition resulted in a richly diverse Indonesian manuscripts pertaining to languages, scripts, and topics as an acculturation process from different regions and ethnic groups both in Indonesia and outside the country. Manuscripts production mostly has occurred since the existence of Hindu and Buddhist kingdoms, palace (keraton), and other rulers. The production made significant increase after Islam’s coming to the region, as this religious teaching emphasized the importance of cultural literacy (Azra, 2004: 25).

Written on palm leaf, bark, rattan, bamboo, and paper, these written heritages are valued for both their intellectual content and their physical beauty. As sources of local history, manuscripts have become the pride or symbols of the past greatness of Indonesia. The content of the manuscripts give a response to today’s needs or for future generations.

The researches on Indonesian manuscripts have been conducted by scholars to enlighten about their inner meanings or assess their beauty.
since long time ago. Names like Hoesein Djajadiningrat, Poerbatjaraka are few native researchers who were interested in using collections for their research. The limitation of researchers to take advantage of this collection is considered as hindrance in finding manuscripts, because of their nature and other issues pertaining the accessibility of the collection.

As ancient writing documents, they generally exist in more fragile condition. They may suffer from problems including paper and ink degeneration, lack of binding or cover. Some of them are damaged due to environment, such as climate control, storage containers. Other reasons which contribute to the problems are pest and disaster issues. Looking at those issues, we understand that our handwritten heritage could be critically damaged.

The difficulties in accessing these handwritten documents are also caused by the fact that they are scattered in many parts of the region outside archives and libraries or museum. These written heritages are now stored in various institutions. There are various manuscripts repositories along the island in Indonesia and abroad. They exist in scattered places of almost islands of Indonesia. Aceh Province has several places to keep its manuscripts, including Center for Research in History and Traditional Values, Dayah Tanohe Abee, Provincial State Museum, Aceh Information and Documentation Centre and Universitas Syah Kuala University. In Bali, we can find them in Archeology Hall, Research Institute for Languages, University Faculty of Letters Udayana, Kirtiya Liefrink-van der Tuuk, Provincial State Museum Bali, Documentation Centre of Culture Bali, and the Hindu University; In Bengkulu, there is Bengkulu State Museum to keep manuscripts; Jakarta also has several places, including the National Archives of the Republic Indonesia, Bayt Al-Qur’an and the Museum Istiqlal, Ecole Francaise d’Extreme-Orient, National Library of Indonesia, National Archaeological Research Center.

In West Java province, there are 12 places, including University of Indonesia, Kacirebonan palace, Kanoman palace, Kaprabonan palace, and Kasepuhan palace, and Cigugur Museum, the State Museum of West Java Province, Prince Geusan Ulun Museum, Museum of World Archaeology, University of Padjadjaran, and Scripts Maintenance Foundation (Yapena). Central Java province also has places to keep its
manuscripts. For example, Radyapustaka Museums, Mutual Library, and Sasana Library. In East Java, there are State Museum of East Java Province, Banyuwangi Government Museum, and Government Museum Sumenep. In Kalimantan, there is Resource Center of Kalimantan. West Nusa Tenggara has Sampangraja Cultural Foundation Museum. Riau has Indera Sakti Cultural Foundation. South Sulawesi has Watampone Hasanuddin University, Cultural Foundation of Southeast Sulawesi, West Sumatera has Documentation and Information Centre of Minangkabau Culture; North Sumatera has regional offices of education and culture, Lingga Museum, Simalungun Museum, HKBP Nomensen University. In Yogyakarta, there are Center for History and Traditional Values Research, Language Research Center, Krida Mar-dawa, Yoyakarta palace, Javanologji Institute, Puro Kadipaten Pakualaman, Taman Siswa and Widya Budaya. (Chamber-Loiran and Fathurahman, 1999: 223-225). Even, more Indonesian manuscripts are privately owned rather than kept in public and semi-public collections (Vander Meij, 2011). A number of institutions have taken initiatives in storing manuscripts in save and accessible manners. The number of collections and owners covered in manuscript projects is amazing. However, it only shows a small number of manuscripts existing on the archipelago.

The discrepancy between manuscripts which have been safeguarded and those shared to public raise some issues on preservation and dissemination efforts. National library, as an institution which has authority to collect manuscripts in order to disseminate them is questioned about various projects running for manuscripts. In what follows, this article will discuss on the role of the library pertaining to the current situation on those issues, problems related to manuscripts, and possible way to solve these problems.

**Current Situations of Preservation Measures**

Manuscripts preservations undertaken by Indonesian people today needs more effort rather than they were long time ago. Preservation covers all managerial, technical including reformatting collections and financial considerations applied to retard deterioration and extend the useful life of the collections to ensure their continued availability (Association of Research Libraries, 1980: 8).
National Library is the national institution appointed by law to receive deposit material. It is considered to bear the main responsibility. The National Library of Indonesia holds approximately 10,000 manuscripts titles (Hendrawati, 2009). Its mission is to preserve library materials as a product of the national culture, the preservation of manuscripts is one of its priority efforts.

From 2003 onwards, the National Library of Indonesia has been digitizing its manuscripts. Its intensive effort has been done since 2006 with 1,300 manuscripts. Not only its own collection, but private collections are also becoming a part of the digitization project, such as manuscripts in Pulau Penyengat, Kepulauan Riau and manuscripts in Pulau Lingga, Riau in 2007. This project digitized 900 titles of manuscripts.

In 2006-2007, this institution transferred into microphices holdings of some institutions, including 250 rolls microphices of the University of Indonesia’s manuscripts, 15 titles of manuscripts from East Kalimantan (Berau, Bulungan, and Paser), manuscripts of Sampangraja Museum in Bima, and Pulau Penyengat’s manuscripts in 25 rolls, and digitized 25 titles. In 2008, it preserved manuscripts in Eastern Java (Museum Mpu Tantular), manuscripts in Lombok Island, manuscripts in Lingga (Riau Sumatera), and Bone Sultanate, Makasar. In 2009, preservation was focused on manuscripts in Eastern Java (museum Mpu Tantular), in Western Sumatra, in Cirebon, and manuscripts Yogjakarta palace, while in 2010 preservation of manuscripts was carried out in the Radyapustaka museum in Solo (Razak, 2009). This institution continues to do preservation in its three departments namely, conservation, reprographic, and digital transformation.

Institutions Other than the National Library of Indonesia

To date, many institutions or manuscripts owners realize that these historically significant properties in Indonesia are in jeopardy. Institutions which are interested in manuscripts demonstrate a remarkably different approach which deals with preservation attempts. Some preservation practices are undertaken after restoration tasks. Apart from this institution, other organizations, institutions and universities put a lot of effort on preserving this written heritage.
The Center for Research and Development for Religious Literatures (Puslitbang Lektur dan Khazanah Keagamaan), Indonesian Ministry of Religious Affairs is one of the institutions which has been active in preserving endeavors. Preservation effort is a part of its function. This endeavour is undertaken for manuscripts since it is believed that in about 114 Islamic sultanates in Indonesia, manuscripts had been written by *ulama* (theologians/Muslim scholars) since 16th to 20th century. Manuscripts from pesantren where *ulama* who productively wrote for their students and other popular Islamic manuscripts have also become priority (Yusuf, 2006: 54). Initially, this institution makes exploration and inventory projects for manuscripts kept in pesantrens and private collections. It has been intensively achieve since 2008 by taking digital photographs, making description for catalog and producing text edition or doing researches on manuscripts. In 2009 it has stored in digital format of 498 text pieces from different areas of the archipelago, such as Nanggro Aceh Darussalam, West Sumatera, Riau, Banten, West Java, Central Java, Yogyakarta, East Java, Bali, Nusa Tenggara West, South Sulawesi, Southeast Sulawesi, and Maluku. It held workshops and researches on manuscripts inviting professionals or lecturers of Islamic universities and other people who are concerned with this written heritage. Today, its attempt focuses not only on islamic manuscripts but other saved manuscripts of this archipelago, including Balinese manuscripts, etc.

Other institutions undertake preservation efforts by collaborating with foreign institutions as international donor agencies (collaborate with Indonesia scholars and local specialists). Efforts to transfer manuscripts into microfilms in Indonesia have been done by the Ford Foundation in collaboration with SEAM (Southeast Asia Microform Project). In her interview, Nopiyati (Personal communication, Januari 24, 2010) said that SEAM has filmed 2300 Javanese manuscripts of the Faculty of Literature, University of Indonesia’s manuscript collection, 700 filmed manuscripts originated from the palace (keraton) collections in Yogyakarta, Central Java from Widaya Budaya and Krida Mardawa collections. Fifty percents of the total collection of 9870 manuscripts at the National Library of Indonesia, approximately 4040 manuscripts, gathered from a variety of institutions in South Sulawesi, including National Archives branch in Makassar. In 1986, this project
was filmed approximately 1,350 manuscripts collection at the Museum Negeri Sonobudoyo in Yogyakarta, 2300 manuscripts of the Museum Radya Pustaka, Istana (Palace) Mangkunegaran, and Istana Sultan Surakarta (Surakarta, Indonesia), and 1800 manuscripts from the University of Padjadjaran in Bandung (The Southeast Asian Microform Project, 2011).

The British Library is also worth mentioning. This institution has been actively engaged in preservation program for many parts of Indonesia through its Endangered Archives Program. In 2006, it generated 40,545 images of 302 titles related to the diversity of Islamic knowledge of three pesantren, namely Pesantren Langitan, Tuban, pesantren al-Thalabah Tarbiyyah, Keranji, and pesantren Tegalsari, Jetis Ponorogo. In his interview, Akhimuddin (personal communication, Januari 15, 2011) mentioned that in the same year, Endangered Archives Program digitized 250 manuscripts from five suraus (prayer houses) in West Sumatera. In 2007, it produced digital archives of 200 manuscripts and hundreds of artefacts from 14th to the 20th century from 80 private collections held in Kerinci. In 2008 approximately 830 manuscripts had been inventoried from 8 private collections of Buton (Endangered Archives Programme, The British Library, 2010). Also, 100 manuscripts were preserved from 7 private collections and 8 collections of surau belonging to two Sufi brotherhoods, Shattariyah and Naqshbandiyah in western Sumatera.

In 2009, this institution took several preservation project in some areas of Indonesia, including Aceh by digitization of 405 manuscripts with 46,029 pages in total, written between the 17th and 20th from private collectors in Pidie and Aceh Besar regencies. It also digitized 182 manuscripts from 12 manuscripts owners of the villages of Hila, Hitu Lama, Hitu Messeng, Kaitetu, Morella and Seith in Ambon, and Kabau and Pelalu on the islands of Haruku. In 2009, it digitized Old Javanese and Old Sundanese palm-leaf manuscripts, dating back to the pre-Islamic period of the 16th century and earlier. In 2009, approximately 176 manuscripts, 17,361 pages of manuscripts from Cirebon Sultanate (including Kasepuhan, Kanoman, Kacirebonan, and Keprabonan) and the private collections of sultan descendants were digitized. In 2010, it dealt with written Islamic heritage from Sufi brotherhoods:
Shattariyah and Naqshbandiyah in Western Sumatra (Minangkabau) and Jambi. It generated digital copies of about 100-120 manuscripts.

The Centre for Documentation and Area-Transcultural Studies of Tokyo University of Foreign Studies (TUFS) is also a good example. In 2003, it digitized manuscripts in Palembang and several surau and private collection in Minangkabau. It then moved to Aceh after Tsunami disaster to digitize Aly Hasjmi’s museum collection in 2005.

From early 2008 onwards, Leipzig University has been doing a lot of efforts on preserving manuscripts in Indonesia mostly in digitized formats from Aceh, Keraton Yogyakarta, Keraton Surakarta, and Keraton Cirebon. The University, in cooperation with Centre for Education and Society (PKPM) Nanggro Aceh Darussalam Province and Museum Ali Hasjmy undertook digitization program for manuscripts kept by museum and manuscripts owners. This year, the University will conduct manuscripts digitization in four keratons (palaces) in Cirebon, keraton Kacirebonan, Kasepuhan, Kanoman and Keprabonan.

The result of preservation projects done by institutions above is, of course, astonishing, given the fact that a lot of manuscripts which are not known before, now they exist in digital format. However, digitized items are not always preserved in the National Library. As a result, the delivery of manuscripts to the reading room and or its catalog in NLI has been considerably small.

**Dissemination Programs**

Traditionally dissemination happens orally. The development of writing allowed history to be recorded on manuscripts. The subsequent development of printing and other online system make wider dissemination purpose. One important aspect of the relationship between manuscripts and users is the process by which manuscripts preserved find their way from the library to users, whether to researchers, students or community at large.

Creating a catalog and linking catalog searching to a document delivery service is one way to a disseminate information. Particularly, information from the catalog is very important to figure out manuscripts and take the following steps regarding a certain manuscript. In the middle of the 16th century, this practice had been done as shown in
a simple list by Isaac de St. Martin, Francois Valentijn, and a list of Werndly. S Van Ronkel’s catalog only appeared in 1909 which included Malay manuscripts that are recorded in Bataviaasch Genootschap Kunsten en Wetenschappen or National Library in Jakarta. In 1966 Howard published a list of scripts that are now stored in various libraries in the world. In 1972 the National Library of Indonesia generated *Katalog Induk Naskah-Naskah Nusantara* but published in 1998 with the involvement of T.E Behrend.

Several dissemination efforts by publishing printed catalogs are produced in collaboration with foreign institution as international funding agencies with local scholars from various universities including University of Indonesia, Gadjah Mada University, State Islamic University of Syarif Hidayatullah Jakarta, Sriwijaya University, Andalas University, Padang, State Islamic of Imam Bonjol Padang and State Islamic University of Al-Raniri Banda Aceh and from MANASSA. Collaboration with SEAM and Ford Foundation generated *Katalog Induk naskah-naskah Nusantara* 1-4 vol. the current catalog published is *Katalog Naskah Dayah Tanoh Abee*, Aceh Besar edited by Oman Fat-hurahman, in 2010. In his interview, (Iswanto, Januari 7, 2011) Puslitbang through Balai Agama has published *Katalog Naskah tasawuf* and (mysticism) *Katalog Naskah Fikih* (Islamic Jurisprudence).

Besides, there are also ONLINE CATALOGS freely searchable on the Internet. The National Library of Indonesia with 350 file entries can be downloaded. The website for Online catalog of National Library of Indonesia can be found at www.pnri.go.id. *Thesaurus of Indonesian Islamic Manuscripts* is one of the online manuscripts database which compiles digitized manuscripts from Puslitbang Lektur dan Khazanah Keagamaan in collaboration with the Centre for the Advancement of Academic Excellence in Research and Policy Studies (PPIM) UIN Syarif Hidayatullah Jakarta. The website for Center for *Thesaurus of Indonesian Islamic Manuscripts* can be found at http://tiim.ppim.or.id/. In her interview Nurrahmah (personal communication, Januari 21, 2011) talks about that the thesaurus has 315,000 entries in the catalog but actually there are still many more in Puslitbang Lektur dan Khazanah Keagamaan.

Other online databases are *Manuskrip-Manuskrip Peninggalan Aceh* and *Portal Naskah Jawa*. The online catalogs are created by
Leipzig University cooperating with some manuscripts institutions in Aceh and Jawa. Using three languages: English, Arabic and Deutsch, the catalog has provided detailed information on manuscripts and allowed users to download.

In different ways, disseminating tasks can be done by building awareness and publicity of scholarly products, and making those products part of the discourse of community. National Library of Indonesia runs some programs regarding manuscripts. For example, *Seminar Nasional Naskah Nusantara: Pengobatan Tradisional Dalam Naskah Nusantara*, conducted in September 2011. Puslitbang Lektur arranged seminars on manuscripts studies, text edition and the like regularly. The program invites communities who are concerned with national heritage. Developing program study on manuscripts as University of Indonesia (UI), UIN Jakarta, University Padjajaran Bandung is also worth mentioning for dissemination purposes.

Accessibility of manuscript is demanding. Even manuscripts in the National Library are not necessarily easy to be found. Preservation and dissemination tasks, which cover aspects pertaining to philosophy, department, people and budget, are deemed to be the cause of the problems.

**Problems with Preserving and Disseminating Efforts**

The National Library of Indonesia and those institutions mentioned above have done various preservation and dissemination efforts. However, those programs still leave some problems. Firstly, having concern with manuscript is awakened by a good understanding of the collection. It means that philosophy and ethics exist prior to touching this local collection. Philosophical manner toward manuscripts is the understanding of definition of terms, principles of programs, priorities of programs, categories of materials and that they are culturally and historically significant will justify local commitments. Ethical aspect refers to how standards or guidelines to assist professionals in meeting the specialized goals of their profession within the more complex circumstances of the greater society in which they live and work are available.

Regrettably, a wide range of ethical and philosophical issues occurred, including the neglect of manuscripts. The handbook should
include library policies, procedures, and guidelines. There is no written implementation to guide the programs. No outline for areas of concern and activity. In addition, sharing experience is best practice at networking or professional meetings, trainings or continuing education.

Secondly, administrative role asserts goals and policies to ensure that relationship with other institutions is clearly articulated. This role can be seen in a number of occasions, including establishing a formal advisory role for collector with primary preservation responsibility regarding collection maintenance, ensuring the program which is coordinated and in balance with the National Library’s major programs, serving advocacy and information role, overseeing the operational components of the preservation and dissemination programs, and showing the expertise and leadership. The National Library, however, has not performed its roles pertaining to those programs clearly. The absence of holistic approach to coordinate or engage other institutions in manuscript preservation project is obvious. Consequently, the National Library and other institutions may do the same things, perhaps with the same manuscripts in the same area. Also, the lack of awareness on the part of individual or institutions to send manuscripts or digital copy to the library is another problem. Building an amazing catalog like the Library of Congress would be possible if this role can be run effectively.

Thirdly, most today’s preservation projects undertaken jointly by international funding agencies and local scholars or institutions focus on digitization of manuscripts owned by public or private collector. Short training on that purposes is delivered by the agencies. But what has been lacking is conservation and restoration measures. Therefore, it is no wonder if we find manuscripts put in the wrong way and they have not been arranged even in any simple to search list for easy access. Besides, there is little attention puts on dissemination purposes. Some evidences show this situation, including not all inventories or digitization result in a catalog separate from the creation of databases, different standards of cataloging, catalogs has been published with various standards. Even, there is incorrect information which is not relevant to manuscripts because of careless reading and language proficiency.
Fourthly, preservation and dissemination efforts have enormous impact on spending the budget to pay staff, buy equipment, new technology, and supplies, or other areas to advance the state of the art of the collection. The fact that private or semi public collectors, who directly or not infers the lack of budget is obvious. As far as dissemination is concerned, bringing detailed information of manuscripts through online catalog or maybe just offline setting which is stored in the reading room would be beneficial. Putting the images into the online system as the National Library has done is outstanding. Yet, it is only a small number. Another area of concern is providing fund or scholarship for manuscripts studies just like the British Library through Endangered Archives Program, and Puslitbang Lektur dan Khazanah Keagamaan through scholarships in Islamic Philology in UIN Jakarta.

Both dissemination and preservation of manuscripts would be great efforts if the National Library is the only institution to solve the problems. However, considering the large number of manuscripts, their nature and other problems regarding personal or public issues, collaboration might become a possible approach.

Collaboration Approach as an Alternative Solution

Dealing with preservation and dissemination of manuscripts means not only to deal with the collection, but also with those who are involved, affected and people who have relevant information or expertise. These problems need a good solution. The possible solution is in the hands of the institutions to collaborate. Collaboration will bring a vision of a better improvement because institutions or people with various interests can work together to make decisions and solve problems. It also creates the networks, norms, and social trust that facilitate communication and cooperation for mutual benefit (Straus, 2002: ix). National Library and each institution or private interest should know their rights and obligations, but all should agree on common ground that their efforts will contribute to the advancement of knowledge for the benefit of the general public.

Collaboration needs reciprocity, representation, skill and human development, belief in collaboration, transparency, continuity and regularity, equitable participation, and trust (MacDowell and Dewhurst,
2011). There are 3 levels of collaboration that can be undertaken: the National Library with local institutions or scholars, with international funding agencies, and with countries in regional settings.

1. **Collaboration with local institutions, scholars, or private collectors**

   To date, the library and institution or individual seem to have not taken any serious steps toward developing collaborative initiatives. At national level, strengthening local commitment that we are together in saving our national heritage is a starting point in order to value our intellectual resources. We should understand that we are the first group who have the right to safeguard our national heritage because manuscripts are not mere objects of scientific or historical interest. There are also something that some people agree to honor and protect them. Therefore, the way we define this heritage broadly and holistically is important. This is one of strategies to invest in each generation the responsibility to learn and carry on our particular values, ideas, language, and tradition. If collaboration can run smoothly at the local level, then it will be easier to build a cooperation with other foreign institutions and with countries in regional setting.

2. **Collaboration with foreign institutions or international funding agencies**

   Various foreign institutions have wrestled with manuscripts, dedicate time and money to identify, inventory, and preserve manuscripts Communities throughout the world from developing to developed countries continue to struggle in the face of globalization to maintain the ideas, belief, and practices, which figure out in manuscripts that define us as a unique people who care about our own identity relative to others. We understand that the involvement of international funding agencies, in some situations is not favorable. The inclusion of National Library naturally creates a broader base of support for solution and increases the likelihood that it will be implemented to take advantage by linking with them. Another important point is a balanced right, not dominated by them. Joint project done with foreign institutions has to be monitored by the National Library.
3. Collaborative with countries in regional setting

Administered by national libraries we can share information by placing new technology for easily accessing the collection. A variety of technologies would be available for citizens to track the progress of planning and decision-making process and to participate in a meaningful way. We can make bibliographic control on this level. The result we may expect is bibliographic control for manuscripts.

In short, the National Library of Indonesia and other institutions involved in preserving and disseminating manuscripts should find the right chemistry for collaboration within the region and those outside. Hopefully, there is a bright prospect that manuscripts which have already been preserved are being brought to good use and give a greater impact on Indonesian development and other countries. The simple results, at least, is a bibliographic control of manuscripts.

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Author Guidelines

Heritage of Nusantara is a specific journal for the studies of Nusantara heritage. Nusantara meant in this journal is the areas covering Indonesia, Malaysia, Brunei, Southern Part of Thailand, Southern Part of the Philippines and also Timor Leste.

Heritage of Nusantara is a peer reviewed journal using bilingual (English and Arabic). The aims of the journal is to introduce the richness of the cultural legacies or heritage of Nusantara in particular and to show its relations as well as contributions to the world heritage in general by publishing the research papers, articles and literary criticism or book reviews concerned. It is hopefully intended to give a better and wider outlook and understanding to the readers concerning the heritage of Nusantara, and above all offers a wide variety of analysis on how to preserve and develop the heritage of Nusantara.

Therefore, the journal welcomes the papers from the scholars and experts from all disciplines of humanity, social sciences, and religious studies related to the mission of the journal.
The journal requires the article submitted to be original based on academic works (academic writing and research). In addition to that, the article submitted is never published before in any journal or is being reviewed for possible publication in certain time in other journal. All the articles submitted will be reviewed by certain editors, editorial board as well as blind reviewers appointed by the journal. Any article does not meet the requirement of the guidelines will not be considered and will be declined.

The number of the words of the article is between 10000 to 15,000 words at length. References, tables, figures, appendices and notes are included in those words. As for the abstract, it must not exceed from 150 words with 5 key words. The articles with quotations and passages from local or foreign language should be translated into English. Electronic submissions are welcome and should be sent to mail journal.

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Referencing is the very important system in the academic writing to show that the work has a high quality of academic writing. Therefore referencing is required for the article submitted to this journal. The journal uses the Harvard referencing system as follow:

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All statements, opinions, conclusions etc. taken from another writer’s work should be cited, whether the work is directly quoted, paraphrased or summarised. In the Harvard System, cited publications are referred to in the text by giving the author's surname and the year of publication in one of the forms shown below. If details of particular parts of a document are required, e.g. page numbers, they should be given after the year within the parentheses.

1. If the author’s name occurs naturally in the sentence the year is given in the parentheses:- e.g. In a popular study, Harvey (1992, P.556) argued that....
2. If however, the name does not occur naturally in the sentence, both name and year are given in the parentheses:- e.g. More recent studies (Bartlett 1996; James 1998) show that....
3. When an author has published more than one cited document in the same year, these are distinguished by adding lower case letters (a,b,c, etc) after the year and within the parentheses:-e.g. Johnson (1994a) discussed the subject.

4. If there are two authors, the surnames of both should be given:-e.g. Matthews and Jones (1993) have proposed that.

5. If there are more than two authors the surname of the first author only should be given, followed by et al:- e.g. Wilson et al. (1997) conclude that.

6. If there is no originator then "Anon" should be used:-e.g. A recent article (Anon 1993) stated that.

7. If you refer to a source quoted in another work you cite both in the text:-e.g. A study by Smith (1960 cited Jones 1994 p. 24) showed that. (You need to list the work you have used, i.e. Jones, in the main bibliography)

8. Page Number: If you are referring to the overall argument of a book or article, do not use page numbers, e.g. “Nunan (1986) presents many different varieties of syllabus.” If, however, you are referring to a specific point within a book or article, mention the page number(s), e.g. “Allwright (1982 p. 56) provides an example of intervention in a lesson.”

9. Quotations:- A short quotation of less than a line may be included in the body of the text in quotation marks. e.g. …so “good practices must be taught” (Smith 1996, P. 15) and we should… But if it is longer, start a new line and indent it. You must include the page number. Theory rises out of practice, and once validated, returns to direct or explain the practice (Stevens 1997, p. 92).

10. Diagrams:- Diagrams should be referenced as though they were a quotation, with the author and date given alongside and full details in the list of references.

B. Additional Notes about Citations


These do not provide recoverable data and so are not included in the reference list. Cite personal communications in the text only.
Give initials as well as the surname of the communicator and provide as exact a date as possible. E.g. Many designers do not understand the needs of disabled people, according to J.O. Reiss (personal communication, April 18, 1997).

C. The Bibliography at the End of a Piece of Work

The term bibliography describes references to cited documents given in a list at the end of the text. These are usually described as bibliographic references.

(In some departments the bibliography is called a references list and there is a separate bibliography of works that have been read but not cited.)

In the Harvard System, the references are listed in *alphabetical order of authors’ surnames*.

If you have cited more than one item by a specific author they should be listed chronologically (earliest first), and by letter (1993a, 1993b) if more than one item has been published during a specific year.

Whenever possible, elements of a bibliographical reference should be taken from the title page of the publication.

Each reference should use the elements and punctuation given in the following examples for the different types of published work you may have cited.

Reference to a book

Elements to cite:
Author's Surname, Initials.,
Year of publication.
Title.
Edition. (if not the first).
Place of publication:
Publisher.

Reference to a contribution in a book

Elements to cite:
Contributing author's Surname, Initials.,
Year of publication.
Title of contribution. Followed by In.
Initials. Surname, of author or editor of publication by ed. or eds if relevant
Title of book.
Place of publication:
Publisher,
Page number(s) of contribution.

Reference to an article in a journal

Elements to cite:
Author's Surname, Initials.,
Year of publication.
Title of journal
Volume number and (part number),
Page numbers of contribution.
e.g. Evans, W.A., 1994, Approaches to intelligent information retrieval. Information processing and management, 7 (2), 147-168.

Reference to a conference paper

Elements to cite:
Contributing author’s Surname, Initials.,
Year of publication.
Title of contribution. Followed by In:
Initials. Surname, of editor of conference proceedings (if applicable) followed by ed. or eds.
Title of conference proceedings including date and place of conference.
Place of publication:
Publisher.
Page numbers of contribution.

Reference to a publication from a corporate body (e.g. a government department or other organisation).
Elements to cite:
Name Of Issuing Body,
Year of publication.
Title of publication.
Place of publication:
Publisher,
Report Number (where relevant).

Reference to a thesis
Elements to cite:
Author's Surname, Initials.,
Year of publication.
Title of thesis.
Designation, (any type).
Name of institution to which submitted.

Electronic material - following the Harvard System
No standard method for citing electronic sources of information has yet been agreed upon. The recommendations in this document follow the practices most likely to be adopted and are intended as guidance for those needing to cite electronic sources of information now. Those intending to use such citations in papers submitted to scholarly journals should check whether an alternative method is used by that journal.

This section taken from:

Elements to include in the list of references at the end of a work

1. **Reference to individual works**
   Author/editor. (Year). *Title* [online]. (Edition). Place of publication, Publisher (if ascertainable). Available from: URL [Accessed Date].


2. **Reference to E-Journals**
   Author. (Year). *Title*. *Journal Title* [online], volume (issue), location within host. Available from: URL [Accessed Date].

3. **Reference to mailbase/listserve e-mail lists**
   Author. (Day Month Year). Subject of message. *Discussion List* [online] Available from: list e-mail address [Accessed Date].
   e.g. Brack, E.V. (2 May 1995). Re: Computing short courses. *Lis-link* [online]. Available from: mailbase@mailbase.ac.uk [Accessed 17 Apr 1996].

It should be noted that items may only be kept on discussion group servers for a short time and hence may not be suitable for referencing. A local copy could be kept by the author who is giving the citation, with a note to this effect.

4. **Reference to personal electronic communications (E-mail)**

Sender (Sender's E-mail address). (Day Month Year). *Subject of Message*. E-mail to Recipient (Recipient's E-mail address).

Lowman, D. (deborah-lowman@pbsinc.com). (4 Apr 1996). RE>>ProCite and Internet Refere. E-mail to P. Cross (pcross@bournemouth.ac.uk)

5. **Reference to CD-ROMs**

This section refers to CD-ROMS which are works in their own right and non bibliographic databases.


e.g. Hawking, S.W. (1994). *A Brief history of time: an interactive adventure* [CD-ROM]. Crunch Media (See Harvard Referencing style)

Detail of the requirement of the writing system in this journal is as follow:

1. Articles should be written in the format of 1.5 space
2. Articles should be written in standard Letter (8.5x11) margin: top 1.2 cm, below: 0.6, left: 0.8 and right: 0.6.
3. The capital letter and bold must be used for the title with 12 Times New Roman
4. The name of the author should be written in Capital and bold with 10 times New Roman
5. The affiliation of the institute should be written with the capital letter with 10 Times New Roman
6. If the article has Sub title, 10 point (Times New Roman) with capital letter should be used
7. The distance between title and the author as well as the affiliation of the author is 1.5 space
8. The space of the paragraph is 1.5
9. The writing should be begun with the abstract and key words
10. Title of the article, the author, affiliation abstract and key word has the format of 1 space.
11. If the author is more than one, they should be written as follow: The first author, the second and so on. Each has the foot note explain the name of the university, institution/organization, region, state as well as the email address.
12. The author should not more than 5 persons.
13. Sub title should be numbered and separated with 1 space if another sub title appears.
14. The structure of the article should consist of the following:
   a. Title, author, email and the affiliation of the author
   b. Abstract and key words
   c. Introduction
   d. Method of the writing
   e. Theoritical Framework (the theory used by the author in the writing.) In this case, the author is able to demonstrate the accuracy of the theory used to analyze the problem with accurate arguments.
   f. Discussion (including the analysis from the author on the problem)
   g. Conclusion
   h. Acknowledgement if any
   h. List of References

Authors Obligation
1. Author should be able to show the accuracy of the data in the research done. It should be done honestly to avoid deception and plagiarism.
2. The corresponding author must have the permission from other authors for every publication.
3. Ghost authorships and gift authorships are forbidden, i.e., the author mentions all people without explaining their roles and contributions in helping the research.
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6. The Authors must fairly and honestly mentions the sources of the data used/cited in the article including the theoretical foundation or references as the basis of the analysis.

7. The author is permitted to make academic criticism based on accurate academic arguments and on the contrary is strictly forbidden to make personal criticism.

8. The research itself, as reported in the manuscript, should have been conducted in accordance with commonly accepted ethical standards.

9. The authors have the obligation to notify the editor immediately should any of the statements in this list cease to be true.

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Reviews must give an objective comments and critics on the quality of the article and not on the author’s personality. It is worth noting that the comments and critics given should be based on academic arguments.
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