

Journal of Late Antique, Islamic and Byzantine Studies
(*JLAIBS*)

Style Guide
(last updated February 2021)

Article content and length

Articles can be up to 15,000 words in total length (i.e. including all footnotes, bibliography and any appendices); please get in touch with your assigned editor if you think your contribution will be more than 15,000 words.

Manuscripts Structure

Manuscripts must be formatted with wide margins; all matter, including quotations and footnotes, should be double-spaced and in 12-point Times New Roman. The manuscript must be accompanied by a separate title page which includes the full title of the manuscript plus the names and complete contact details of all authors. This page will not be accessible to referees. All other files (manuscript, figures, tables, etc.) should not contain any information concerning author names, institutions, etc.

Abstract and Keywords

An abstract of no more than 100 words and 6 keywords must accompany the submission.

Paragraphs

- Avoid using lines of asterisks or other symbols to separate text.
- Do not indent the first paragraph under a heading but do indent subsequent paragraphs.

Headings

On the first page, give the title of your chapter and your name, as you wish it to appear, in Roman letters.

All headings should be justified against the left margin rather than centred. The use of subheadings is encouraged where it will enhance clarity of presentation or ease of reference. The next level of heading after your chapter title should be bold (e.g. The Mawali) and the third level italics (e.g. Persians). All headings should be justified against the left margin rather than centred.

Source Languages

JLAIBS encourages you to work closely with the original texts in whatever source language and thus to quote them as extensively as needed. At the same time, however, we'd like to keep articles as readable as possible for readers who do not know the source languages in question. As a rule of thumb, therefore, no untranslated

Greek, Latin, Syriac, Arabic, Georgian, Armenian etc. should be found in the main text unless the term is sufficiently clarified by the surrounding text. On subsequent occasions they can occur in the main text, provided there is a reasonable assumption that even a reader unfamiliar with the source language will be able to identify them once they have been properly introduced. Generally, however, transliteration is preferred in the main text.

If you need to use a term from a source language which you cannot, or do not want to, translate, please transcribe the term and offer a precise definition. (See also below, ‘Names and offices’.)

Greek, Arabic, Cyrillic, Syriac, Georgian, Armenian etc. text is not italicised and rendered without quotation marks, as it is sufficiently distinguished by typeface. Latin, by contrast, should be italicised, without quotation marks. All source text must be typed in Unicode. Quotations in modern languages that draw on the Latin alphabet, by contrast, are not italicised and placed in quotation marks.

If you offer the full source text for a verbatim quotation from a source, this text should go into a footnote immediately following your translation. If you do not offer the full source text in the footnote, key terms should be given in parenthesis following the corresponding term in English, e.g.,

Bardaisan, a most able man and a most skilful disputant (διαλεκτικώτατος) in the Syriac language composed, in the local language and script, dialogues (διαλόγους) against Marcion’s followers and against other authors of differing opinions, together with many other works.

Greek prose sentences start with a small letter; only proper names retain their capitals. Verses may start with a small or capital letter, e.g. in order to emphasise an acrostichon, as you prefer.

Translations

For all translations, please make clear if it is yours or someone else’s (see also ‘Footnotes/References’ below). It is usually sufficient to place a generic statement in the introduction that all translations, unless otherwise noted, are yours, and then only reference those made by others.

Accents and diacritics

For transliteration of Arabic in the main text (technical terms) and footnotes (references to primary sources), please follow the *IJMES* transliteration guidelines:

[TransChart.pdf \(cambridge.org\)](http://TransChart.pdf(cambridge.org))

As stated above, quotations of primary sources should be in Arabic not in transliteration.

Highlight all occurrences of letters with accents and diacritics, foreign characters and IPA characters and list these on the Instructions to Typesetter form, showing exactly how they should appear.

Dates

Please use Common Era dates by default, and use the following forms:

- Monday, 9 November 1996 (that is, date as Arabic numeral, followed by month's full name, followed by full year in figures – not '96)
- 1930s (not 1930's)
- in the twentieth century (but twentieth-century literature)
- 1899–1901, 1900–1, 1900–10, 1910–18, 1923–4, 1989–91

The letters BC should follow the date, and the letters AD should precede the date. There is no need for AD from the year 500 onwards (unless in the context of the article you feel that it is important). Examples: 43 BC, AD 499, 632. If the date is approximate [indicated by 'c.'], AD and BC both follow the date, e.g. 'c. 353 AD'. (Please note that there is a space between c. and the number, followed by another space before AD or BC.)

Where it is especially necessary for clarity (referencing a literary sources, an inscription or coin where precision is needed), please also use AH dates, in the form: AH 73/692-3. Please do this only sparingly.

Names and offices

For Byzantine names, *JLAIBS* accepts the *Oxford Dictionary of Byzantium* system (i.e., an Anglicised first name wherever available: e.g., Constantine; Theodore Laskaris, John Tzetzes; but Alexios Komnenos and Andronikos Palaiologos); no Latinised versions of Greek names are accepted.

For other languages, such as Syriac, Georgian, Armenian, or Slavic, please discuss the issue with your assigned editor early on.

With the exception of emperor and patriarch, who should be referred to as such, please transliterate Byzantine court titles, offices and dignities using macrons for eta (ē) and omega (ō), b for beta, au for the alpha-ypsilon dophthong (αυ) and eu for epsilon-ypsilon (ευ). With the exception of caliph, all Arabic titles and names of offices should be transliterated following the above guidelines.

Please, do not attempt to translate titles, offices and dignities. Translation tends to cause confusion for those familiar with the titles as it often introduces ambiguity, and won't help those who do not know the background anyhow.

JLAIBS thus prefers 'kaisar' to 'caesar', 'despotēs' to 'despot', 'patrikios' to 'patrician', and, e.g., 'megas logothetēs' to 'grand logothete'. Please do explain their function in the main text or in a footnote, if you feel this is crucial to your argument

or helpful for the non-Byzantinist readers. The sole exception to this rule is a title as part of a well-established name; thus, ‘Symeon the Logothete’ or ‘Peter the Patrician’ rather than ‘Symeon the *logothetēs*’ or ‘Petros *patrikios*’.

Illustrations

Illustrations will be printed in greyscale and colour images will be included in the online version of the journal

Tables

- Should not contain anything that a typesetter cannot set using a keyboard.
- Should be presented on separate sheets of paper, one per page.
- Should be numbered decimally by chapter.
- Indicate the ideal location on the page of a table, but please note that the typesetter may not be able to place it exactly where indicated. If this is likely to cause a problem, please indicate what would and would not be acceptable.
- If the table has any notes, they should be indicated in the table by superscript a/b/c etc., not by asterisks, daggers or other symbols and notes should be given under the table together with source information.
- Please check carefully that the tables tally exactly with the text in the use of abbreviations, units of measurement and content.

Footnotes/references

General

- References are given in numbered footnotes.
- Note indicators should be superscript numerals, without parentheses, outside any punctuation. Note numbers, following on sequentially in the text, should never be set in tables or figures as the positioning of the tables/figures may have to be changed during the typesetting process. Number any notes to tables/figures a, b etc. and present them with the table/figure.
- Notes to headings should be avoided.
- Supply a full reference the first time the source is mentioned in the footnotes. Thereafter, the short-title version should be given.
- Your ‘Abbreviations’ should be based on the list available on the Dumbarton Oaks website (<https://www.doaks.org/research/publications/resources-for-authors-and-editors/list-of-abbreviations-used-in-byzantine-publications>). You are welcome to add further abbreviations not covered by the Dumbarton Oaks list, if this proves useful in the context of your volume.
- The Lists of figures, maps and tables must include full details of provenance as well as copyright information.
- For books with three or more authors, all of the authors’ names should be given in the full bibliographic citation, wherever it occurs. In all other citations of books with three or more authors, use surname of first author followed by ‘et al.’.

- Abbreviations in bibliographies should be spelt out or explained but abbreviations for US states are acceptable. Please make sure this is using a consistent, recognised full set of abbreviations (use the two-letter codes) preceded by a comma. Only places that might be confused with cities in the UK (Cambridge, Durham) or are obscure (Albany) need take the state abbreviation.
- In writing footnotes, you should consider completeness, clarity and brevity in that order. Paragraph breaks within notes should be used sparingly, if at all.
- References *always* precede quotations, regardless of whether you are quoting a medieval or modern text: no footnote starts with a direct quotation!
- Use of ‘op. cit.’ should be avoided. ‘Ibid.’ can be used provided that it is unambiguous.

Referencing sources

(First reference with full title; thereafter short-form title)

Ammianus Marcellinus, *Res Gestae*, 15.1.1-4, ed. W. Seyfarth, *Ammiani Marcellini Rerum Gestarum Libri qui supersunt* (Leipzig 1978), 37–38

Subsequent short-form title: Ammianus Marcellinus, *Res Gestae*, XX.XX.X-X, ed. Seyfarth, XX–XX.

Vita Basilii, 1.3–7, ed./trans. I. Ševčenko, *Chronographiae quae Theophanis Continuati nomine fertur. Liber quo Vita Basilii Imperatoris ampelicitur*, CFHB XLII (Berlin, 2011), 8–9

Subsequent short-form title: *Vita Basilii*, X.XX–XX, ed. Ševčenko, X–X
(Ševčenko’s edition counts lines per paragraph)

Niketas Choniates, *Historia*, ed. J. van Dieten, *Nicetae Choniatae historia, pars prior* CFHB. Series Berolinensis 11.1 (Berlin, 1975), 49.16–20

Subsequent short-form title: Choniates, *Historia*, XX.XX–XX

(No mention of the editor in the short-form title is needed when the reference is only to pages and lines from the standard edition of the text, as in cases such as the *Historia* of Niketas Choniates or the *Chronicle* of Theophanes the Confessor)

Generally, *JLAIBS* prefers English short titles for primary sources with the exception of well-established variants in Latin, e.g. *Res Gestae*, *Vita Basilii*, *DAI* or *De Cer*.

Available translations may be indicated following a quote from the source: in the following example, the translation would be an inset paragraph in the main text:

Theophanes Continuatus, 6.17, ed. Bekker, 448.16–449.1: τῶν ἀπανταχοῦ γὰρ στρατηγῶν καὶ βασιλικῶν πρωτονοταρίων καὶ τῶν ἐν κόμμαϊς ἐπαρχίαις τε καὶ πόλεσιν, ἔτι μὴν καὶ εἰς ἀρχηγοὺς ἔθνῶν ἀποστελλομένων γραμμάτων, καὶ τούτων

παρ' αὐτοῦ ἀναγινωσκομένων, εὐθὺς τὸ φρόντισμα αὐτῶν διορίζετο τί μὲν δέον περὶ τῶν ἐξ Ἀνατολῆς γεγενῆσθαι τί δὲ περὶ τῶν ἀφ' Ἑσπέρας, καὶ τούτοις ὡς τὰ πολλὰ ὡσπερ πτηνὸς διήρχετο, πρεσβείας δεχόμενος, ἄρχουσιν ἐπιστέλλων, τὰς προπετῶς γεγενημένας μεταβολὰς ἐπανορθούμενος, tr. Shepard, 'Byzantine Diplomacy', 41.

Whole chapters can be quoted in the following manner:

Constantine VII Porphyrogennetos, *De thematibus*, I, chs 8–13, ed. Pertusi, 73–7.

Example of a Latin source:

Liudprand of Cremona, *Antapod.*, 5.5, ed. Chiesa, 147, tr. Squatriti, 197–8.

Referencing secondary literature

(First reference with full title; thereafter short-form title)

Monographs:

A. M. Schor., *Theodoret's People: Social Networks and Religious Conflict in Late Roman Syria* (Berkeley and Los Angeles, 2011).

Recommended short title: Schor, *Theodoret's People*

G. Necipoğlu, *The Age of Sinan: Architectural Culture in the Ottoman Empire* (London, 2005).

Recommended short title: Necipoğlu, *Age of Sinan*

L. Brubaker, and J. F. Haldon, *Byzantium in the Iconoclast Era, c. 680–850: A History* (Cambridge, 2011).

Recommended short title: Brubaker and Haldon, *Byzantium in the Iconoclast Era*

Edited Volumes:

E. M. Jeffreys (ed.), *Rhetoric in Byzantium: Papers from the Thirty-Fifth Spring Symposium of Byzantine Studies, Exeter College, University of Oxford, March 2001* (Aldershot, 2003).

Recommended short title: Jeffreys, *Rhetoric in Byzantium*, though normally, individual chapters would be referenced rather than the volume as a whole.

Y. Stouraitis (ed.), *A Companion to the Byzantine Culture of War, ca. 300–1204* (Leiden, 2018).

B. Flusin and J-C. Cheynet (eds), *Autour du Premier humanisme byzantin & des Cinq études sur le XI^e siècle. Quarante ans après Paul Lemerle*, Travaux et Mémoires, 21/2 (Paris, 2017).

Book chapters:

R. Macrides, 'Saints and Sainthood in the Early Palaiologan Period', in S. Hackel

(ed.), *The Byzantine Saint* (London, 1981), 67–87.

Recommended short title: Macrides, ‘Saints and Sainthood’

B. Flusin, ‘Aréthas de Césarée et la transmission du savoir’, in B. Flusin and J.-C. Cheynet (eds), *Autour du Premier humanisme byzantin & des Cinq études sur le XI^e siècle. Quarante ans après Paul Lemerle*, Travaux et Mémoires, 21/2 (Paris, 2017), 309–24.

Recommended short title: Flusin, ‘Aréthas de Césarée’

Journal articles:

A. E. Laiou, ‘The Role of Women in Byzantine Society’, *JÖB* 31/1 (1981), 233–60.

Recommended short title: Laiou, ‘Role of Women’

Conference papers:

B. Pentcheva, ‘Epigrams on Icons’, paper presented to the 2003 Byzantine Studies Conference, Lewiston, Me., 18 October 2003.

Recommended short title: Pentcheva, ‘Epigrams on Icons’

Thesis:

T. Hoffman, ‘Ascalon ‘Arus Al-Sham: domestic architecture and the development of a Byzantine-Islamic city’, PhD thesis, University of Chicago, 2003.

Recommended short title: Hoffman. ‘Ascalon ‘Arus Al-Sham’

Please make sure to use the same short title throughout your article.

Please integrate your references as much as possible into your running text. For example:

1. The reader might be whoever had initially carried Pothos’s letter, as Jeffreys and Lauxtermann, *Letters of Michael Psellos*, 187 suggest; ...
2. Syrianos, *Compendium*, chs 1–3. See Zuckerman, ‘Compendium’, for the identification of the author; Rance, ‘Date’, for the ninth-century date; and most recently Kaldellis, *Byzantine Republic*, 15–16.

References to footnotes should be formatted as e.g. ‘67 n. 31’.

References to a volume of a work should take the form ‘Hunger, *Hochsprachliche profane Literatur*, 2:125’.

In the course of prose, write out ‘page(s)’ or ‘notes(s)’ e.g. ‘on pages 250–51’; avoid ‘p(p).’ and ‘n(n).’

Referencing the same publication as a source or a secondary work:

This is a common challenge under the Chicago system and can easily lead to confusion. In order to avoid such confusion, the same book will be quoted separately as a source – as discussed above – and a secondary work (e.g. when referring to the

introduction or the editor's notes):

As secondary text: Heisenberg, *Georgii Acropolitae opera*, ix.

As source: Georgios Akropolites, *History*, ch. 6, ed. Heisenberg and Wirth, 10.17–26.

As secondary text: Dennis, *Letters of Manuel II Palaeologus*, xlii.

As source: Manuel II Palaiologos, *Letter 32*.10–19, ed. Dennis, 87–9.

Referencing manuscripts:

When referencing a manuscript, please spell out the shelf mark on first encounter, e.g. Parisinus graecus 1608, Vaticanus graecus 714 or Palatinus graecus 23. On subsequent encounters, please abbreviate along standard rules: Paris. gr. 1608, Vat. gr. 714, Palat. gr. 23.

JLAIBS prefers 'fol.' and 'fols.' to 'f.' and 'ff.' Please state at all times whether you are referring to the r(ecto) or v(erso) of a folio: 'fols. 13v–24r', not 'ff. 13v–24'.

Referencing chapters/sections in monographs vs. referencing chapters in edited volumes:

Please note that chapters or sections in monographs are usually referenced under the title of the whole book:

Alexander, *Performance and Power*, 82–91 = Alexander, *Performance and Power*, ch. 3.

If you wish to draw attention to the relevance of the section quoted, append the chapter title in brackets:

Alexander, *Performance and Power*, ch. 3 ('Performance and the Challenge of Power').

Chapters in edited volumes, by contrast, are usually referenced by the chapter title, not the title of the volume. Thus

Flusin, 'Aréthas de Césarée', 320–4

Referencing lexicon entries

lexicon entry 'Patrikios', *ODB* 3:1600 or *ODB* 3:1600 s.v. 'Patrikios'.
PmbZ 471.
PBW Ioannes 59.
PLP 16023.

The lexica thus referenced would be included with full bibliographical data in your 'Abbreviations' but not your 'Bibliography'.

Miscellaneous

Capitalisation

- Please keep capitals to a minimum.
- Use capitals BC, AD, CE (common era) and BCE (before the common era).
- Use to distinguish specific from general, for example ‘He is a professor at Edinburgh University ...’ but ‘He is Professor of literature at ...’.
- Always capitalise initials of key words in English-language titles of books (titles are italicised); see *Bibliography*.

Abbreviations

- Full points should be used in abbreviations. Examples:

i.e.	Co.
e.g.	no.
Esq.	ibid.
etc.	et al.
- Note, however, that it is preferable in text to say:
 - ‘for example’ rather than ‘e.g.’
 - ‘that is’ instead of ‘i.e.’
 - ‘and so on’ instead of ‘etc.’
 - ‘namely’ instead of ‘viz.’
- No full points should be used in **upper-case** abbreviations such as ‘US’ or ‘UK’ but please note that people’s initials are spaced and followed by a full point:
A. A. Milne
- Abbreviated units of measurement do not have full points and do not take a final ‘s’ in the plural.
- Use two-letter abbreviations for US states in references and bibliography (i.e. Cambridge, MA *not* Cambridge Mass.). If in doubt (and as these are highly eccentric, please err on this side), please check the list in *Butcher’s Copy-editing*.

Captions

If there are any tables, figures, maps or other illustrations, captions should be consistent and clear. They usually take the form:

Figure x.x [space here] The title of the figure, taking initial capital for the first word and any proper nouns. (Source: Details to be given.)

Contractions

Those ending with the same letter as the original word do not take a full stop, for example Mr (not Mr.)/Ltd/1st/eds/edn/vols/cwt/Dr/Mrs and so on.

Ellipsis

Show ellipses by three evenly spaced dots on the same line, preceded by a character space and followed by a character space or by a closing quotation mark (or a closing

parenthesis). Avoid following ellipses with a full stop or a comma. See also *Quotations*.

Emphasis

Emphasis should be achieved by the phrasing and grammar. It should not be necessary to use italics or bold to show emphasis.

En and Em rules

- Unspaced en rules are used between dates and wherever the dash can be interpreted as ‘to’.
- Spaced en rules are used for parenthetical dashes.

Extracts

- Mark as ‘EXT’ all quotations of more than 40 words; numbered lists; verse extracts of one or more lines; small tables in the text (see also *Tables*).
- All extracted quotations should begin full out left within the indented block.

Fonts and typography

- The designer will decide upon these when the typescript has been copy-edited. Please attach a separate note if you want particular attention to be paid to the design of a specific section.
- Please make sure that bold and italic have been correctly marked in normal text.

Hyphenation

Hyphenation should be kept to a minimum. It is normally used adjectivally, e.g. ‘nineteenth-century building’ but ‘a building of the nineteenth century’.

Internet citations

- Please do not underline these, they should appear in the **following** form www.edinburghuniversitypress.com (accessed 29 September 2020).

Italics

Italics should be used for foreign words except:

- when part of a foreign-language quotation
- when the word has been assimilated into the English language.

Italics should also be used for titles of newspapers, journals, plays, books, films, works of art, names of ships, but *not* for the names of institutions or associations.

Please italicise only what is necessary – surrounding punctuation should not be italicised.

Legal issues

Err on the side of caution if there is any danger of text being interpreted as libellous. Personal criticism of living individuals should not be made without very careful consideration of the possible legal consequences.

Numbered lists

All numbered lists should be numbered ‘1.’, ‘2.’ etc. and not with letters or roman numerals. Parentheses around numbers can be used in running text [‘I saw (1) an elephant and (2) a mouse] but should not be used for note indicators or in numbered lists:

I saw

1. an elephant
2. a mouse

Numbering system

All figures, photographs and tables should be numbered decimally by chapter (e.g. the first table in Chapter 3 would be 3.1 etc.), even for multi-author titles.

Numbers

- Ranges of numbers: please omit any digits that are not necessary to understanding (but any number in the ’teens should show both digits). Some examples:
3–6, 15–17, 23–4, 37–43, 44–101, 100–9, 105–6, 111–13, 115–17, 123–4, 137–43, 144–244
- Spell out numbers up to but not including 10 for technical books. Spell out words up to but not including 100 for more literary texts.
- 6,000, 10,000 *not* 6 000, 10 000.

Possessives

We favour ’s (e.g. Fawkes’s, Woods’s, Rix’s) with the usual exception of late antique and medieval names: Marcelinus’, Niketas’, Alexios’, and names endings in an ‘iz’ sound.

Quotation marks

- Please use single quotation marks throughout, with double quotes for an inner quote: ‘xxxx “yyyy” xxxxx’.
- Displayed quotations (see under *Quotations*) have no quotation marks: any quotes within a displayed quote will have single quotation marks.
- A few philosophical and linguistics texts use quotation marks for different, specialist purposes. Check with the author if in doubt.
- Please be consistent in the use of curly or straight quotation marks. If authors have used a mixture, please query this as there may be some logic behind it.

Quotations

- Quotations of more than 40 words should be displayed. Please indent them or type as a separate paragraph with a line space above and below.
- Introductory ellipses should be avoided but concluding ellipses are acceptable.
- Original spellings should be used. Add [*sic*] if necessary.
- Capitalising quotations: Please capitalise quotations on an *ad hoc* basis according to sense. If a quotation starts a new sentence, then use a capital. If it continues as part of a sentence, use lower case.
- Sources should be indicated using superscript note indicators after the quotation, outside full stops. The source itself should then be given in a numbered note at the end of the chapter.
- Alternatively, if the source of the quote is given at the end of the quote under the author-date system, the positioning of the source details should be immediately after the quote. If the quote is in verse form, the source details should be on the line below the quote, ranged right.

Scripture references

Use Arabic numerals, dividing chapter and verse by a colon followed by a space, e.g.: 2 Cor. 12: 4.

Sexist usage

- Try to reword some instances to avoid using pronouns rather than overusing ‘he and she’. Consider using the plural ‘they’ if it seems appropriate. If rewording is not possible, it is preferable to use ‘he or she’, not ‘s/he’ or ‘he/she’.
- Avoid using the word ‘Man’ to refer to the species and avoid its use in stereotyped clichés, e.g. ‘they decided he was the right man for the job’.

Spaces

Figures and abbreviated measurements should be closed up, for example: 20km, not 20 km. Please note that there should be **one character space between sentences** and not two.

Spellings

British with -ise, -our endings. We favour the following: judgement, focused, connection, premise, medieval.