

ARIA - GUIDELINES FOR AUTHORS

PARAGRAPHING

The first sentence of an article is flush left. The first sentence of all subsequent paragraphs is indented, except for the first sentence following a heading which should begin flush left.

HEADINGS

All major words in headings should be capitalized. Headings begin flush left.

PUNCTUATION

A single space follows all punctuation, with no space preceding, except in the case of a colon when page numbers immediately follow a volume number in a bibliographic citation (e.g. 4:121) or a Qur'anic reference (e.g., Qur'an 24:35).

CAPITALIZATION

The use of capitals should be kept to a minimum. Authors should adhere to standard rules for generic versus proper titles and topographical names (e.g. the Safavid shahs; Shah Ismā'īl; the Indian Subcontinent; the subcontinent). Titles of publications in English should have the main words capitalized. Titles in other languages should follow the normal practice for that language. Subtitles begin with a capital letter. Please note the only the initial letter (except the Arabic definite article al-, the "a" of which is capitalized only at the beginning of a sentence) and proper nouns are capitalized in the transliteration of Arabic, Persian, Ottoman and Urdu book or other publication titles (e.g., Abū Ḥāmid al-Ghazālī, Iḥyā' 'ulūm al-dīn). The initial definite article may be dropped after first mention (e.g.: "According to Abū 'Abd al-Raḥmān al-Sulamī. . ." / "As mentioned by Sulamī. . .").

ABBREVIATIONS

In Arabic personal names, authors should use "b." and "bt." rather than "ibn" and "bint" (e.g.

Muḥammad b. Aḥmad al-Makkī; Fāṭima bt. Muḥammad al-Makkī), except in the case of an initial Ibn (e.g. Ibn al-'Arabī). Common abbreviations include: d. (died); r. (ruled); ca. (circa); CE (Common Era); vol. / vols. (volume[s]); n. / nn. (note[s]); ed. / eds. (edited by or edition / editors); MS / MSS (manuscript[s]); fig. / figs. (figure[s]); pt. / pts. (part[s]); bk. / bks. (book[s]); sec. / secs. (section[s]); no. / nos. (number[s]); chap. / chaps. (chapter[s]); fol. / fols. (folio[s]); n.d. (no date of publication); n.p. (no place of publication); ser. (series); n.s. (new series); Ar. (Arabic); Per. (Persian); Tur. (Turkish); Ur. (Urdu).

NUMBERS

Numbers under one hundred are spelled out. Numerals are used for measurements (e.g. 25 km). Thousands, tens, and hundreds of thousands are separated by a comma (e.g. 1,000;

10,000; 100,000). Number spans should utilize minima and are separated by an en dash (e.g. 21–8; 121–32; 1991–2). Centuries should be spelled out (e.g. fourth/tenth century; twentieth century). Regardless of size, indefinite numbers are spelled out (e.g. several hundred; upward of a thousand; tens of thousands). Any number beginning a sentence is also spelled out. Ordinals follow the rules given for cardinal numbers, except in bibliographic references (e.g., 3rd ed.; 2nd ser.). Roman numerals are always given in lower case regardless of original form.

QUOTATIONS

Direct quotations up to three lines in length should be indicated in-text by opening and closing quotation marks. A direct quotation which is more than three lines long should be given as a block quote (i.e. separated from the main text with a space above and below and indented on both sides); block quotations are not indicated by quotation marks. In footnotes, prose quotations are always run on within quotation marks regardless of length. Editorial insertions within direct quotations should appear within brackets (e.g. [sic]). Please note that in American style double quotation marks are used (i.e. “. . .”), with commas and full stops falling inside the closing quotation mark. In British style, single quotation marks are used (i.e. ‘. . .’), with commas and full stops falling outside the closing quotation mark, unless the material quoted is a complete sentence. Use American style.

NOTES AND BIBLIOGRAPHICAL REFERENCES

Footnotes must be used rather than endnotes. Footnote references should be positioned clearly in the body of the text and numbered sequentially. Furthermore, all bibliographical references must be furnished by way of footnotes. For each item cited, a full reference should be given at first occurrence that is as complete as possible. Shortened references should be given thereafter. Authors should use standard abbreviations for well-known journals and reference works following the first full reference if one or more citations from such a publication appears in subsequent footnotes (see examples below). Footnote indicators in the text should appear after the punctuation. Series titles (which are never italicized) and other secondary bibliographic data are generally omitted unless necessary to help a reader locate the item cited. Arabic numerals are used for volume or issue numbers regardless of the original form. Titles and subtitles are separated by a colon regardless of their original form. Please take note of the capitalization rules given below. All other features of the original title should be preserved. Only the first or main place of publication is given, and is to be Anglicized (i.e., Cairo, not al-Qāhira; Munich, not München; Milan, not Milano). Ibid., idem and similar terms should be used correctly.

Examples of references using American English quotation and punctuation style follow.

Single-Authored Book:

Annemarie Schimmel, *Mystical Dimensions of Islam* (Chapel Hill: University of North Carolina Press, 1975).

Schimmel, *Mystical Dimensions*, 344–56.

Muḥammad b. Mukarram b. Manzūr, *Lisān al-‘Arab*, 15 vols. (Cairo: n.p., 1981), 1:74-5.

Ibn Manzūr, *Lisān al-‘Arab*, 8:23-4.

Multi-Authored Book

Carl Ernst and Bruce Lawrence, *Sufi Martyrs of Love: The Chishti Order in South Asia and Beyond* (London: Palgrave-Macmillan, 2002), 70.

Ernst and Lawrence, *Sufi Martyrs*, 22–6.

Jean-Claude Garcin et al., *États, sociétés et cultures du monde musulman médiéval, Xe-XVe siècle*, 3 vols. (Paris: Presses Universitaires de France, 1995–2000), 2:327–51.

Garcin et al., *États, sociétés et cultures*, 2:392–7.

Translated book

Michel Foucault, *Discipline and Punish*, trans. A. Sheridan (New York: Pantheon, 1977).

Edited Book

Alexandre Popović and Gilles Veinstein, eds., *Les voies d’Allah: les orders mystiques dans l’Islam des origines à aujourd’hui* (Paris: Fayard, 1996).

Journal article

Shamil Jeppie, “Leadership and Loyalties: The Imams of Nineteenth-Century Cape Town, South Africa,” *Journal of Religion in Africa* 26, 2 (1996): 139-62.

Jeppie, “Leadership and Loyalties,” 147.

Chapter in Edited Book

Nahda Younis Shehada, “Justice without Drama: Observations from Gaza City Sharia Court,” in *Gender, Religion and Change in the Middle East*, ed. Inger Marie Okkenhaug and Ingvild Flaskerud (Oxford: Berg, 2005), pp. 13-28.

Shehada, “Justice without Drama,” 25-26.

Encyclopedia Article

Mohammed Arkoun, "Islamic Studies: Methodologies," in *The Oxford Encyclopedia of the Modern Islamic World*, ed. John Esposito (New York: Oxford University Press, 1995), 332-340.

Dissertation or Thesis

Catharina Laurentia Alida Willemse, "‘One foot in heaven:’ Narratives on Gender and Islam in Darfur" (Ph.D diss., Leiden University, 2001).

Willemse, "‘One foot in heaven, ’" 92.