

ILEX FOUNDATION  
GUIDELINES FOR PREPARATION OF MANUSCRIPTS  
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**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, 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.**

**Format of Submitted Manuscripts**

Contributions should be submitted in a standard word processor format (Word, Mellel, Open Office, RTF) and also as Adobe PDF. Unicode-based fonts are greatly preferred. The Ilex Foundation can provide assistance in obtaining and using appropriate fonts. Contact Chris Dadian ([cd@ilexfoundation.org](mailto:cd@ilexfoundation.org)) for information.

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).

**Style**

For all matters not discussed below, please refer to the *Chicago Manual of Style*, 16<sup>th</sup> edition.

**Spelling**

Refer to the most recent edition of *Webster's New Collegiate Dictionary* for spelling questions, including whether words of foreign origin have been accepted into English. Words that are not so accepted should ordinarily be set in italics and translated, at least at their first occurrence.

Spelling and punctuation should follow American usage, except in quotations and cited titles of published works. Note the following:

- Commas and periods precede quotation marks (single and double). The only exception is when single quotation marks are used to indicate definitions.
- Double quotation marks are used for the first level of quotation.
- Quotation marks should not be placed at the beginning and end of block quotations. Within a block quotation, the first "new" level of quotation should be enclosed by double quotation marks (in run-in quotations, this would be the second level, enclosed by single quotation marks).

**Numerals**

Use Arabic rather than Roman numerals wherever possible. For dates, use BCE and CE; if hijri 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, abbreviations may be used (e.g. 22-5 or 192-8), provided that one method is used consistently throughout a volume.

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 1976, 2: 53.

## Works Cited and Footnotes

Please use the author-date reference system, providing a full list of works cited at the end of your submission and using short (author-date) citations in your footnotes.

The list of works cited should contain the full reference to each work cited in the preceding text and footnotes. Elements are separated by periods (see examples).

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, except that for modern authors initials should be used for all but surnames.

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, MA, but Cambridge without further qualification for Cambridge, England).

Year of publication should appear 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. *EI<sup>2</sup>* VIII: 685-689, *EIr* V: 36.

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

For online sources:

- Provide the name of either the publication or the publishing entity and either volume/issue or publication date.
- If there is no author, list as Anonymous.
- Provide at the end of the entry the full Universal Resource Locator (URL) or Digital Object Identifier (DOI).
- Accession dates are not required

## EXAMPLES

Monographs:

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

Multiple Authors/Editors:

Gottschalk, P., and G. Greenberg. 2008. *Islamophobia: Making Muslims the Enemy*. Lanham, MD.

Translations:

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

Untranslated works:

Ashraf Māzandarānī, Muḥammad Sa'īd 1994. *Dīvān-i ash'ār*. Edited by M. H. Sayyidan. Tehran.

Collections:

Hambly, G. R. G., ed. 1998. *Women in the Medieval Islamic World*. New York.

Articles in collections:

Davidson, O. M. 1998. "Women's Lamentations as Protest in the 'Shāhnāma.'" In *Women in the Medieval Islamic World*, edited by G. R. G. Hambly, 131–146. New York.

Articles in collections when the collection is listed separately:

Davidson, O. M. 1998. "Women's Lamentations as Protest in the 'Shāhnāma.'" In Hambly 1998, 131–146.

Articles in journals:

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

Articles in encyclopedias or dictionaries:

Yūsufī, Gh.-Ḥ. 1989. "Bayhaqī, Abū'l-Faḏl." In *EIr* III, 889–894.

Stoetzer, W. 1998. "Dubayt." In: *Encyclopedia of Arabic Literature*, edited by J. S. Meisami and P. Starkey, 2 vols., 1: 197–198. London.

Online sources:

Anonymous. 2011. "Une photographie d'art controversée vandalisée à Avignon." *Le monde.fr*, April 17. [http://www.lemonde.fr/culture/article/2011/04/17/une-photographie-d-art-polemique-detruite-a-avignon\\_1509023\\_3246.html](http://www.lemonde.fr/culture/article/2011/04/17/une-photographie-d-art-polemique-detruite-a-avignon_1509023_3246.html).

Fawstin, B. 2014. "The Post-9/11 'Muslim Superhero' Invasion." Blogspot of B. Fawstin, February 19. <http://fawstin.blogspot.com/2014/02/the-post-911-muslim-superhero-invasion.html>.

Lund, M. 2015. "The Mutant Problem: *X-Men*, Confirmation Bias, and the Methodology of Comics and Identity." *European Journal of American Studies* 10 (2). <http://ejas.revues.org/10890>.

———. 2016. "On the Ms. Marvel Moment." Mizan Project, June 20. <http://www.mizanproject.org/pop-post/muslim-superheroes/>.

### **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 author-year citations. For modern authors, use last name, date, volume, page(s); if more than one work from the same author and 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: 206-207.

al-Iṣfahānī, *Kitāb al-Aghānī*, 21: 128-129.

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 and Translation**

Titles of books 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, Idrīsīd).

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.

All words and text in other languages must be translated.

Transliteration: Authors should use, consistently, an acknowledged scholarly system of their choice. However, the volume editor(s) of collections may choose to impose a single system for contributors.

Note:

The Ilex Foundation wishes to ensure that publications appear in a timely manner. An Ilex production editor will be assigned to each publication. The production editor will manage the production of the publication, establishing timelines and conferring frequently with authors and/or volume editors.