Notes for Authors

The *Journal of Qur’anic Studies* welcomes contributions in English and Arabic on all aspects of Qur’anic studies. Submissions should normally be between 5000 and 10,000 words in length. Shorter items may be suitable for the ‘Notes, Reports and Correspondence’ section of the Journal.

**Manuscript format and the presentation of submissions**

All submissions should consist of the following elements, as applicable:

1. **Manuscript**
   
   Two copies of the manuscript should be submitted, typed double-spaced with ample margins on UK A4 sized paper. 12-pt type size is to be used. Authors should reserve one copy of the manuscript for themselves. Authors are encouraged to submit one copy of their article on 3\(\frac{1}{2}\) - inch diskette, in either Windows/MS-DOS or Macintosh format. Text on diskette should be saved as (preferably) a Microsoft Word document, or as text (.txt) or ‘plain text’. Authors are also encouraged to send a copy by electronic mail, formatted as an MS Word attachment.

2. **Cover sheet**

   On this should appear the title of the paper and the name and full contact details of the author.

3. **Abstract**

   An abstract of no more than 200 words should accompany the manuscript. The abstract should carry the title of the paper and institutional affiliation of the author in the form that the author wishes these to appear in print.

4. **Endnotes**

   Textual citations, bibliographical references and other notes will be printed as numbered endnotes. With regard to manuscript presentation, these notes should be typed separately, each numbered to correspond to those given in the main body of the text. Details of the Journal’s bibliographical reference system are given below. The notes should be headed with the author’s name and the title of the paper.

5. **Illustrations, figures, maps and photographs** must be numbered consecutively and cited in the text, e.g., (see Fig. 1). Each figure must carry a caption with the figure/table number, as well as the author’s name and the title of the paper. Authors are responsible for obtaining copyright for all artwork taken from other sources.
Bibliographical references and endnotes
The system used by the *Journal of Qur’anic Studies* is the ‘short title’ system. Textual citations and references will be given as numbered endnotes. Authors are required to follow the system laid out below, with particular attention paid to italicisation and the usage of commas, colons and parentheses.

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<th>First Reference</th>
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1 Initials or forenames first. Arabic names (especially from the classical period) as follows: *Shuhra*, Full name, e.g., Ibn Rāḥawayh, Ishaq ibn Ibrāhīm al-Tamīmī.

2 Titles within titles are contained within single quote marks. Arabic titles: only the first substantive noun and personal names are capitalised, e.g., *Diwān Dhi ‘l-Rumma, Kitāb al-malāḥin*.

3 If there is no author, then editor etc. precedes title. A period follows ed. and tr.

4 There is no period following edn

5 Where it is more appropriate to refer to bāb, kitāb, faṣl, etc., this should be done with care taken that the system adopted is clear and consistent.
Quotation from the Qur'an
As an exception to the practice of using endnotes for references, quotations from and references to the text of the Qur'an should be followed by the reference, in brackets, e.g., 'the form tarayinna occurs once (Q. 19:26).’ Authors should indicate in an endnote which edition of the text they are using, particularly with regard to published translations and versions of the Arabic text the sūras of which are numbered using a system differing from the standard numbering.

Transliteration and Arabic text
Authors are expected to adhere to the convention of transliterating single words and phrases, and short sentences, in italic latin as per the Journal transliteration scheme. Authors are responsible for the accuracy and consistency of their transliteration. Arabic, Persian, Ottoman etc. words found in a standard unabridged English dictionary are not to be transliterated or italicised, but treated as English words. Longer passages of Arabic, of approximately forty words or more, may appear in Arabic script, which should be set apart from the main text by one double-spaced line above and below, and should be block indented.

Dates and numbers
One to ninety-nine spelled out, 100 or more in figures. Dates: 6 September 1998, 9 Jumādā II 565. If dual dating is employed, then it is to be employed consistently throughout each article in respect of the pre-modern period.

Further advice on style and presentation
The editors are willing to give further advice to authors with regard to the presentation of submissions to the Journal of Qur'anic Studies.
Address for submissions and correspondence:

Journal of Qur'anic Studies
Centre of Islamic Studies
SOAS, University of London
Thornhaugh Street, Russell Square
LONDON WC1H 0XG
Email: ha4@soas.ac.uk