

Detailed Submission Guidelines

1. General

- ❖ Typescripts should be in MS Word and submitted on the Journal's website via [the submission portal](#). Please contact the managing editor at mashriq_mahjar@ncsu.edu with any questions about the submission process.
- ❖ Editorial policy requires that articles should adhere to high scholarly standards, and be based on original research and careful analysis of archival and other primary materials. Submissions to the Journal are considered on the understanding that they have not been published elsewhere in any language and are not under consideration for publication elsewhere at the time of submission.
- ❖ Exceptions may occasionally be made in the case of contributions originally published in languages other than English, and which the editorial board agrees may benefit from translation and re-dissemination. A case should be made on submission, using the comments' form provided. The author will be responsible for providing a high-quality translation in English.

2. Manuscript preparation and style

- ❖ Articles may be in English, French, Spanish or Arabic and should be between 7,000-10,000 words, or thirty-five double-spaced pages in 12-point font, including main text, endnotes, tables, and figure captions. All submissions must include a title of no more than twenty words, and an abstract not in excess of 150 words. Notes must appear as endnotes, not footnotes.
- ❖ Typescripts must be in a standard sans serif font such as Times New Roman, double-spaced, paginated consecutively, with a ragged right margin, and margins of at least one inch on all sides. Paragraph breaks should be indicated by indents. The first paragraph of the article and of each subsequent sub-section should not be indented. Bold and underlined text should be avoided. Quotations of more than fifty words should be block-indented and without quotation marks. These should be kept reasonably short, and



contributors should bear in mind the conventions of “fair use”, which limit direct quotation to 200 words.

- ❖ The Journal conforms to the Turabian Bibliography-Notes System, 8th Edition. Transliteration of terms in Arabic, Persian, Ottoman Turkish, and Urdu follows the IJMES standard.
- ❖ As the Journal follows a double-blind peer-review process, authors should provide an anonymous copy, and avoid any reference to themselves in the main body, headers and footers, and endnotes. Selected citations of the author’s previous published work may be included only if the absence of such citations would seem conspicuous.
- ❖ Initial typescripts should not include acknowledgments, though these may be added subsequently if the manuscript is accepted. These should be made in an opening note, marked by an asterisk at the end of the title, and appearing in the notes between the contact details and the first numbered endnote.

3. Spelling and punctuation

- ❖ The Journal follows U.S. American convention – e.g. *color*, rather than *colour*; *analyze*, not *analyse*; *traveling*, not *travelling*. Spelling should follow Merriam-Webster’s Collegiate Dictionary.
- ❖ Editorial policy favors the use of serial commas – e.g. “the United States, Canada, and Mexico”, not “the United States, Canada and Mexico”.
- ❖ Authors should use lower case for titular offices and institutions: the sultan, pope, president, king, government, parliament, etc. Upper case should be used when prefacing names (e.g. President Nasir of Egypt), or when convention dictates (e.g. the House of Commons, the International Labor Organization).
- ❖ In the main body of the text, lower case is used for titles of books and articles, except for the initial letter, but not for journal and newspapers, whose names are capitalized – e.g. Arabic thought in the liberal age, but The New York Times. Both should be italicized, while individual chapters or sections should be placed in quotation marks.
- ❖ Authors should spell out numbers from one to ninety-nine, except when used in groups or statistical discussions, e.g. “the act passed with a majority of 65 for, and 45 against.” Percentages should be in numbers, but “percent” should be spelled out, except in tables and parentheses. European and not U.S. American date format should be used – e.g. 8 August 2011. For dates, the following conventions should also be respected: 1880s, not 1880’s; twentieth century, and not 20th century; sixteenth-century, with hyphen, as an adjective.

4. Quotations

- ❖ The punctuation, spelling, and capitalization of the original should be respected when quoting directly.
- ❖ The Journal follows U.S. American convention in using double quotation marks for direct citation, and single quotation marks for reported remarks and quotations within quotations. The final period or comma should be placed within the quotation marks.
- ❖ Authors should use three point ellipses ... when omitting material within quotations, and square brackets for authorial interpolations within quoted matter. Some examples:
 - The president declared himself “utterly opposed to any such measure.”
 - He later said: “The president had told me he was ‘utterly opposed to any such measure,’ ... [but] I failed to see the importance of this statement.”
- ❖ Quotations of more than fifty words should appear as a separate paragraph, block-indented and without quotation marks.

5. Numerals and dates

- ❖ Authors should spell out numbers from one to ninety-nine, except when used in groups or statistical discussions, e.g. “the act passed with a majority of 65 for, and 45 against.”
- ❖ Percentages should be in numbers, but “percent” should be spelled out, except in tables and parentheses.
- ❖ In both the main body and endnotes, European and not U.S. American date format should be used – e.g. 8 August 2011.
- ❖ For dates, the following conventions should also be respected: 1880s, not 1880’s; twentieth century, and not 20th century; sixteenth-century, with hyphen, as an adjective.

6. Notes and references

- ❖ Notes must be double-spaced and numbered consecutively using Arabic numerals, and must be grouped together as endnotes following the main body of the text. No additional bibliographical material is required.
- ❖ Foreign titles in languages that use the Roman alphabet should follow the capitalization rules of that particular language. All titles in non-Roman



MASHRIQ & MAHJAR

alphabets must be transliterated and follow English-language capitalization rules. English translations may be provided at the author's discretion.

- ❖ Internet references must include a full URL and a date of access.
- ❖ U.S. place names must include the abbreviated state forms, e.g. CA, MA, NC, etc.
- ❖ First references to manuscript sources, books, chapters, articles, electronic material, and unpublished dissertations, are to be punctuated, spelled, and capitalized as follows:
 - Ministère des Affaires Etrangères, Paris, Turquie/Syrie-Liban/Nouvelle Série (henceforth MAE, T/SL/NS), Couget to Jonnart, Beirut, 28 January 1913.
 - William L. Cleveland, *A History of the Modern Middle East*, 2nd ed. (Boulder, CO:Westview, 2000), 163.
 - Philippe de Tarrazi, *Tarikh al-Sahafa al-'Arabiyya* (4 vols., Beirut: al-Matba'a al-Adabiyya, 1913-33), iv, 121-34.
 - Nadine Méouchy and Peter Sluglett, with Geoffrey Schad and Gérard Khoury, eds., *The British and French Mandates in Comparative Perspective* (Leiden: Brill, 2004).
 - Dale F. Eickelman and Jon Anderson, "Redefining Muslim Publics," in Eickelman and Anderson, eds., *New Media in the Muslim World: The Emerging Public Sphere* (Bloomington, IN: Indiana University Press, 1998), 3.
 - Social 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).
 - Virginia Aksan, "Locating the Ottomans among Early Modern Empires," *Journal of Early Modern History* 3 (1999), 103-34.
 - Tsolin Nalbantian, "Fashioning Armenians in Lebanon, 1946-1958" (Ph.D. thesis, Columbia University, 2011).
- ❖ At subsequent mention, authors should use the author's surname and short title.
- ❖ Only the following three Latin terms may be used: *ibid.*, to denote a repetition of the immediately preceding term, where only a different page number needs to be recorded; *idem*, to denote a repetition of the immediately

preceding author's name, where a different publication is referenced; and *passim*, to denote that a topic is referred to periodically throughout a given source. None of the three should be italicized.

7. Foreign words

- ❖ English terms should be used wherever possible. Foreign words that appear in Merriam-Webster's should be spelled as they appear there, and should not be italicized or include diacritical marks. Exceptions include Arabic terms such as Qur'an and 'ulama', where the 'ayn and hamza should be preserved.
- ❖ The Journal favors a simplified version of the IJMES transliteration system for words of Arabic, Persian, Urdu, and Ottoman Turkish origin. Authors should note that ta marbuta is rendered as -a in Arabic and -ih in Persian, and -at in Arabic idafa constructions; the feminine nisba is rendered -iyya in Arabic and -iyyih in Persian. Inseparable prefixes in Arabic are connected with what follows by a hyphen: bi-, wa-, li-, la-. When one of these is followed by the definite article al, the a will elide. This definite article is always lower-case, except when it appears as the first word of a sentence or endnote. When an Arabic name is shortened, the definite article is retained – e.g. Bishara al-Khuri becomes al-Khuri. Connectors in names, such as bin, abu, etc., are lower-case when preceded by a name, e.g. Usama Ibn Munqidh, but Ibn Khaldun.
- ❖ Place names with accepted English spellings should be spelled according to these norms – e.g. Damascus, Beirut. In some cases, authors may cite from texts in English or other European languages that have adopted particular spellings for the names of Arabic places and people; these should be preserved – e.g. Toufik Daoun.

8. Tables, figures and images

- ❖ These should be cited in the text, in the following fashion (see Table 1). They should be numbered consecutively in Arabic numerals and captioned.
- ❖ Diagrams should 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 typescript; their use will be at the editors' discretion. All images should be submitted as high-resolution electronic files, preferably saved in TIFF format.

Copyright and permissions

Contributors are responsible for obtaining permission to reproduce any material, including illustrations, in which they do not hold the copyright and for ensuring that



MASHRIQ & MAHJAR

the appropriate acknowledgments are included in the typescript. In obtaining permissions, authors must seek permission to reproduce material not within the author's copyright for dissemination worldwide in all forms and media, including electronic publication. The relevant authorization should be attached to the author's copyright forms on their return.