

Contributions and Editorial Correspondence

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Manuscript Preparation and Style

General. An article must be in English and should not exceed 10,000 words or thirty-five 8.5- × 11-inch double-spaced pages in 12-point font (including main text, notes, tables, and figure captions) with 1-inch margins on all sides. Authors should submit one electronic copy via e-mail attachment in PC format and using a standard word-processing program. The entire manuscript—including notes, tables, and references—must be typed double-spaced and numbered consecutively. Do not use software to mark diacriticals in the original digital text. Please note that many word-processing programs do not autoformat the footnotes window, and authors are responsible for ensuring that the paper does not arrive with embedded single-spaced endnotes in a tiny font size. Authors must avoid putting their names in headers or footers and avoid any references to themselves in the body or the endnotes such as might betray their identity to referees. However, all submissions must include a cover sheet or letter that includes the author's name, institutional affiliation, land-mail address, telephone and fax numbers, and e-mail address. The Journal conforms to the *Chicago Manual of Style, 14th Edition*. Transliteration follows a modified *Encyclopedia of Islam* system, which is detailed on this page. The title alone should be centered at the top of the first text page. In the final draft, institutional affiliation and location should appear at the bottom of the first text page. The editor may find it necessary to return manuscripts for reworking or retyping that do not conform to these requirements.

Text. Use a five-character paragraph indent. Avoid hyphenating words at the end of lines. Do not use desktop publishing features. Block indent long quotations (more than 50 words). Never cross-reference.

Notes and References. Notes must be numbered consecutively throughout the text, typed double-spaced in paragraph style, and grouped together as a unit following the text. Footnotes at the bottom of the text page are *not* permitted. Any acknowledgment of grant support, substantial assistance, and so forth should be typed as an Author's Note above the first note in the final draft. Provide the full name of the author as it appears in the publication. All titles in non-Roman alphabets (Arabic, Cyrillic, etc.) must be transliterated. Foreign titles in Roman alphabets should be capitalized as they would be in that particular language. An English translation of nonstandard language titles should be provided in parentheses after the title. The style of note citations should conform with the following examples:

¹Stanford J. Shaw, *History of Ottoman Empire and Modern Turkey*, 2 vols. (New York: Cambridge University Press, 1977); idem, *Reform, Revolution and Republic: The Rise of Modern Turkey 1808–1975*, 2:3–6.

²Jamil M. Abun-Nasr, *A History of the Maghrib in the Islamic Period*, 3rd ed. (New York: Cambridge University Press, 1987), 10.

³Howard Crane, trans. and ed., *Risale-i Mi'mariyye: An Early-Seventeenth-Century Ottoman Treatise on Architecture*, Studies

in Islamic Art and Architecture 1 (Leiden: E. J. Brill, 1987), 71.

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

⁵Clifford 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.*:

⁶Shaw, *History of Ottoman Empire*, 2:6.

⁷*Ibid.*, 1:10–52.

⁸Social Science Research Council, "Internationalization and Interdisciplinarity: An Evaluation of Title VI Middle East Studies Centers," Social Science Research Council, http://www.ssrc.org/programs/mena/survey_of_middle_east_studies/ (accessed 20 March 2007).

⁹Otis 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).

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

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Transliteration System. All technical terms from languages using non-Roman alphabets must be fully transliterated with diacritics. In addition, personal names, place names, names of political parties and organizations, and titles of books should be transliterated but the macrons and dots omitted. Authors are responsible for the consistency and accuracy of their transliteration. For Arabic and Persian, *IJMES* uses the modified *Encyclopedia of Islam* system: *qaf* = q not k; *jim* = j not dj; roman double-letter equivalents are not underlined; the *l* of *al-* is not assimilated to the following consonant; *ta marbuta* is rendered *a* not *ah*, except in Persian, where it should be rendered *ih*; the adjectival *-ya* followed by *ta marbuta* is rendered *-iyya* (*iyyih* in Persian); *nisba* is rendered *-iyya*. For Ottoman Turkish, transliterate or use modern Turkish orthography consistently. Persian must be transliterated with 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 as *-i*.

Dates. *IJMES* does not use double dating. Use common era (A.D.) dates only, unless quoting from an original source, in which case use the date as quoted (hijra, solar, etc.) with the common era equivalent in parentheses.