

Contributions and Editorial Correspondence

Send article submissions to the Editorial Office (address on inside front cover or home page). Books for review should be sent to the Editor for forwarding to the Book Review Editors. Unsolicited book reviews cannot be accepted for publication. Articles must be based on original research and the careful analysis of archival and other primary source materials. Manuscripts are evaluated with the understanding that they have not been published elsewhere in any language, are not under consideration for publication, or part of a book that will be published in the near future. We cannot publish revised dissertation chapters or synopses of dissertations, but spin-off articles from material that could not fit into the dissertation will be considered.

Manuscript Preparation and Style

General. An article must be in English, should not exceed 10,000 words or 35 8½" × 11" double-spaced pages in 12-point font (including main text, notes, tables, figure captions, and endnotes), and should be typed on 8½" × 11" or A4 white bond paper with 1" margins on all sides. Authors should submit one hard copy of the article and one electronic copy on diskette in PC format and standard word-processing program. The entire manuscript—including notes, tables, and references—must be typed double-spaced and numbered consecutively. Do not use software to mark diacriticals, but rather leave them out of the original digital text. They should be added to the hard copy by hand. Please note that many word-processing programs do not auto-format the footnotes window, and authors are responsible for ensuring that the paper does not arrive with single-spaced endnotes in a tiny font size. Authors must avoid putting their names in headers or footers and avoid any references to themselves in the body or the endnotes such as might betray their identity to referees. However, all submissions must include a cover sheet or letter that includes the author's name, institutional affiliation, land-mail address, telephone and fax numbers, and e-mail address. The Journal conforms to the *Chicago Manual of Style*, 14th edition. Transliteration follows a modified *International Journal of Middle Eastern Studies* system, which is detailed on this page. The title alone should be centered at the top of the first text page. In the final draft, institutional affiliation and location should appear at the bottom of the last text page. The Editor may find it necessary to return manuscripts for reworking or retyping that do not conform to these requirements.

Text. Use a 5-character paragraph indent. Avoid hyphenating words at the end of lines. Do not use desk-top publishing features (e.g., right margin justification or bold and italic typefaces). Block indent long quotations (more than 50 words). Never cross-reference.

Endnotes and References. Notes must be numbered consecutively throughout the text, typed double-spaced in paragraph style, and grouped together as a unit following the text. Footnotes at the bottom of the text page are not permitted. Any acknowledgment of grant support, substantial assistance, etc., should be typed as an Author's Note above the first note in the final draft. Provide the full name of the author as it appears on the publication. All titles in non-Roman alphabets (Arabic, Cyrillic, etc.) must be transliterated. Foreign titles in Roman alphabets should be capitalized as they would be in that particular language. An English translation of non-standard language titles should be provided in parentheses after the title. The style of note citations should conform with the following examples.

¹Stanford J. Shaw, *History of Ottoman Empire and Modern Turkey*, 2 vols. (New York: Cambridge University Press, 1977); idem, *Reform, Revolution and Republic: The Rise of Modern Turkey 1808–1975*, 2:3–6.

²Jamil M. Abun-Nasr, *A History of the Maghrib in the Islamic Period*, 3rd ed. (New York: Cambridge University Press, 1987), 10.

³Howard Crane, trans. and ed., *Risale-i Mi'mariyye: An Early-Seventeenth-Century Ottoman Treatise on Architecture*, Studies in Islamic Art and Architecture 1 (Leiden: E. J. Brill, 1987), 71.

⁴Martin Rein and Donald Schon, "Frame-Reflective Policy Discourse," in *Social Sciences and Modern States*, ed. Peter Wagner, Carol Hirschon Weiss, Björn Wittrock, and Helmut Wollman (New York: Cambridge University Press, 1991), 262–89.

⁵Clifford Geertz, "Toutes Directions: Reading the Signs in an Urban Sprawl," *International Journal of Middle East Studies* 21 (1989): 291–306.

When references to the same work follow without interruption, use *ibid.* When notes to the same work follow after interruption, use the author's last name and a shortened title of the book or article. Do not use *op. cit.*:

⁶Shaw, *History of Ottoman Empire*, 2:6.

⁷*Ibid.*, 1:10–52.

IJMES does not publish bibliographies.

Foreign Words and Transliteration. Diacritical marks (macrons and dots) are used in *IJMES* only on italicized technical terms. 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. 'Ayn and hamza should be shown in all these cases, and should be clearly distinguished from one another and from apostrophes. Place names with accepted English spellings and personal names of prominent political leaders or cultural figures should be spelled in accordance with English norms. 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*, etc.).

Transliteration System. All technical terms from languages using non-Roman alphabets must be fully transliterated with diacritics. 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. Authors are responsible for the consistency and accuracy of their transliteration. For Arabic and Persian, *IJMES* uses the modified *Encyclopedia of Islam* system: *qaf* = q not k; *jim* = j not dj; roman double-letter equivalents are not underlined; the *l* of *al-* is not assimilated to the following consonant; *ta marbuta* is rendered *a* not *ah*, except in Persian, where it should be rendered *ih*; the adjectival *-ya* followed by *ta marbuta* is rendered *-iyya* (*iyiyih* in Persian); *nisba* is rendered *-iyya*. Except at the beginning of an English sentence or endnote, only proper names are capitalized. For Ottoman Turkish, use modern Turkish orthography. Persian must be transliterated with the *IJMES* system, not that of the *Encyclopedia Iranica*, so *i* and *u* must be used, not *e* and *o*. The Persian *izafat* is rendered as *-i*.

Dates. *IJMES* does not use double dating. Use common era (A.D.) dates only, unless quoting from an original source, in which case use the date as quoted (hijra, solar, etc.) with the common-era equivalent in parentheses.

Tables and Figures. Tables and figures must be cited in the text, e.g., (see Table 1). They should be numbered consecutively in arabic numbers, captioned, and appear as a unit following the notes section. They *cannot* be interspersed in the text. Diagrams must be professionally rendered or computer generated; details should be large enough to remain legible at 50% reduction. Below-standard artwork will be returned to the author for replacement. All artwork must be numbered and labeled with the author's name and article title. For halftones or other illustrations, consult the editor.

Photos. When appropriate, photos may be submitted with a manuscript to the Editorial Office. Their use will be at the Editor's discretion. Images should be printed in black and white, 4 × 6 or 5 × 7 format, with sufficient contrast to reproduce well.

Publishing Information

Production. The publisher reserves the right to copyedit manuscripts to conform to the journal's style, which follows the rules found in the *Chicago Manual of Style*. Spelling will be edited to conform to American usage. More substantial editing will be returned to the author for approval before publication.

The lead author will receive one set of proofs for the correction of typographical or factual errors only. No rewriting will be allowed in the proof stage. Authors must return the material to the editorial office within 48 hours of receipt or approval will be assumed.

Offprints. The lead author of an article (but not book review) will receive 50 free offprints of the article. Additional offprints may be purchased if ordered at the proof stage. Orders received after the issue is printed are subject to a 50% reprint surcharge.

Copyright and Originality. Submission of an article implies that it has not been simultaneously submitted or previously published elsewhere. Authors are responsible for obtaining permission to publish any material under copyright. Contributors will be asked to assign their own copyright, on certain conditions, to Cambridge University Press.

Instructions for Book Review Preparation

- A. The entire manuscript should be double-spaced and with a 1" margin on all sides. The font should be 12 point.
 1. Publication Data
Example: John Doe, *The Title of the Book Underlined*, Series Title (Place of publication: Publisher, date of publication). Pp. xiv + 350. \$39.95 cloth, \$16.95 paper.
Please note the price of the book in the publication data. If the price is not clear, it is acceptable to use the price given at the publisher's Web site.
 2. Reviewer's Data
Reviewed by Jane Doe, Department of History, University of Michigan, Ann Arbor, Michigan. E-mail address (if available)
 3. Text

The text starts flush left and is double-spaced. All other paragraphs are indented. At the end of the review, please type the name of the reviewer and the address to which offprints will be sent. **If this address is not included, offprints may be sent to an incorrect address or may not be sent at all.**

For example:

Professor Jane Doe
Department of History
University of Michigan
1515 Main Street
Ann Arbor, MI 48109
E-mail address (if available)

- B. Submissions are to be sent to the book review editor who commissioned the work. Although files can be sent via e-mail or diskette, it is preferred that they be transmitted by e-mail attachment so as to retain the format. Diskettes should be formatted for the PC. Rich text file format is preferred.
- C. Miscellaneous
 1. Reviews should not require notes. If any are absolutely necessary, please see the *IJMES* cover for instructions.
 2. The publishers reserve the right to copyedit and proof all articles accepted for publication.
 3. All Arabic words found in an unabridged dictionary (e.g., ulema, sheikh, qadi, Sunni, mihrab, minbar, masjid, jami², hadith, suq) should be treated as English words, that is, not underlined and with no diacriticals added. Contemporary names and places should be spelled as they are found in standard publications such as *The New York Times*. All other transliterated words and phrases should be underlined and all their diacriticals in place throughout the text. Be sure to distinguish between the hamza, 'ayn, and the apostrophe in the text. No diacritical marks other than the hamza and the 'ayn should appear in any proper names (e.g., names of people, dynasties, places) and names of well-known literary works (e.g., Qur'an, Shahnama).