

Studies in the History and Culture of the Middle East (SME)

edited by Stefan Heidemann, Gottfried Hagen, Andreas Kaplony,
Rudi Matthee, and Kristina L. Richardson

1. Manuscript Submission - Form

Manuscripts should be submitted in final form, with no substantive changes expected later. They should be in grammatical, idiomatic English, with either American or British spelling (using consistently one or the other), French or German, and formatted according to the guidelines set out below. Consult the latest edition of *The Chicago Manual of Style* for any conventions not specifically covered in these guidelines. All pages should be numbered consecutively. Include all necessary bibliographical details, references, illustrations, maps and tables, and make sure illustrative material is clearly identified.

2. General Instructions for Preparing manuscripts

We do accept manuscripts in English, French, and German. The editing of an English text follows American conventions (if not submitted in a consistent British-English form); the editing of French and German texts follows the conventions that are standard in France and Germany respectively. For more detailed instructions on American English consult the *Chicago Manual of Style*.

As font, use a common standard Unicode font (12 pt in the text, 10 pt in the footnotes).

- The entire text (including all headings and subheadings) should run flush left.
- Disable the hyphenation function in your text processor.
- For footnotes use the automatic footnote function (numbers 1, 2, 3 ... at the bottom of the page) provided by your word processing program.
- To indent text, use tab stops, not spaces.
- To emphasize words, use *italics* only, **no bold** characters.
- *Italics* should also be used for terms in a foreign language, i.e. *‘adālah*
- Use the standard ASCII/Unicode characters for quotation marks, hyphens, dashes.
- Use Unicode fonts for all non Latin-fonts and special characters.

3. Tables, Figures, and Electronic Illustrations

Please submit figures for reproduction separately from the text in an electronic file.

- As for the technical quality of the figures, please refer to the instructions from our technical production department. Contact the editorial manager.

- Tables and figures should be continuously numbered through the entire text (Table 1, Table 2, etc.; Figure 1, Figure 2, etc.) in order of their first appearance in the text. Every figure must have a brief caption, correspondingly numbered, which will be printed beneath the figure: *do not* include the caption in the actual figure. Cite all illustrations as figures (not plate, map, plan, illustration, etc.).
- Indicate in the text where each figure (or table) should appear, by writing on a separate line ‘Insert Figure xx about here’ at the appropriate point.

Insert Figure 1: Abbasid city wall of al-Raqqā, photo German Archaeological Institute 1983.

- Add the author of the visual material or the holder of the rights on the image in a credit line (for example: ‘photo Muḥammad Fulān, Ma‘had al-Ṣūra’, or ‘Map of al-Raqqā, courtesy of the German Archaeological Institute’, if applicable provide the year of the photo).
- Create and submit each table and figure in a separate file. They should be named so that they can be easily identified and inserted. The name on each **data file** or photo should include figure, and number and mark their position in the text as well as the captions (e.g. file name: fig_01_Raqqā_citywall_ch04.tiff)
- Electronic illustrations: these may be grayscale, black and white, or full color; authors are encouraged to use colour wherever appropriate. Illustrations should be submitted in high-resolution (i.e., 300 dpi for photos and 600 dpi for black-and-white line-drawings) and submitted in .jpg, .tiff or .eps format. Note that the high-resolution (large-size) files should not be emailed to us but must be uploaded to a website or a file distribution system, such as Dropbox, WeTransfer or drive.google.com etc. (specific instructions will follow once your manuscript is accepted for publication). Please note that all visual material must be submitted in digital format; any author experiencing difficulties in submitting digital visual material should contact the editorial manager.
- Copyrights of all visual material must be cleared and provided by the author to the editors for their use in the printed book and reprints, any other distribution form of the article via digital media, and for promotional use of the article and the journal (e.g. pdf on webpages). The editorial board might ask for the proof of obtaining these copyrights. In submitting an article the author/s clear/s the publisher from all future disputes on copyrights by third parties.
- Create a separate document for the caption texts.
- The sources are quoted either at the end of the captions (Fig. 1. Raqqā city wall, Meinecke 1995, fig. 5 [small caps because it is taken from a book]; or Photo J. Doe 2012 [original author of an unpublished photo]) or in a separate list following the bibliography.
- Tables: use sparingly. Complex or lengthy tables are best submitted as ‘camera-ready’ copy; otherwise, present all tables in single-spaced type, together with a complete, separate list of table captions.

4. QUOTES

Poetic verses and quotes longer than three lines should be set in smaller fonts and indented paragraphs without quotation marks. Sources and secondary literature should be given in the footnotes.

5. Footnotes

- Please provide a bibliography at the end of the text and give abbreviated references in the footnotes.
- The system of abbreviation is as follows: author year, volume, pages (Müller 2012, I, 23-25).
- As for the author, the surname is sufficient; only in case of two different authors with the same surname the (abbreviated) first name ought to be added (Mayer, K. 2004, 45. Mayer, N. 2003, 678-679).
- If more than one work by the same author from the same year is quoted, they ought to be distinguished, by adding “a, b, c, ...” to the year of publication (Blanche 1999a, 55-67).

6. Bibliographical references and bibliography

The bibliographic entries should be entered in one comprehensive bibliography at the end of the article - formatted as in the following examples. The following rules should be observed: when the same author is cited more than once, provide in each instance the name and list publications in chronological order from earliest to most recent. List multiple authors or editors in full (i.e. use *et al.* only in the footnotes when there are more than two authors). Give both the place of publication and the publisher's name, using the full version (but do not include & Co., Ltd., Inc., etc.). Titles of books and journals should be italicized; titles of articles in journals or in books should be placed within quotation marks. Titles of publications that do not use the Roman alphabet should be given in transliteration.

Ample, Anne S. (1990a), *The Bibliographic Example*, Sampleville: Sample Publisher.

Ample, Anne S. (1990b), “Observations on Quotations”, in: John Copy, ed., *Conference Proceedings. Colloquium Samplevillage*, 6 and 7 May 1989, Sampleville: Sample Publisher, 66–77.

Copy, John (1991), “How Do I Cite Correctly?”, in: Jane Howtodo, ed., *The Book of Samples*, Sampleville: Sample Publisher, 12–35.

Dull, Agnus / Copy, John, eds., (1992), *The Bibliographic Reference* (The Sample International Series 25), Sampleville: Sample Publisher.

Dull, Agnus / Copy, John / Howtodo, Jane (1993), “The Correct Answer”, *Sample Review* 110, 35–48.

How Good to Meet You! Proceedings of the Conference held at Sample City 1998, Sampleville: Sampleville University Press, 2008. [Only in case there are no editors mentioned; otherwise please quote by editors' names.]

The Object and the Observer. Exhibition Catalogue Salt Lake City, May 1, to September 30, 1998, Museum of Objects, New Heaven: Solar University Press, 1998.

Sample, Anne (2014), *The Internet Quote*. <http://www.web-site.com/entry/1234> (accessed Apr. 1, 2014).

Zoe, Jane (in press), “Everyday Objects: Representing the Ordinary”, *The Journal*.

[Cite in this case only works actually in press, not those “in progress”.]

The short forms for these works (or pages from them) cited are:

Ample 1990a, 23–25.

Ample 1990b, 70–75.

Copy 1991, 23–24.

Dull/Copy 1992.

Dull *et al.* 1993.

How Good 1998.

The Object 1998.

Sample 2014.

Zoe (in press).

Citing standard reference works in Middle Eastern Studies: mention them in the bibliography. After the first reference, i.e., to Brockelmann's *Geschichte der arabischen Litteratur*, it may be abbreviated as GAL. Supplement volumes are numbered S1 and S2.

References to articles in Encyclopaedias the require the author's name and the edition.

Paret, Rudi, "Sirat Baybars", *The Encyclopaedia of Islam*, 2nd ed., 1, 1126–1127, or

Paret, Rudi, "Sirat Baybars", *The Encyclopaedia of Islam*, 2nd ed., Brill Online.

Sobernheim, M., "Ḳa'itbey", *The Encyclopaedia of Islam*, 1st ed., 2, 663–664.

Talbi, M., "Ibn Khaldūn," *Encyclopédie de l'Islam*, 2nd ed., 3, 849–855.

According to the edition, subsequent entries may be abbreviated with EI² or EI¹ (authors are expected to cite consistently either the English or the French versions of EI throughout their articles):

Rosenthal, Franz, "al-Birzālī", EI², 1, 1238–1239.

Talbi, M., "Ibn Khaldūn", EI², 3, 849–855.

Because the reprint of the first edition is divided into smaller volumes, it is necessary to indicate that the reprinted edition is being cited:

Sobernheim, M., "Mamlūks", *The Encyclopaedia of Islam*, 1st ed. (reprint), 5: 216–219.

Sobernheim, M., "Mamlūks", EI¹ (reprint), 5: 216–219.

For the Third Edition the citation of the printed version has preference. For those articles only cited on the webpage please refer to Brill's url:

Athamina, Khalil, "Abū Bakr", EI³, http://referenceworks.brillonline.com/entries/encyclopaedia-of-islam-3/abu-bakr-COM_23654, (accessed July 22, 2015)

7. Citing primary sources (in Arabic and other Middle Eastern languages):

Some submissions may make reference to medieval and early modern texts in Middle Eastern languages. In these cases the following system of citation will be used in the reference section of the submitted manuscript. Indicate the name of the editor if known. The *shuhra* (the name which is commonly known for the author) is to be placed first, followed by the usual order of classical Arabic names, *kunya*, *laqab*, *ism*, *nasab*, and *nisba*.

Books (edited texts):

Ibn Ḥajar al-ʿAsqalānī (1967–75), *Inbāʾ al-ghumr bi-anbāʾ al-ʿumr*, edited by Muḥammad ʿAbd al-Muʿīd Khān, 10 vols., Hyderabad.

al-Maqrīzī, Taqī al-Dīn Aḥmad b. ʿAlī (1924), *al-Mawāʾiz wa-l-iʿtibār fī dhikr al-khiṭaṭ wa-l-āthār*, ed. by Gaston Wiet, Cairo: Institut français d'archéologie orientale.

al-Nuʿaymī, ʿAbd al-Qādir b. Muḥammad al-Dimashqī (1988), *al-Dāris fī taʾrīkh al-madāris*, ed. by Jaʿfar al-Ḥusnī, 2 vols., Cairo.

Books (edited texts, but editor unknown):

al-Yūnīnī, Quṭb al-Dīn Mūsā b. Muḥammad b. Aḥmad (1954–1961), *Dhayl mir'āt al-zamān*, ed. n.n., Hyderabad: Maṭba'at majlis dā'irat al-ma'ārif al-'uthmānīyah.

Books (edited, translated texts):

al-Maqrīzī, Taqī al-Dīn Aḥmad b. 'Alī (1994), *Ighāthat al-umma bi-kashf al-ghumma*, ed. and trans. by Adel Allouche, *Mamluk Economics: A Study and Translation of al-Maqrīzī's Ighāthah*, Salt Lake City: University of Utah Press.

Books (edited, translated texts, but author unknown):

Ḥudūd al-'ālam (1962), ed. by Manuchehr Sutūda, Tehran: Intishārāt-i dānishgāh-i Tihārān.

Ḥudūd al-'ālam (1937), trans. by Vladimir F. Minorski, *The Regions of the World: a Persian Geography*, 372 A.H. – 982 A.D., London: Luzac.

References in text and footnotes:

Quran: Q: 13.3.

Primary sources - texts (in Arabic, etc.)

Bibliographical references of primary sources (in Middle Eastern languages) are cited in the footnotes and text in an abbreviated form. They are treated differently than modern works of scholarship. A short reference consists of the *shuhra* of the author or editor followed by a substantive of the title and the year of the edition or translation: al-Maqrīzī, *Khiṭaṭ* (1924).

Volume references should appear after the short title and before the page references: Ibn Ḥajar, *Inbā'* (1967-75), 8, 447.

If more than one edition of the same text is used in the article, provide either the editor or the year of the edition: al-Suyūṭī, *Ṭibb*, ed. Elgood, 232; or al-Suyūṭī, *Ṭibb* (1962), 232

For translations: al-Suyūṭī, *Ṭibb*, trans. Thomson, 129 (also in trans. Elgood, 128–129).

Unedited manuscripts

The title of an unpublished manuscript (i.e., primary source text in Arabic, etc.) should appear within quotation marks, and not italicized. In footnotes, “manuscript” should be abbreviated MS (without a period) and the plural abbreviated MSS, but in texts the words should be spelled out. Footnote references to manuscripts generally follow the pattern used by the library that owns the manuscript. However, generally the reference should contain information in the following order:

Library name, MS, Collection name, Number, Folio

For example: Bodleian MS Digby Or. 28, fol. 392r

or: Chester Beatty MS 5527, fols. 78v–79r

Bibliothèque Nationale Suppl. Ar. No. 471

Note the absence of commas except before the folio.

Note the abbreviations of recto (r) and verso (v).

Note also some libraries' conventional abbreviation of Oriental, Arabic, etc.

Note that conventional usage for some libraries rearranges the above order.

For example: Dār al-Kutub MS 99 *tārīkh*

MS Ahmet III 2951

Dār al-Kutub MS 442

In notes, frequently repeated subsequent references to the Chester Beatty example above, for instance, may read: CB 5527; particularly if the article concerns that manuscript. Otherwise, just repeat the entire reference.

8. List of Sigla or Abbreviations

In principle, try to avoid any sigla or abbreviation. If necessary, please provide an alphabetic list of sigla and/or abbreviations used, which is to be positioned before the bibliography.

9. Arabic Transliteration

Please use the IJMES transliteration system in English texts. In difference to the IJMES system names of individuals, organizations, and book titles should be transliterated. You can find the IJMES system here: <https://www.cambridge.org/core/journals/international-journal-of-middle-east-studies/information/author-resources/ijmes-translation-and-transliteration-guide>

For French texts use the system of the Journal *Arabica*:

https://brill.com/fileasset/downloads_static/static_fonts_simple_arabic_transliteration.pdf

For German texts use the system of the “Deutsche-Morgenländische Gesellschaft” in German:

https://www.uni-bamberg.de/fileadmin/uni/fakultaeten/split_faecher/orientalistik/Dateien/Translit.pdf

If the manuscript includes transcriptions of Arabic texts or references to Arabic-language works, Unicode is mandatory. Any Unicode Font can be used, provided they have all the necessary diacritics. Authors are advised to use only the most basic formatting, such as bold and italic types. Diacritics must be included in the transcription of Arabic terms, unless they have a common Romanized equivalent. The editors acknowledge that fields within Islamic Studies have developed specialized transliterations, such as Persian or Ottoman studies. Use an established transliteration system, such as *IJMES*, or *EP*³, or one used by modern Turkish publishers.

10. Other Elements of the Manuscript

Numbers (dates are different): spell out numbers one to nine; express all numbers greater than nine with Arabic numerals, i.e. 10 to 999,000, etc. Spell out ‘million’ or ‘billion’, numbers that begin sentences, and those used in a general sense in narrative, e.g. ‘thousands of pebbles’.

In a sequence of numbers, provide full digits (i.e., 109-110), do not abbreviate.

For dates and times, follow these examples: 40 hours; 9 October 1997; 18th Dynasty; 16th-century buildings (hyphenated); 2nd century (rather than second century); 1980s (no apostrophe); 1978-79; 333 BCE, 85-135 CE (no periods in BCE or CE). When citing dates according to both Muslim (*hijrī*) and Common or Christian (*mīlādī*) calendars, denote as follows: 732 H/1331-2 CE.