A. Author Guideline for Article Submission on FITRAH Jurnal Kajian Ilmu-ilmu Keislaman Online Portal.


2. Click Register menu on the page
3. After you click register menu, a new registration form will show up
Fill all the required information, asterisk (*) symbols column must be filled out

a. *Username*, your username for every time you log in to our system.
b. *Password*, six (6) characters you use to login to our system.
c. *Repeat password*, retype password.
d. *First name*, your first name.
e. *Last name*, your last name.
f. *Affiliation*, the name of your institution.
g. *Email*, your email address. Any information related to your submission will be sent to this email.
h. *Confirm Email*, retype your email.
i. *URL*, your personal URL or web page address.
j. *Mailing Address*. For correspondence
k. *Confirmation*, mark it to get your username and password information through your email.
m. *Register as*, to choose Author to enable you to submit your articles.

4. After filling in all of the required information, click *Register*. Make sure you fill the correct information.
B. Article Submission Guideline on FITRAH Online Portal

1. Make sure you are registered on FITRAH online portal (point A)
2. Click **Login** menu. Then will show up as follow

3. Enter your correct username and password, then press **Login** button
4. If you log in successfully, a user page will show up. Then click **New Submission** to submit the article.
5. Then, you are asked to agree **ALL** of points on Submission Checklist and Copyright Notice by checking all the checkbox marks. If you intend to give a note to the editor, please write it on Comments for the Editor form, then click Save and Continue button.
6. The next step is to upload your article. Click **Browse** and choose your article from your directory/file, then click **Upload** to submit your article.

![STEP 2. UPLOADING THE SUBMISSION](image)

After pressing **UPLOAD** button, a **Submission File** page will show as follow.

![SUBMISSION FILE](image)

Click **Save and Continue** when you finished.

7. The next step is to enter your article metadata. It consists of the author and article information. The author information includes name and email, please recheck the information your filled in. Fill asterisk (*) symbols marked as required. If more than one author, please click **Add Author** button to add the author.

   Article information includes title and abstract. In the **Indexing** section, please fill **Academic discipline and sub-disciplines** field with your discipline of study. For instance: linguistic, literature, or others. Then, fill keywords of your article separated
with semicolon (;). In **Contributors and Supporting Agencies**, fill the contributors and sponsors that support your article and research (if available).
INDEXING

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Subject classification

Keywords

Language  

English=en; French=fr; Spanish=es. Additional codes.

CONTRIBUTORS AND SUPPORTING AGENCIES

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University, Master University, Department of Computer Science).

Agencies

REFERENCES

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References

Reference of the Article

When you finish, click Save and Continue.
8. The next step is uploading the additional files and article supplements (if available). For instance: photos, documents, or others. Or you can skip it by pressing **Save and Continue** button.

9. The next step is to confirm your submission. Please take a look at your submission ID, article file name and size, as well as upload date of your article again and make sure the information is correct. When you have done it, click **Finish Submission** to end your article submission session. To cancel, please click **Cancel** button.
10. After clicking **Finish Submission**, a page of your article status will show up, which in this case is *Awaiting Assignment* from the reviewers.

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At this stage, your article is ready to be reviewed. If your article meets the standard qualification of our journal, then it will be reviewed by our reviewers. Good luck and thanks for joining us achieving your great success.

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