NOTES FOR AUTHORS: Articles in English

The *Journal of Qur’anic Studies* welcomes contributions in English and Arabic on all aspects of Qur’anic and Qur’an related studies. English-language submissions should be of between 7,000 and 13,000 words in length, not including endnotes. Items shorter than 5,000 words may be suitable for the ‘Notes and Correspondence’ section of *JQS*.

**Manuscript format and the presentation of submissions**

All submissions should consist of the following, as applicable:

1. **Manuscript**
   
   *Email submissions*: Authors should submit one copy of their article in pdf format, and one formatted as an MS Word attachment. English articles should be submitted in a unicode font, Arabic articles in Times New Roman.

2. **Cover sheet**
   
   On this should appear the name and full contact details of the author, and the title of the paper.

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.

**General Instructions**

1. **Endnotes / references**: Textual citations, bibliographical references and other notes will be printed as numbered endnotes using the short title system, alongside a separate bibliography containing full publication details, which should be included with submissions. Details of the *Journal’s* bibliographical reference system are given below.

2. Please present the text with as little formatting as possible (i.e. in ‘normal’ style, with no automatic numbering, etc.), and with full diacritics.

3. Please include the author’s name and affiliation as they should appear in the printed text.

4. **Illustrations, figures, maps, and photographs**: Please provide images as separate files/pages and indicate clearly in the manuscript where they should be inserted. Tables may be given in the body of the text. All tables and images must be numbered and have a title, i.e. ‘Table 1: The dialects of Morocco’; ‘Fig. 1: The cursive form of the Arabic script’. Captions should be consistent and clear.

   Note: All illustrations, figures, maps and / or 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. Please see the additional notes on images below.
Style Guide

The details which follow are a brief list of common stylistic points:

1. **Dates:** Death dates should be supplied according to both the Hijrī and the Christian calendar for all early and medieval figures mentioned, in the format (d. 646–7/1249–50); modern figures are published with years of birth and (where relevant) death according to the Christian calendar only. Please cite centuries in both Hijrī and CE in the format first/sixth century, exact dates in the format 23 Shaʿbān 817/7 November 1414.

2. **Numbers:** One to nineteen to be spelt out, 20 and above to be given in numeral form. In cases where numbers above and below 20 are cited in the same sentence, give all as numerals.

3. **Personal names:** Please transliterate all Arabic and Persian personal names. On first usage (where relevant), quote names in the order: shuhra, full name, e.g. Ibn Rāhawayh, Ishāq b. Ibrāhīm al-Tamīmī; for later occurrences the name under which the person is generally known (shuhra) may be used.

4. **Place names:** Please give the names of all cities and towns that are in familiar English usage as in English usage (i.e. Baghdad, Cairo, Medina, Mecca). All others are to be in transliterated, normal text (i.e. Akhmīm).

5. **Transliteration and Arabic text:** Authors are expected to adhere to the convention of transliterating single words and phrases, and short sentences, in italic roman script 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 (e.g. sura, Qur'an, Islam). Otherwise, words should be transliterated and italicised, and plurals should follow the Arabic (i.e. isnād, asānīd).

6. **Hyphenation and En/Em rules:** Hyphenation should be kept to a minimum. It is normally used adjectivally, e.g. ‘nineteenth-century building’ but ‘a building of the nineteenth century’. For hyphenated words use the normal hyphen (e.g. pre-Islamic). When hyphenating numbers, please use the En-dash (e.g. 755–77). Spaced en rules are used for parenthetical dashes (… asides in the text – authorial remarks and the like – are an example).

7. **Spelling:** Please use English spelling rather than American, for example ‘s’ rather than ‘z’ in words such as ‘utilis/ze’, ‘specialis/zed’, ‘centre’ instead of ‘center’, etc.

8. **Abbreviations:** Full points should be used in abbreviations (e.g. i.e., etc.). No full points should be used in upper-case abbreviations such as ‘US’ or ‘UK’ but please note that people’s initials are followed by a full point: A.A. Milne.

9. **Contractions:** Those ending with the same letter as the final letter of the word being contracted do not take a full stop, for example Mr (not Mr.) /Ltd/eds/edn/vols/Dr and so on.

10. **Capitalisation:** Please keep capitals to a minimum. Use to distinguish specific from general, for example ‘He is a professor at Edinburgh University …’ but ‘He is Professor of literature at ...’.

11. **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.
12. **Spaces:** Please note that there should be one character space between sentences and not two. Figures and abbreviated measurements should not be closed up, for example: 20 km, not 20km. Spaces between initials, however, should be closed up (A.A. Milne as opposed to A. A. Milne).

**Quotations**

1. Quotations of more than 40 words should be indented by 1cm on both left and right margins with a line space above and below.
2. Ellipsis should only be used inside quotations.
3. Original spellings should be used. Add *sic* if necessary.
4. **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.
5. The source of the quote should be given immediately following the quote under the author–date system. If the quote is in verse form, the source details should be on the line below the quote, ranged right.
6. Please use single quotation marks throughout, with double quotes for an inner quote: ‘xxxx “yyyy” xxxxx’.
7. **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 in regard to published translations and versions of the Arabic text, the suras of which are numbered using a system differing from the standard numbering.

**Images and Illustrations**

1. If an author wishes to illustrate something using a photograph, image, drawing, diagram or chart, please ensure a high-quality electronic scan is supplied or, if this is not possible, a transparency or high-quality print.
2. For photographs, please scan at a minimum of 300 dpi and save as a TIFF. For line illustrations (i.e. maps, graphs, etc), please scan at a minimum of 1200 dpi and save as a TIFF. The final size of the scan should be approximately 250 x 200 mm.
3. Areas of detail that appear in very dark areas of a photograph are particularly difficult to reproduce successfully, especially if there is a strong light contrast in the image.
4. Please do not embed images or tables in Word/Excel documents.
Bibliographical References and Endnotes

The system used by the *Journal of Qur’anic Studies* is to provide a bibliography containing full publication details appended to the article, and to use 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.

### Bibliography Reference

<table>
<thead>
<tr>
<th>Type of Source</th>
<th>Reference Format</th>
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<tr>
<td>Published Book</td>
<td>Author’s name¹, <em>Book title: sub title²</em>, editor/compiler/translator/reviser³, series, number in series, edition⁴ (number of volumes. Place of publication: publisher, date), volume number⁵, page reference⁶.</td>
</tr>
<tr>
<td>Article in an Edited Volume</td>
<td>Author’s name, ‘article title’ in editor’s name (ed.), <em>book title</em>, series name, edition (number of volumes, Place of publication: publisher, date), volume number, page numbers, page reference.</td>
</tr>
<tr>
<td>Article in a Journal</td>
<td>Author’s name, “article title”, <em>name of journal</em> volume number⁷: issue number (year), page numbers, page reference.</td>
</tr>
<tr>
<td>Article in an Encyclopaedia⁸</td>
<td>Author’s name, art. ‘article title’ in <em>name of encyclopaedia</em>, edition, volume number, page numbers, page reference.</td>
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¹ Initials or forenames first. Arabic names (especially from the classical period) as follows: *shuhra*, full name, e.g. Ibn Rāhawayh, Ishāq 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 Dhī’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 Using the format: vol. 3. Where it is more appropriate to refer to bāb, kitāb, fasl, etc., this should be done with care taken that the system adopted is clear and consistent.

⁶ Using the format: p. 5; pp. 22–4.

⁷ In arabic numerals.

⁸ With the exception of the *Encyclopaedia of Islam* and the *Encyclopaedia of the Qur’ān*, for which details of volume and page number are not required.
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*.

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