AUTHOR GUIDELINES FOR ISLAMIC AFRICA SUBMISSIONS

1. General Guidelines

1. Electronic submissions are strongly encouraged, but not required. Manuscripts should be submitted electronically, by e-mail or on disk, preferably in Microsoft Word.doc format, and should be accompanied by affiliation and contact information (if possible, including an e-mail address) for the author. If absolutely necessary, we can also accept paper manuscripts and conduct review via postal mail.

1.2. There should be only a single space between sentences in text; and only one return between paragraphs. Double spaces are automatically removed during copyediting, as are spaces before periods, etc.

1.3. Authors should normally divide up their text into sections and paragraphs. The sections should bear titles (called headings, subheads, or subtitles), and it is preferable to have one section per about three pages.

1.4. Tables, figures, illustrations, and photographs should be numbered consecutively, and you should provide these as well as accompanying captions in separate documents, with callouts in the text.

2. Basic Spelling, Punctuation, and Style

2.1. *Islamic Africa* uses American (as opposed to British) rules of spelling, style, and punctuation. *Webster's Collegiate Dictionary* applies in most spelling questions. The *Chicago Manual of Style* applies in most style and/or punctuation questions.

2.2. *Islamic Africa* applies American rules of spelling. The most common differences between American and British spelling are in endings: American spelling uses "se" instead of "ce" (e.g., *defense* instead of *defence*), "or" instead of "our" (*favor* instead of *favour*), "er" instead of "re" (*center* instead of *centre*), "yze"

instead of "ise" (*analyze* instead of *analyse*), and "ize" instead of "ise" (*globalize* instead of *globalise*). *Webster's Collegiate Dictionary* applies in most spelling questions.

2.3. *Islamic Africa* applies American rules with regard to quote marks and other questions of punctuation. Quotes in the text are denoted by double quote marks. Quotes within quotes are denoted by single quote marks, e.g.: He said, "The article 'Man and Nature' is quite useful." (Note that closing periods and commas go inside the quote marks, not outside of them.) For further levels of quotes within quotes, double and single marks are used alternatively.
Lengthy quotations should be put in separate paragraphs, and are thus not surrounded by quote marks.

2.4. An ellipsis: . . . is used to represent either something missing in the ms, i.e., not of the editor's will, or something that has been removed willfully by the editor/translator. Brackets are not used to enclose ellipses in either case.

2.5. M-dashes: — are used for insertions, without space before or after ("The man on the boat—who was elderly—soon fell into the sea").

2.6. N-dashes: – are used to denote inclusive dates, page numbers, and any other inclusive numbers; e.g., 1986–87, 2000–2007, or 183–87. The N-dash basically means "from [such-and-such] to [such-and-such]."

2.7. Bullets or numbers (rather than hyphens or stars) may be used for lists, but it is better if possible to avoid any such lists.

2.8. The use of the abbreviations "e.g.," "i.e.," and "etc." is acceptable in text and references.

3. Footnote and Bibliography Style

3.1. Citations should be numbered footnotes in the text prepared according to

AUTHOR GUIDELINES FOR ISLAMIC AFRICA SUBMISSIONS

the *Chicago Manual of Style* (15th edition) humanities style (see the quick citation guide at http://www.chicagomanualofstyle.org/tools_citationguide.html). All cited works must be included in the bibliography at the end of each article.

3.2. The first occurrence of every cited work should contain a complete reference in the form: G. Nachtigal, *Sahara and Sudan,* trans. A. G. B. Fisher and H. J. Fisher, 4 vols. (London: Christopher Hurst, 1971–87), 3:435–37. Subsequent references should be in a shortened or abbreviated form, e.g., Nachtigal, *Sahara and Sudan,* 3:438.

3.3. The following are typical formats for first references to various types of sources:
• Book: John Doe, *Journey to Africa* (New York: Random House, 1975), 234–46.
• Edited book: Peter Pan, ed., *Travels in Africa* (London: Winterbotham, 1978).
• Translated book: John Doe, *Mon voyage à l'Afrique,* trans. François Boucher (Paris: Gallimard, 1984).
• Article: John Doe, "An Incident on My Journey to Africa," *Journal of African Studies* 16, no. 3 (1975): 186–93
• Chapter or essay in book: John Doe, "Another Incident in My Journey to Africa," in *Travels in Africa,* ed. Peter Pan (London: Winterbotham, 1978), 46–53.
• Dissertation or thesis: John Doe, "My Journey to Africa," Ph.D. dissertation, Oxford University, Oxford, 1978.

3.4. The following are typical formats for shortened references to various types of sources:
• Book: Doe, *Journey to Africa,* 114.
• Article: "Incident on My Journey to Africa," 190.
• Chapter or essay in book: Doe, "Another Incident," 49.
• Thesis: Doe, "Journey to Africa," 26. In shortened references, only the author's last name is given. Only as much of the title is given as is necessary to identify it. Qualifications such as "ed." and "trans." are not given in shortened

references. The use of "ibid." and "op. cit." is discouraged.

3.5. Author's name: One may write the author's name in full or with first (or first and middle) initials only. For joint authorship, use "John Doe and Peter Pan" in footnotes, and "Doe, John, and Peter Pan" in bibliography citations. In secondary references, use "Doe and Pan."

3.6. Numbers: Arabic (rather than Roman) numerals are used for all numbers in source citations (e.g., page numbers, volume and/or issue numbers). Page numbers are inclusive; thus 234–35, not 234–235 or 234–5. Since the numbers 11–19 are considered indivisible in English, they are typed in full.

3.7. Abbreviations: The abbreviations "p." and "pp." are not used. The abbreviations "ed.," "trans.," "vol.", "no.," and "ff." are used. The abbreviation "f." (e.g., 56 f.) is not used; instead, the second page number is given (e.g., 56–57). The abbreviation "cf." is not used; instead, we use either "see," "see also," or "compare." When referring to the length of mss, "pp." is used to signify the unit given, in exception to the "no pp." rule above.

3.8. Miscellaneous rules: The first edition of a work is indicated in the format: New York: Random House, 1967 (1949). Editions are cited as *Journey to Africa,* 2nd ed. Citations of footnotes are styled thus: *Journey to Africa,* 234 n. 2. Cross-references to notes ("see note 3 above") may be allowed, but should be kept at a minimum.

3.9. Bibliography style: The following are typical formats for citations of various types of works:
• Book: Doe, John. *Journey to Africa.* New York: Random House, 1975.
• Edited book: Pan, Peter, ed. *Travels in Africa.* London: Winterbotham, 1978.
• Translated book: Doe, John. *Mon voyage à l'Afrique.* Translated by

François Boucher. Paris: Gallimard, 1984.
• Article: Doe, John. "An Incident on My Journey to Africa." *Journal of African Studies* 16, no. 3 (1975): 186–93
• Chapter or essay in book: Doe, John. "Another Incident in My Journey to Africa." In *Travels in Africa,* ed. Peter Pan (London: Winterbotham, 1978), 46–53.
• Dissertation or thesis: Doe, John. "My Journey to Africa." Ph.D. dissertation, Oxford University, Oxford, 1978.

4. Transliteration

4.1. It is the author's prerogative whether to use transliteration or not in articles. The journal prefers use of transliteration in articles concerning sources and documents, however. When transliteration is used, it should be consistently used in the article. The following rules apply when transliteration is used.

4.2. Use a Unicode font for transliteration; this font contains the letters with diacritics (e.g., the macroned letters *ā and ī,* the *ayn* and *hamza,* and subdotted letters) that are essential for transliterating Arabic terms. If you are unsure or unable to use the Unicode font, indicate in an enclosing e-mail which font you are using. If your computer system is not capable of transliteration, use normal letters and indicate the diacritics clearly on the enclosed printout. In all such cases where Unicode is not used, you must include a printout on paper of your article.

4.3. Terms in Arabic (or other non-Latin scripts) that have not entered into the English language are given in italics lowercase; e.g., *ajami, qāḍī, wazīr, askiya.* Arabic or other terms that have entered into the English language are given in roman; e.g., caliph, mufti, imam. The authority for this is *Webster's New Collegiate Dictionary;* if the term is in this dictionary, then it has entered into English and should be given in roman.

(See the list of Arabic terms below in section 5, "Arabic Terms: English or Non-English.")

4.4. *Islamic Africa* applies the amended *EI* transcription format; i.e., ( ) - b - t - th - j - ḥ - kh - d - dh - r - z - s - sh - ṣ - ḍ - ṭ - ẓ - ʿ - gh - f - q - k - l - m - n - h - w - y; aw, ay; *nisba* suffix as *-iyya,* and feminine ending as *-a* in pausal form and *-at* in *iḍāfa* (as: *Muqaddimat sharḥ al-Risāla al-Qushayriyya).* We use "real" *ʿayn* and *hamza* (ʿ and ʾ), not single quotes (ʿ and ʾ).
Hamzat al-waṣl is rendered by an apostrophe, as in Abū ʾl-ʿAbbās, *ʿalā ʾl-arḍ, wa ʾl-kitāb.* A space is added before the second word if there is one in Arabic: *fī ʾl-,* but *bi ʾl-.*
There is no elision after ʾ: *badāʾiʿ al-kidhā,* not ʾl-k. Only of *waṣla* in *iḍāfa,* but then irrespective of word: *wa ʾttiṣāl* as well as *wa ʾl-ittiṣāl.*
Try to avoid "the-*al*" collisions by rewrites. If unavoidable, prefer *al-* in book titles (he said in *al-Kitāb al-akhḍar*); otherwise, prefer "the" and drop *al-*: "in the *ṣalāt al-aʿẓam.*"
Prepositions as *bayn, taḥt: bayn al-yadayn,* not *bayna ʾl-yadayn.*
When two particles, neither of which can stand alone, are joined into a word, they are written without a hyphen. When the second particle can stand alone, they are joined with a hyphen: *fīka, fa-man.*
Arabic words used as words are in italics, without quote marks: "the words *min al-Qurʾān* were not found."
The months Jumādā and Rabīʿ are rendered as Jumādā I, Rabīʿ II (not al-awwal, al-thānī). *Hijrī* / CE dates are given as: Jumādā II 14/April 2, 1493.

5. Arabic Terms: English and Non-English

5.1. The list below contains common Arabic terms that have entered into English:
caliph
emir (or amir)
fatwa
hadith
hajj
imam

jihad
jinn
Kaaba
madrasa
Mahdi
marabout
mufti
sharif (or sherif)
sheikh (or shaykh)
ulama

5.2. The list below contains common Arabic terms that have *not* entered into English:
ajami
qāḍī
ṣalāt
sunna
wazīr
zakāt

6. Other Arabic-Related Rules

6.1. Arabic book titles are as a rule never translated in text or references.

6.2. Arabic publisher and journal names: only capitalize the first word and any names in them (Dār al-Miṣriyya li'l-nashr).

6.3. Proper nouns: the following are some frequently encountered proper nouns (i.e., names):

• Mahdist / mahdist: Use the capitalized form when referring to a Sudanese or other specific mahdi (e.g., the Mahdi); use lowercase when referring to mahdis in general.
• Moghul or Mughal are both accepted.
• The spellings Qurʾān, Quran, or Koran are the author's choice. Verse references accordingly: (Q 2:24) or (K 2:24).
• Saʿdian or Saʿdid are both accepted, as are Mārinid or Mārinī (Morocco).
• The Sharīʿa; the Sunna; but *sharīʿ:* this is a *sunna* of the Prophet.
• Sunnī and Shīʿī are names, thus diacritics but roman.
• ʿUthmān b. Fodiye is his name; this spelling is applied in all articles.

7. More on Arabic Text: "Sources" Articles

The normal sequence of a "Sources" article is introduction, Arabic material, translation, although the author has discretion here.

There is considerable leeway in the formatting of non-European text, due to the variation in the material. If the original document is available and legible, we may use this in place of or in addition to typed-in text. The material should be made available electronically, either in the appropriate place in the English text or, if necessary, as a separate file. (If the latter, indicate clearly where each section should be inserted.)

Arabic prose is normally rendered as continuously running text, not line by line. If desired, line breaks in the original may be indicated by slashes (/). The translation does not need to reproduce the slashes. Prose text is normally divided into paragraphs by the author/editor, even when not so in the original, and paragraph division should match in Arabic and translation. Page or folio numbers in the original can be indicated between double slashes [/32/] in Arabic and (if required) in the translation

Poetry, lists, or similar material may have line numbers added by the author, but this is not required, and should in any case be indicated to the reader. Such editor's line numbers, in square brackets, [12], may be written in Latin script.

Curly brackets { } are used to mark notations in the ms, e.g. comments in margin.

Square brackets [ ] are used to mark editor's reconstructions and other editorial material. Editor's remarks are put in footnotes (in Arabic or English by choice).

8. Division Between Arabic and Ajami Terms and Names

8.1. Special rules apply for African languages that were sometimes written

AUTHOR GUIDELINES FOR ISLAMIC AFRICA SUBMISSIONS

in Arabic, and sometimes in Latin script. The following are a few rules for dealing with these languages.

• There are no diacritics in Hausa name forms (Sheku Ahmadu, not Aḥmadu). Indcations of sounds, etc., are accepted in Yoruba (o̩).

• Ground rule: If a name form is found in *ALA*, we use that, Arabic or local.

• The word *ajami* can be a Hausa term as well as an Arabic one (ʿ*ajamī*).

• The terms *askiya* and *malam* are italicized.

• Local titles: If a title refers to one specific post in one particular state, consider it as a name; otherwise as a term (Sarkin Bale in Dawra; he rose to the office of *sarki*).

• The spelling "Borno" is accepted, but "Bornu" is preferred. (*ALA*: Borno is used for the modern state only.)

• Ground rule for transliteration of Sudanese Arabic colloquial names and words: Consonants are approached to the written form, thus q and j, not g; while vowels are approached to the pronunciation, thus ō, not aw or ū. *Sīd al-qūm* can be either *sayyid al-qawm* or *sīd al-qōm*, when advised so by the Sudanists (Ḥōsh for Ḥawsh, Kōkō for Kūkū, etc.).

• Somali and other non-Arabic names of Arabic origin. Ground rule: Names referring to people / events discussed in Arabic-script texts should be written in Arabic transliteration unless the Arabic form would be unrecognizable by users. Modern Somali names are otherwise written in Latinized Somali spelling.