

# INTERNATIONAL JOURNAL OF MIDDLE EAST STUDIES

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**Text.** The start of the article and each section should be flush left; other paragraphs should be indented. Do not use desktop publishing features (justified text, bold and underlined fonts, etc.). Block indent long quotations (more than 50 words). Never cross-reference.

**Spelling and Punctuation.** Use American spelling: color, not colour; analyze, not analyse; traveling, not travelling. Use serial commas: blue, green, and yellow. For quotations, use American-style formatting, which puts the final period or comma *inside* the quotation marks, for example, "Gandhi said, 'Poverty is the worst form of violence.'" For capitalizations, check the dictionary; when in doubt, do not capitalize. Examples: President Obama; president of the United States; the president.

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<sup>1</sup>Stanford J. Shaw, *History of the Ottoman Empire and Modern Turkey*, 2 vols. (New York: Cambridge University Press, 1977).

<sup>2</sup>Jamil M. Abun-Nasr, *A History of the Maghrib in the Islamic Period*, 3rd ed. (New York: Cambridge University Press, 1987), 10; *idem*, *Muslim Communities of Grace: The Sufi Brotherhoods in Islamic Religious Life* (New York: Columbia University Press, 2007), 4.

<sup>3</sup>Howard Crane, trans. and ed., *Risale-i Mimar'îye: An Early-Seventeenth-Century Ottoman Treatise on Architecture*, Studies in Islamic Art and Architecture 1 (Leiden: E. J. Brill, 1987), 71.

<sup>4</sup>Martin Rein and Donald Schon, "Frame-Reflective Policy Discourse," in *Social Sciences and Modern States*, ed. Peter Wagner, Carol Hirschon Weiss, Björn Wittrock, and Helmut Wöllman (New York: Cambridge University Press, 1991), 262–89.

<sup>5</sup>Clifford Geertz, "Toutes Directions: Reading the Signs in an Urban Sprawl," *International Journal of Middle East Studies* 21 (1989): 291–306.

When references to the same work follow without interruption, use *ibid*. When notes to the same work follow after interruption, use the author's last name and a shortened title of the book or article. Do not use *op. cit.*:

<sup>6</sup>Shaw, *History of the Ottoman Empire*, 2:6.

<sup>7</sup>Ibid., 1:10–52.

<sup>8</sup>Social Science Research Council, "Internationalization and Interdisciplinarity: An Evaluation of Title VI Middle East Studies Centers," Social Science Research Council, accessed 20 March 2007, [http://www.ssrc.org/programs/mena/survey\\_of\\_middle\\_east\\_studies/](http://www.ssrc.org/programs/mena/survey_of_middle_east_studies/).

<sup>9</sup>Otis Glazebrook to the U.S. State Department, "Increase in Cost of Living Caused by War," 3 November 1915, consular correspondence, American consulate in Jerusalem, record group 84, Vol. 72, National Archives at College Park, College Park, Md. (NACP).

<sup>10</sup>Muhammad 'Abd al-Rahman al-Maqrami, *al-Tajammu' al-Yamani li-l-Islah: al-Ru'ya wa-l-Masar—Dirasa fi al-Mash'a wa-l-Tatawwur* (Sanaa, Yemen: Yemeni Reform Gathering, 1998).

**Foreign Words and Transliteration.** If an English term exists for a word, use it. All technical terms from languages written in non-Roman alphabets must be italicized and fully transliterated with diacritical marks (macrons and dots), for example, *qasīda*. A technical term is defined as a word not found in *Merriam-Webster's Collegiate Dictionary* or a multiword phrase, excluding titles and proper nouns. Diacritical marks, as well as the letters 'ayn and hamza, should be inserted using a Unicode font, preferably Jaghbub Uni. For more information and to download the font, see the Author Resources page of the *IJMES* editorial office website: <http://ijmes.ncsu.edu>. Words that are found in Merriam-Webster's should be spelled as they appear there and not treated as technical terms. They should have no diacritics, nor should they be italicized—for example, mufti, jihad, shaykh. See the *IJMES* Word List on our editorial office website for exceptions that preserve 'ayn and hamza, for example, Qur'an, shari'a, 'ulama'. Diacritics should *not* be added to personal names, place names, names of political parties and organizations, or titles of books and articles. These words should be spelled in accordance with the *IJMES* transliteration system but without diacritics. However, 'ayn and hamza should be preserved in all these cases, and should be clearly distinguished from one another, preferably by inserting the symbols

‘ and ’ using the Jaghub Uni font. Place names with accepted English spellings should be spelled in accordance with English norms, for example, Baalbek, Damascus. This rule applies to cities of publication in citations. Names of living individuals may be spelled according to their preferred English spelling. Authors are responsible for the accuracy of their transliterations.

**Transliteration System.** For Arabic and Persian, *IJMES* uses a modified *Encyclopedia of Islam* system, which is detailed in the Transliteration Chart below. Note that *tā’ marbūṭa* is rendered *a* not *ah*, except in Persian, where it should be *ih*; in Arabic *iqāfa* constructions, it is rendered *at*. The feminine nisba ending is rendered *-iyya* (*iyyih* in Persian). Inseparable prefixes in Arabic are connected with what follows by a hyphen: *bi-*, *wa-*, *li-*, and *la-*. When one of these prefixes is followed by *al*, the *a* will elide, forming a contraction rendered as *wa-l*, *bi-l*, *li-l*, and *la-l*. The definite article *al* is lowercase everywhere, except when it appears as the first word of a sentence or endnote. When an Arabic name is shortened to just the surname, the *al*- is retained; for example, Hasan al-Banna becomes al-Banna. Connectors in names—such as *bin*, *ben*, *abu*, and so forth—are lowercase only when preceded by a name, for example, Osama bin Laden, but Bin Laden, Ibn Khaldun. Follow English capitalization rules for transliterated titles; capitalize all major terms, but not articles, prefixes, coordinating conjunctions, or prepositions. Use italics to indicate book, newspaper, or periodical. Do not add diacritical marks, but do preserve ‘ayn and hamza (except for initial hamza, which is dropped), for example, *Faysal al-Tafriqa bayn al-Islam wa-l-Zandaqa* and *al-Dī’aya ila Sabil al-Mu’minin*. For Ottoman Turkish, either transliterate according to our chart or use modern Turkish orthography consistently. Persian must be transliterated using the *IJMES* system, not that of the *Encyclopedia Iranica*, so *i* and *u* must be used, not *e* and *o*. The Persian izafat is rendered *-i*.

**Tables, Figures, and Images.** Tables, figures, and images must be cited in the text, for example (see Table 1). They should be numbered consecutively in Arabic numerals, captioned, and appear as a unit at the end of the article. They should *not* be interspersed in the text. Diagrams must be professionally rendered or computer generated; details should be large enough to remain legible at 50% reduction. When appropriate, photos may be submitted with a manuscript. Their use will be at the editor’s discretion. All images should be submitted in electronic format. For halftones or other illustrations, consult the editor.

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# IJMES TRANSLITERATION SYSTEM FOR ARABIC, PERSIAN, AND TURKISH

## CONSONANTS

A = Arabic, P = Persian, OT = Ottoman Turkish, MT = Modern Turkish

A	P	OT	MT	A	P	OT	MT	A	P	OT	MT
ء	ء	ء	—	ڙ	ڙ	ڙ	ڙ	ڳ	ڳ	ڳ	ڙ
ٻ	b	b	b or p	ڏ	—	zh	j	j	—	or y	or y
ڦ	—	p	p	س	s	s	s	ڦ	—	or ڳ	or ڳ
ٿ	t	t	t	ش	sh	sh	ش	ٿ	g	g	g
ٿ	th	s	s	ص	ش	ش	ش	ڙ	l	l	l
ج	j	j	c	ڦ	ڦ	ڦ	ڦ	ڻ	m	m	m
ڇ	—	ch	ڦ	ڦ	ڦ	ڦ	ڦ	ڻ	n	n	n
ح	ه	ه	ه	ظ	z	ز	ز	ڻ	h	h	h <sup>1</sup>
خ	kh	kh	h	ع	ـ	ـ	ـ	و	w	v or u	v
د	d	d	d	غ	gh	gh	گ	ي	y	y	y
ڏ	dh	z	z	ڦ	f	f	f	ڦ	a <sup>2</sup>	ـ	ـ
ر	r	r	r	ڦ	q	q	ڪ	ڦ	ـ	ـ	ـ

<sup>1</sup> When h is not final. <sup>2</sup> In construct state: at. <sup>3</sup> For the article, al- and -l-.

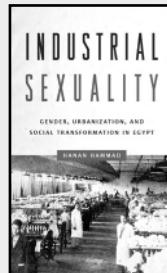
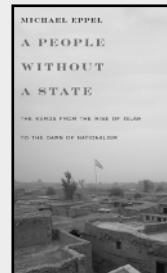
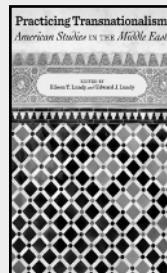
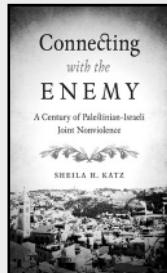
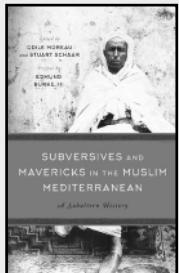
## VOWELS

ARABIC AND PERSIAN

OTTOMAN AND MODERN TURKISH

<i>Long</i>	or	ā ū ī	ā ū ī	words of Arabic and Persian origin only
<i>Doubled</i>		iiy (final form ī)	iy (final form ī)	
		uwu (final form ū)	uvv	
<i>Diphthongs</i>		au or aw	ev	
		ai or ay	ey	
<i>Short</i>		a u i	a or e u or ü / o or ö i or ī	

For Ottoman Turkish, authors may either transliterate or use the modern Turkish orthography.



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