

GUIDELINES FOR AUTHORS

**1. Author information.**

With your manuscript, please provide the following contact information:

- (a) Name and affiliation as to be printed in the journal
- (b) E-mail address.
- (c) Phone numbers for office and home.
- (d) Preferred mailing address.
- (e) Provide essay in Microsoft Word or an application readable by Microsoft Word.
- (f) PDF version of essay is required.

**2. Fonts**

Please submit your manuscript using a Unicode font such as GentiumPlus or Times New Roman. Most diacritics are easily attained on Macs with a Unicode font using the U.S. Extended keyboard.

**3. Abstract**

Please provide an abstract of about 200 words to be placed in preamble to your article.

#### 4. Source citations

Sources should be cited in full at first mention, with shortened references thereafter. A complete bibliography must also be provided. In general, the format of citations follows *The Chicago Manual of Style*, 17th edition; see the table below for examples.

Initial footnote reference:	Subsequent footnote reference:	Bibliography:
BOOK		
M. I. Finley, <i>The Ancient Economy</i> , 2nd ed. (Berkeley: University of California Press, 1985), 1.	Finley, <i>Ancient Economy</i> , 1.	Finley, M. I. <i>The Ancient Economy</i> . 2nd ed. Berkeley: University of California Press, 1985.
S. Wild, ed., <i>The Qur'an as Text</i> (Leiden: Brill, 1995).	Wild, <i>Qur'an as Text</i> .	Wild, S., ed. <i>The Qur'an as Text</i> . Leiden: Brill, 1995.
Ibn Qutayba, <i>al-Ma'ārif</i> , ed. Tharwat 'Ukāsha, 4th ed. (Cairo: Dār al-Ma'ārif, 1981), 2.	Ibn Qutayba, <i>al-Ma'ārif</i> , 2.	Ibn Qutayba. <i>Al-Ma'ārif</i> . Edited by Tharwat 'Ukāsha. 4th ed. Cairo: Dār al-Ma'ārif, 1981.
Muṣṭafā Ṣādiq al-Rāfi'ī, <i>Ta'riḫ ādāb al-'arab</i> , ed. 'Abd Allāh al-Minshāwī and Mahdī al-Baḥqīrī (1911; repr., Cairo: al-Īmān, n.d.), 1:13–19.	al-Rāfi'ī, <i>Ta'riḫ ādāb al-'arab</i> , 1:13–19.	Al-Rāfi'ī, Muṣṭafā Ṣādiq. <i>Ta'riḫ ādāb al-'arab</i> . Edited by 'Abd Allāh al-Minshāwī and Mahdī al-Baḥqīrī. 1911. Reprint, Cairo: al-Īmān, n.d.
CHAPTER IN A BOOK		
C. Décobert, "Notule sur le patrimonialisme omeyyade," in <i>Umayyad Legacies</i> , ed. A. Borrut and P. Cobb, 213–54 (Leiden: Brill, 2010), 241–42.	Décobert, "Notule," 241–42.	Décobert, C. "Notule sur le patrimonialisme omeyyade." In <i>Umayyad Legacies</i> , edited by A. Borrut and P. Cobb, 213–54. Leiden: Brill, 2010.
JOURNAL ARTICLE		
B. Lewis, "Ottoman Observers of Ottoman Decline," <i>Islamic Studies</i> 1, no. 1 (1962): 71–87, at 79–81.	Lewis, "Ottoman Observers," 79–81.	Lewis, B. "Ottoman Observers of Ottoman Decline." <i>Islamic Studies</i> 1, no. 1 (1962): 71–87.
M. Abū Nāḍir, "Mā jadwā i'ādat ta'riḫ al-adab al-'arabī bi-manhaj taqlīdī?," <i>al-Ḥayāt</i> , August 21, 2015.	Abū Nāḍir, "Mā jadwā."	Abū Nāḍir, M. "Mā jadwā i'ādat ta'riḫ al-adab al-'arabī bi-manhaj taqlīdī?" <i>Al-Ḥayāt</i> , August 21, 2015.
DISSERTATION		
R. Foote, "Umayyad Markets and Manufacturing:	Foote, "Umayyad Markets," 182–83.	Foote, R. "Umayyad Markets and Manufacturing:

Evidence for a Commercialized and Industrializing Economy in Early Islamic Bilād al-Shām” (PhD diss., Harvard University, 1999), 182–83.		Evidence for a Commercialized and Industrializing Economy in Early Islamic Bilād al-Shām.” PhD dissertation, Harvard University, 1999.
PRESENTATION		
M. Bonner, “The <i>Ridda</i> in East Arabian Perspective,” paper presented at the annual meeting of the Middle East Studies Association, Denver, November 24, 2015.	Bonner, “ <i>Ridda</i> in East Arabian Perspective.”	Bonner, M. “The <i>Ridda</i> in East Arabian Perspective.” Paper presented at the annual meeting of the Middle East Studies Association, Denver, November 24, 2015.

Notes:

- Author and editor names can be abbreviated to spaced initials and last name
- Journal titles and publisher names are spelled out in full
- Book series names, total volume counts, and journal issue numbers (as opposed to volume numbers) need not be given
- Naming the first-listed city of publication is enough

Foreign-language references use the same format, but their titles are capitalized according to the conventions of the particular language. Transliterated titles are capitalized in sentence style (i.e., with capitals only for the first word and any proper names, as well as for any word after an initial *Kitāb*). However, transliterated words that appear in the titles of published books or articles are capitalized according to the rules for the language of the book or article. The initial article *al-* in names is retained throughout: al-Dhahabī, not Dhahabī.

## 5. Transliteration

Arabic transliterations should follow the transliteration system of the *International Journal of Middle East Studies* (see <https://www.cambridge.org/core/services/aop-file-manager/file/57d83390f6ea5a022234b400/TransChart.pdf> and <https://www.cambridge.org/core/journals/international-journal-of-middle-east-studies/information/author-resources/ijmes-translation-and-transliteration-guide>), with limited elisions. Examples:

- *umma*, not *ummah*
- ‘*arabiyya*, not ‘*arabīyah*
- Abū al-Walīd, not Abū l-Walīd or Abū’l-Walīd
- wa-l-, bi-l-, li-l-

Use half-ring characters, not apostrophes, for ‘*ayn* (‘) and *hamza* (’).

## 6. Further format details

- Numbers are generally spelled out in words up to one hundred
- Dual AH/CE dates should be used consistently, with dual year ranges shown thus: 41–132/661–750

- Number ranges are condensed per *The Chicago Manual of Style*: 100–101, 101–2, 111–12, 122–23; do not use “f.”
- Quotations longer than sixty words should be displayed as separate paragraphs, indented on the left
- Subheadings within the text are set in bold, left-justified, capitalized in headline style, and not italicized

## **7. Spelling**

American spelling (rather than British) is used, especially for the transliteration of geographic names. French manuscripts are also accepted.

## **8. Permissions**

Authors must obtain permission to reproduce photographs or line art from the copyright owner of the source copied and submit that permission with their essays. The Author is responsible for paying any fees associated with image use.

## **9. Artwork submission**

Original photographs, images, line drawings and/or electronic artwork should be submitted in high definition in TIFF or JPEG. Photographs are sent as color or grayscale at 300 dpi at the size they are to be printed. Line drawings (black and white without gray) are sent as bitmaps at 1,200 dpi. It is safer to submit artwork at higher resolution. If a photo is scanned from a printed book, please be sure to descreen while scanning.