

ILEX FOUNDATION

GUIDELINES FOR PREPARATION OF MANUSCRIPTS

All manuscripts are reviewed by the Ilex Foundation Editorial Board, and publication is subject to the Board's approval. Please ensure that your manuscript complies with the Board's editorial guidelines, as outlined below.

The Editorial Board reserves the right to request revisions to all manuscripts prior to final acceptance for publication. Such revisions must be completed in a timely manner as stipulated by the Editorial Board.

Authors are responsible for obtaining permission to publish any materials or images under copyright.

Software

Contributions should be submitted in both printed and electronic form, preferably CD. The printed copy must represent non-standard characters (e.g. those with macrons and dots) as specified in the Ilex guidelines for transliteration (see below), and the electronic copy must indicate non-standard characters by using a distinctive coding system. Use of Unicode-based fonts is greatly preferred. The Ilex Foundation can provide assistance in obtaining and using appropriate fonts, and in the use of distinctive coding for non-standard characters. Contact Chris Dadian (chris@site-c.com) for information.

Style

For all matters not discussed below, please refer to the *Chicago Manual of Style*, 15th edition.

Spelling

As a general rule, the American system of spelling should be used. If, however, the author uses British (or other) spelling consistently in a book-length manuscript or shorter contribution to a multi-contributor work, this is acceptable.

When quoting from other written materials, the original spelling must always be reproduced exactly.

Numerals

Use Arabic rather than Roman numerals wherever possible. For dates, use BCE and CE; if hijrī dates are also used, use them before the CE date and insert a slash (e.g. 527 AH/1133 CE). When page, line or verse ranges are given, abbreviate wherever possible, e.g. 22-5 or 192-8. The Ilex Foundation recognizes alternate methods of abbreviating, and urges contributors to use one method consistently.

When referring to a specific volume of an encyclopedia, use Roman numerals. For other multi-volume works, use Arabic numerals to designate a specific volume. In both cases, separate the volume number from the page number with a colon.

Examples:

Elr IV: 443.

Shaw, *History of Ottoman Empire*, 2: 53.

Format

Please indent the first line of a paragraph. Do not indent the continuation of a paragraph after a quotation.

Please use double spacing throughout the manuscript, including in bibliography and footnotes. Do not justify the manuscript.

Block indent long quotations (more than 50 words).

Bibliography and Footnotes

Please provide a full bibliography at the end of your submission, and use short citations in your footnotes.

The bibliography should contain the full reference (author, date, title, number of volumes, place of publication) to each work cited in the preceding text and footnotes.

Titles of journals, books and monographs should appear in italics without quotation marks. For English titles, all words other than articles, conjunctions and prepositions should be capitalized; the first and last words of the title and subtitle should always be capitalized. Non-English language titles should follow the conventions of the appropriate language.

In transliterated titles, capitalize only the first word of the title, except for any proper nouns that appear as part of the title. If a word such as *Kitāb* or *Risāla* appears at the beginning of a title, it should be capitalized, as should the following word, e.g. *Kitāb al-Bayān*; the rest of the title should appear in lower case.

Authors' names should be given exactly as in the work cited.

Publication details should include the place and date of the original publication. Reprints should be cited only when they differ significantly from the original work, or when the original is widely unavailable. Only one place of publication (usually the first) should be noted, in the conventional English form (e.g. Rome, not Roma; Cologne, not Köln). Include the country or state of publication only when confusion might otherwise arise (e.g. Cambridge, Mass., but Cambridge without further qualification for Cambridge, England).

Date of publication should be provided in parentheses immediately after the author's name.

Transcription of languages other than English used in titles of books or articles should be reproduced exactly as they appear in the original.

Bibliographical details need not be provided for standard reference works, such as the *Encyclopaedia of Islam* and the *Encyclopaedia Iranica*. For such works, use the standard abbreviations, noting the edition (in superscript), volume (in Roman numerals), and page numbers, e.g. *El*² VIII: 685-9, *Elr* V: 36.

Except for standard reference works, please do not use abbreviations for titles.

Examples:

Monographs:

Gruendler, B. (2003), *Medieval Arabic Praise Poetry: Ibn al-Rūmī and the Patron's Redemption*, London.

Translations:

Rāzī, Najm al-Dīn Dāya (1982), *The Path of God's Bondsmen from Origin to Return*, tr. H. Algar, Delmar.

Untranslated works:

Ashraf Māzandarānī, Muḥammad Sa'īd (1994), *Dīvān-i ash'ār*, ed. M. Ḥ. Sayyidān, Tehran.

Articles in collections:

Davidson, O. M. (1998), "Women's Lamentations as Protest in the 'Shāhnāma'," in: G. R. G. Hambly (ed.), *Women in the Medieval Islamic World*, New York, 131-46.

Articles in journals:

Moreh, S. (1987), "The Shadow Play (*Khayāl al-zill*) in the Light of Arabic Literature," *Journal of Arabic Literature* 18: 46-61.

Articles in encyclopedias or dictionaries:

Yūsofī, Ḡ. Ḥ. (1989), "Bayhaqī, Abū'l-Faḏl," in: *Elr* III, 889-94.

Stoetzer, W. (1998), "Dūbayt," in: J. S. Meisami and Paul Starkey (eds.), *Encyclopedia of Arabic Literature*, 2 vols., London, 1: 197-8.

Footnotes

Footnotes should be numbered continuously throughout each chapter or article. In the main text, the numeral indicating the footnote should be placed right after the word(s) to which the footnote refers. If a full stop or comma follows the word, please place the numeral indicating the footnote directly after the punctuation mark.

In the footnotes, use short citations. For modern authors, use last name, date, volume, page(s); if more than one work from the same year appears in the bibliography, use (for example) 1998a and 1998b. For medieval authors, use author's name (together with date of death at first mention), short title, volume, page(s). Do not use abbreviations in citations, except for standard reference works.

Examples:

Meisami 1999, 64.

Günther 1998c, 445.

Ibn al-Jawzī (d. 597/1201), *al-Muntazam*, 15: 206-7.

al-Iṣfahānī, *Kitāb al-Aghānī*, 21: 128-9.

Please do not use *ibid.* or *op. cit.*

Indices

Authors of manuscripts accepted for publication will be contacted at an early stage in the production process to discuss arrangements for the preparation of indices, if required.

Transliteration

Titles of books and all words or passages in non-Roman alphabets must be transliterated. Personal names should also be transliterated except in cases where an anglicized spelling is in current usage (e.g. Avicenna, Khomeini). Anglicized place names should be used wherever possible (e.g. Aleppo, Cairo, Marrakesh). Place names not commonly anglicized should be transliterated without diacritics (e.g. Khurasan, Nishapur, Qazvin). Names of dynasties should be anglicized where anglicized forms are in common use (e.g. Abbasid, Ottoman, Safavid). Names of dynasties less commonly used in English should be fully transliterated (e.g. Sāmānid, Būyid, Idrīsid).

Words and passages cited in transliteration should be italicized. Titles of works should also be italicized, but place names and names of persons and dynasties should not be written in italics.

Note:

Longer passages may be reproduced in the original script and included in an appendix. Please submit the original text with your manuscript.

Arabic:

Please use the *International Journal of Middle East Studies (IJMES)* transliteration system.

Additional notes:

Diphthongs: *aw*, *ay*.

Tā' marbūṭa: *-a*, *-at* (in construct).

Initial *hamza*: not transliterated, e.g. *al-amr*.

Article: always *al-* without assimilation; for *hamzat al-waṣl* only, use *-l*, e.g. *wa-l-shams*. Separate elements of words written together in Arabic with a hyphen, e.g. *wa-l-qalam*. The feminine Arabic *nisba* is *-iyya*.

Proper names should have initial capital letters even in transliterated passages.

Persian:

Please use the *IJMES* system for Persian, with the following modifications:

For the letters *thā'* and *dhāl*, please transliterate according to the *IJMES* scheme for Arabic, i.e. use *th* and *dh*.

For short vowels, the Ilex Foundation recognizes two systems of transliteration for Persian, depending on the subject matter of the manuscript. (1) If your submission involves a mixture of Arabic and Persian materials, please follow the *IJMES* system, i.e. transliterate the short vowels using *a*, *i* and *u* throughout. (2) If your submission involves mostly or exclusively Persian materials, please transliterate the Persian short vowels using *a*, *e* and *o*.

Additional notes:

For silent *h*, use *-a*, e.g. *nāma*.

For *izāfa*, use *-i* after consonants, *-yi* after long vowels.

Turkish:

For Ottoman Turkish, use modern romanized Turkish orthography.

Note:

The Ilex Foundation wishes to ensure that publications appear in a timely manner. Editors will establish timelines for all publications and confer frequently with authors, especially in cases where substantial revisions are required. In such cases, manuscripts are likely to be returned to authors for revisions, and additional revisions may be made by the editors. After all revisions have been made and the manuscript has been formatted for publication, authors will receive final proofs and may make corrections only at this stage. Indices, if required, will also be prepared at this time. Corrected proofs must be returned promptly. If corrected proofs are not received within the specified time limit, the Board assumes that the author has no corrections to make and publication will proceed.