Contributions and Editorial Correspondence

Send article submissions with cover letters as e-mail attachments to ijmes@gc.cuny.edu. No hard copy is necessary. Books are not solicited for review from authors or publishers. Those wishing to have books reviewed should send a copy to the editorial office. Unsolicited book reviews cannot be accepted for publication. Articles must be based on original research and the careful analysis of archival and other primary source materials. Manuscripts are evaluated with the understanding that they have not been published elsewhere in any language and are not under consideration for publication or part of a book that will be published in the near future. IJMES will consider 400-word commentaries on research in progress for the Quick Studies section.

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:

6When 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.
7IBM, History of Ottoman Empire, 2:6.
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).

IJMES does not publish bibliographies.

Foreign Words and Transliteration. Diacritical marks (macrons and dots) are used in IJMES only on italicized technical terms (e.g., qaṣīda). Macrons and dots should not be added to personal names, place names, names of political parties, or titles of books. These latter words should generally be spelled in accordance with the IJMES transliteration system (described below) but without diacritics. ‘Ayn and hamza should be shown in all these cases, and should be clearly distinguished from one another and from apostrophes. Place names with accepted English spellings and personal names of prominent political leaders or cultural figures should be spelled in accordance with English norms. No words that appear in an unabridged English dictionary shall be treated as technical terms requiring transliteration (thus excluding terms such as shaykh, qadi, Sunni, minbar, madrasa, saq, hadith, etc.). Please see the word list on the IJMES editorial office website—http://www.gc.cuny.edu/ijmes—for exceptions such as Qur’an, shari'a, and ‘ulama’.

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: qa'f = q not k; jin = j not dj; roman double-letter equivalents are not underlined; the / 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 -iya (iyih in Persian); nisba is rendered -iya. 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.

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