

Arab Studies Journal Style Guide

Updated May 2011

Arab Studies Journal conforms to the *Chicago Manual of Style*, 16th edition. Spelling conforms to Webster's Collegiate Dictionary, 13th edition. Transliteration of Arabic, Turkish, Hebrew, and Persian follows the *International Journal of Middle East Studies* (IJMES) style guide, with exceptions as noted below.

I. ACRONYMS AND ABBREVIATIONS

A. Do not use an acronym without first defining it:

He joined the Palestine Liberation Organization (PLO) when he was twenty-five. He joined the PLO when he was twenty-five.

B. Avoid incorrect usage of i.e. and e.g. ("i.e.," id est, means "that is to say"; "e.g.," exempli gratia, means "for example.")

II. BOLD, ITALICS, AND UNDERLINE

A. The only words to appear in bold will be:

1. Title of the article
2. Author's name
3. Section headings

Political Liberalization and Democratization: Comparative Experiences in the Arab World

Bahgat Korany

B. The only words to appear to appear in italics will be:

1. Section subheadings
2. Foreign words and phrases that neither appear in the dictionary nor are proper names. (See section VI on transliteration regarding certain foreign words).
3. Stressed words

C. Nothing in the Journal will be underlined. Note the use of italics for stress words as stated in previous section.

III. CAPITALIZATION

A. Titles of persons will be capitalized:

e.g., Cardinal O'Connor, General Eisenhower, Ambassador Ross

- B. Titles in apposition to a name are in lower case:
e.g., the Israeli prime minister, Yitzhak Rabin; the French president, François Mitterrand; the foreign minister of Syria
- C. Capitalize “the Declaration of Principles,” but refer to “the declaration.”
Capitalize “the Palestine National Charter,” but refer to “the charter.”
Capitalize “the Stafford Commission,” but refer to “the commission.”
Capitalize “Georgetown University,” but refer to “the university.”
NOTE: The only exception to this rule is the Constitution of the United States. It is always referred to as “the Constitution.”
- D. Names of buildings and historically significant sites are capitalized.
- E. **Chapters** and numbers should not be capitalized: “In chapter four...” is correct; “In Chapter Four...” is incorrect. “Part one” is correct, “Part One” is incorrect.
- F. Academic disciplines are not capitalized, but proper names remain proper names
e.g., political science, European history, Middle East studies, Arabic literature

IV. DATES

- A. All dates will appear as day/month/year. (e.g., 26 November 1968)
- B. If only the month and year are available, the format is: January 1986.
- C. Decades do not take an apostrophe. (e.g., the 1950s)
- D. Other:
nineteenth century (spell out)
half-century

V. ELLIPSES

Ellipses are three dots used to indicate that part of a quotation is missing. Each ellipsis point is separated by one space.

- A. If the missing text is at the beginning of a sentence, use three ellipsis points and capitalize the first word.
e.g., “. . . There was a crotchety old Arabic professor.”
- B. If the missing text is in the middle of the quotation, use three ellipsis points.
e.g., “Once upon a time . . . there was a crotchety old Arabic professor.”

- C. If the missing text is at the end of the sentence, use FOUR ellipsis points.
e.g., “Once upon a time, there was a crotchety old Arabic professor”
- D. If the missing text consists of the omission of one or more paragraphs, use four ellipsis points at the end of the paragraph preceding the omitted part. (If that paragraph ends with an incomplete sentence, only three points are used.) If the first part of a paragraph is omitted within a quotation, a paragraph indention and three ellipsis points appear before the first quoted word.

He joined the Palestine Liberation Organization (PLO) when he was twenty-five. He joined the PLO when he was twenty-five. He joined the PLO when he was twenty-five. He joined the PLO when he was twenty-five. He joined the PLO when he was twenty-five

. . . He joined the PLO when he was twenty-five. He joined the PLO when he was twenty-five. He joined the PLO when he was twenty-five. He joined the PLO when he was twenty-five. He joined the PLO when he was twenty-five.

VI. FOREIGN WORDS AND TRANSLITERATION

In general, *ASJ* follows the *IJMES* guidelines for foreign words and transliteration, with a few exceptions (please see attached *IJMES* word sheet).

** Authors are responsible for the consistency and accuracy of their transliteration. **

1. Diacritical marks (macrons and dots) are used only on italicized technical terms.
 - a. 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 diacriticals.
 - b. ‘Ayn and hamza should be shown in all these cases, and should be clearly distinguished from one another and from apostrophes.
 - c. Place names with accepted English spellings and personal names of prominent political leaders or cultural figures should be spelled in accordance with English norms.
2. Foreign words that are not italicized: No words that appear in an unabridged English dictionary shall be treated as technical terms requiring transliteration or requiring that ‘ayn and hamza be marked (**thus excluding terms such as ulema, shaykh, qadi, Sunni, mihrab, minbar, madrasa, suq, intifada, shari‘a, etc.**).
3. Transliteration:
 - a. All technical terms from languages using non-Roman alphabets must be fully transliterated with diacritics.
 - b. 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.

- c. . For Arabic and Persian, *IJMES* uses the modified *Encyclopedia of Islam* system.
 - (a) *qaf* = q not k; *jim* = j not dj;
 - (b) roman double-letter equivalents are not underlined;
 - (c) the *l* of *al-* is not assimilated to the following consonant;
 - (d) *ta marbuta* is rendered *a* not *ah*, except in Persian, where it should be rendered *ih*;
 - (e) the adjectival *-ya* followed by a *ta marbuta* is rendered *-iyya* (*iyjih* in Persian);
 - (f) *nisba* is rendered *-iyya*.
 - d. Except at the beginning of an English sentence or endnote, only proper names are capitalized.
 - e. For Ottoman Turkish, use modern Turkish orthography. Persian must be transliterated with *IJMES* system, not that of the *Encyclopedia of Iranica*, so *i* and *u* must be used, not *e* and *o*. The Persian *izafat* is rendered as *-i*.
3. If a foreign word or phrase is found in Webster's Dictionary it should not be italicized.
4. All proper names, groups, organizations, and places should not be italicized.
e.g., Hizbollah, Gama`a Islamiya, Front de Liberation Nationale
5. EXCEPTIONS to *IJMES*:
- a. Names of people or places that appear in common written format, for example in print news or other media, will be spelled out in accordance with the common spelling and not per *IJMES* transliteration.
 - e.g. Beirut, not Bayrut. Cairo, not al-Qahira (unless in a direct quote).
 - e.g. The *IJMES* guide states that Falluja would be "al-Faluja". However, common spelling puts two "l"s as a correspondent with the emphatic "shadda."
 - b. Commonly spelled names that should be kept as is in English:
 - Sonallah Ibrahim
 - Mohamed Choukri
 - Alaa al-Aswany
 - Gamal al-Ghitani
 - Hamdi Abu Golayyel
 - Etc.

VII. PARAGRAPHS

- A. Use a one tab (= five spaces) paragraph indent.
- B. There are no line spaces before or after a paragraph.

VIII. LONG QUOTATIONS

Long quotations are defined as text consisting of four or more lines.

- A. Justification should be left and right.
- B. Use block form.
- C. Indent on both the left and the right (1" each). Example:

He joined the Palestine Liberation Organization (PLO) when he was twenty-five. He joined the PLO when he was twenty-five. He joined the PLO when he was twenty-five. He joined the PLO when he was twenty-five. He joined the PLO when he was twenty-five. He joined the PLO when he was twenty-five.

IX. NUMBERS

- A. Numbers between one and ninety-nine and all round numbers are spelled out.
e.g., one, twenty-two, two hundred
- B. Spell out any number that begins a sentence.
e.g., Five men joined the PLO.
- C. Write out and hyphenate all fractions—the only fractions not hyphenated are those with *one* in the numerator.
e.g., two-thirds, one nineteenth
- D. Chapters are spelled out and not capitalized
e.g. In chapter four ...(not in Chapter 4)

X. PUNCTUATION

- A. Commas
 - 1. ASJ uses the serial comma.
e.g., I ate peas, carrots, and potatoes for dinner.
 - 2. There is one space after a comma.
 - 3. Within quotes, a comma should precede the end quote.
e.g., “There was a crotchety old Arabic professor,” he began.
- B. Colons and Semicolons
 - 1. There is ONE space after a colon and a semicolon.
 - 2. Colons and semicolons should appear outside quotation marks or parentheses unless they are part of the quoted material.
 - 3. Do not capitalize text after a semicolon.

C. Periods

1. There is ONE space after a period.
2. Within quotes, a period should precede the end quote unless it changes the meaning of the quote.
3. US, UN do not have periods after each letter.

D. Quotation Marks

1. Double quotation marks are standard; only a quote within a quote will take single quotation marks.
2. An endnote will fall outside the quotation marks.
e.g., Baker said, “Nancy told Ron to push the red button.”¹

E. “Em” Dashes

1. Use “em” dashes in sentences when the author is setting off text.
e.g., Philip Khoury—the noted historian from Harvard—does not subscribe to post-structuralist thought.

XI. PHOTOGRAPHS AND IMAGES

ASJ follows the IJMES guidelines for photos and graphics.

- A. When possible, please submit photographs digitally. All photos must be submitted in one of the following formats: pdf or jpg, and must be of the highest resolution possible.
- B. When referring to photographs within the body of the paragraph, state [Fig. #] within the body of the text.
e.g., Some of the better advertisements of this kind, however, played on the allure of the foreign [Fig. 10].

XII. TRICKY WORDS, ETC. (Percent; U.S.; hyphenation; policymaker)

- A. Spell out the word “percent”; do not use the percentage sign (%).
- B. The abbreviation “US” is an adjective. “United States” is a proper noun. It is proper to write “US foreign policy” or “The United States is a mess.” It is improper to write, “The US has been criticized.”
- C. Hyphenate appropriately. “Art in the Nineteenth Century” is a nominal construction. “Nineteenth-Century Art” is an adjectival construction.

Other words/phrases regarding hyphenation:

Mass produced

Meaning making
neoconservative
neoliberal
multilayered
reimagine
post-structuralist
socioeconomic
geopolitics, geo-political
nondescriptive

Hyphenations happen for descriptive phrases preceding the noun:

a well-timed publication; the publication is well timed
a thought-provoking text; the text is thought provoking
under-utilized

- D. “Fait accompli” is a word in Webster’s and should not be italicized.
- E. “Policymaker” is a one-word construction. “Policy-making” is a hyphenated construction. “Decision maker” is a two-word construction. As a general rule, when in doubt, look it up in Webster’s Unabridged Dictionary or consult the Chicago Manual of Style, 15th Edition.

XIII. ENDNOTE STYLE

- A. Book, journal, and newspaper titles are in italics.
- B. Abbreviations
 1. The abbreviation “p” or “pp” for page numbers is no longer used. Simply include the page number(s), as shown below.
 2. Where the whole article is referenced, the first and last page numbers are included, as shown in the first example.
 3. The abbreviation “no.” should be used when noting issue number, always in lowercase; however, the use of “vol.” to note volume number has been dropped. The volume number should follow the journal title without punctuation preceding it and should not be italicized.
 4. When citing a journal article, there is a comma, not a colon, after the year in brackets: e.g. 44, no. 3 (1978), 52.
 5. When listing the publication date for a journal, noting the month or season is considered unnecessary where the issue number is present.
e.g.,...*The Journal of Obscure Minutiae* 53, no. 4 (1944), 8
Instead of: ...*The Journal of Obscure Minutiae* 53, no. 4 (Fall 1944), 8

C. If more than one reference is cited in a single endnote, each reference should follow the standard format given below and be separated by semicolon, and each should be listed according to the order of its occurrence in the text.

D. In endnotes, cite the page number of the specific material mentioned; do not cite the page numbers of the entire article.

E. When citing a source for the second time (or more), include the author, an abbreviated version of the source title if possible, and the page numbers.

e.g. Makdisi, *Artillery of Heaven*, 66.

F. Citation of Foreign-Language Articles

1. When citing foreign presses in transliteration, use the familiar city name and not the formally transliterated word.

e.g., Ahmad al-Wansharisi, *Fatawa al-Nisa'* (Beirut: Dar al-Ifta', 1984).

Do Not Use: Bayrut or al-Qahira.

2. If the title of the article is translated into English, include the translation in brackets immediately following the original title. Do not use quotations marks and capitalize it following sentence style.

e.g., ...“Wer die Wahl hat, hat die Qual” [He who has the decision, has the torture], *Die Zeit*.

G. Ibid is an abbreviation.

1. Proper usage, when the next endnote is from the same book but referencing a different page, is:

20. Ibid., 34. [Note the “.” after the word and before the comma.]

2. If the next endnote is from the same book and the same page, proper usage is:

21. Ibid.

H. Electronic Sources (magazines, journals, or newspapers that only appear online): Follow the given format for each, but end with a comma followed by the URL and then a period.

e.g., Brett Carraway and Francesca Hernandez, “Marxist Thought and Sustainable Building in Underprivileged Schools,” *Journal of New Thought* 143, no. 5 (2003): 56, <http://www.journals.umadagascar.edu/JNT/issues/w143p8/.pdf>.

I. Format Examples

BOOK:

Leonard Binder, *Islamic Liberalism* (Chicago: University of Chicago Press, 1988), 61.

John Wallach and Janet Wallach, *The New Palestinians: The Emerging Generation of Leaders* (Rocklin, CA: Prima Publishing, 1992), 202-4.

ARTICLE FROM A JOURNAL:

Mustapha K. al-Sayyid, "A Civil Society in Egypt," *The Middle East Journal* 47, no. 2 (1993), 236-42.

Joseph Klesner, "Military Deterrence in the Middle East," *Journal of Strategic Studies* 2 (July 1994), 70.

ARTICLE FROM A BOOK:

Eric A. Fromkin, "Taking the State Seriously," in *Understanding Political Development: An Analytic Study* eds. Myron Weiner and Samuel Huntington (Boston, MA: Little Brown and Co., 1987): 353-391.

ARTICLE FROM A MAGAZINE:

Mark Crispin Miller, "None Dare Call It Stolen: Ohio, the Election, and America's Servile Press," *Harper's Magazine*, August 2005, 39.

ARTICLE FROM A NEWSPAPER:

Note: Page numbers are best excluded since articles may be moved around or omitted between early and later editions. It may be helpful, however, to include edition-specific information where available, i.e., "final edition" or "Midwest edition." Also, "The" is left out of titles.

Caryle Murphy, "Nile Village Has Seen Both Faces of Islamic Militancy," *Washington Post*, 8 June 1997.

Editorial, *New York Times*, 23 September 1994.

NO PUBLISHER/NO DATE PROVIDED:

Edward Gorey, *The Unstrung Harp* (New York: n.p., n.d.), 14.

XIV. PAGE NUMBERS IN TEXT

Whenever there is a need to provide page numbers within the text, they always go in parentheses, after the end quotation mark, but before the punctuation. E.g. "... Exile is the poet's travel within a poem" (89).

XV. USAGE

- A. "-ward" family: American usage is NO "s" (i.e. toward, forward, backward)