



ENCYCLOPEDIA OF WOMEN AND ISLAMIC CULTURES Online Contributor Guidelines (January 2016)

These guidelines will assist you formatting your article to EWIC Online's submissions standards. Included in this document are the following:

- A. A style guide for citing sources and article presentation
- B. A front template form

Contributor Style Guide

I. INTRODUCTION

This style guide contains guidelines for the organization of individual entries, the presentation of manuscripts, and references. Authors are expected to adopt a style and a manner of presentation congruent with the character of the *EWIC* as a work of reference. The anticipated readers of this encyclopedia are scholars in the field of Gender and Women's studies, Islamic studies, Middle Eastern studies, Regional studies, as well as scholars interested in comparative data and analysis from interdisciplinary perspectives. Consequently, every effort should be made to render entries accessible to this broader audience without, however, sacrificing scholarly depth and rigor. Comprehensiveness should be the goal of each entry but the encyclopedic nature of this work should also be kept in mind. Editors determine the topic and length of each entry and express their views with regard to composition and scope of individual entries and their relation to other entries in the *EWIC*. They are open to suggestions from authors on these points, but reserve at all times the right to determine the final form of entries and to make such additions or deletions as seem to them appropriate. Sample articles from EWIC Online can be found in the EWIC Preview, available in a downloadable PDF at <http://sjoseph.ucdavis.edu/ewic/>.

Important Reminders

- Remember that EWIC articles attempt to report and analyze debates rather than engage in promotion or advocacy.
- Please remember that EWIC strongly discourages the use of the authorial "I" or "We". EWIC articles are overviews of key topics. They are not case studies; they are not summaries of research by the author; they are not arguments by the author.
- EWIC does not publish ethnographic articles or biographical pieces.
- Remember the articles are about **women** and Islamic cultures.

- Acknowledgments are discouraged, but if necessary precede the bibliography.
- Do not use “ibid” in text.
- Please spell check.
- Avoid very long paragraphs.
- Remove unnecessary underlining and bolding.
- Remove all tracking comments before final submission.

II. ENTRY STRUCTURE

1. Front Template

The Front Template includes information about the contributor, EWIC supplement volume, headword title, routing editor, word count, date, entry description, key words, and micropedia abstract. Detailed information about each of these categories as well as layout is included in the second section of this Author Guide below.

2. Opening paragraph

The opening paragraph of the entry states the key subject of the entry. It is also recommended that the opening paragraph acts as a guide or roadmap to the entry.

3. Body of entry, Sub-sections

Entries should be divided into sub-sections, each of which treats a distinct chronological or thematic aspect. Each section is preceded by a heading in all capitals. Sub-sections may be further divided using italicized sub-headings.

4. Conclusion

It is recommended to include a conclusion at the end of the entry

5. Bibliography

Please include a bibliography, which can include resources that are not directly cited, but are relevant to the entry.

6. Signature

The full name of the author (no title) follows the bibliography on a separate line.

7. Footnotes and Endnotes

No footnotes are allowed. Please do not use endnotes, unless an individual, organization, or event needs more than a passing mention. Endnotes should be entered manually at the end of the text, and should not be entered with the automatic endnoting program of your word processing program.

8. Pagination

Paginate bottom center; do not include Front Template page in pagination.

III. PRESENTATION

1. Spelling

Contributions should be written in English; EWIC uses American spellings. *Webster's Third New International Dictionary of the English Language* is taken broadly as standard.

2. Font

Articles must be submitted in a Unicode compliant font (such as Times New Roman, Arial, or Gentium) so as to ensure that all transliteration is properly read when uploaded into the Encyclopedia database. If you are using diacritics, **Gentium** is strongly suggested.

3. Punctuation

American usage is followed. Please consult *The Chicago Manual of Style*. Double quotation marks are used. Quotes within quotes have single quotations marks. Commas and periods precede closing quotes; colons and semicolons follow closing quotes. Lists of items separated by commas have a comma before the final "and."

Quotation Examples:

"To say that 'I mean what I say' is the same as 'I say what I mean' is to be as confused as Alice at the Mad Hatter's tea party. ... Why you might just as well say that 'I see what I eat' is the same thing as 'I eat what I see'!"

I was asked to recite the lyrics to "Sympathy for the Devil"; instead I read from the *New York Times*.

Serial Comma Example: The cat, dog, mouse, and rabbit were all cared for by Mrs. Potts.

4. Italics

In the text of an entry, italics are used for all foreign words not regularly used in English and for titles of books and journals. Consult *Webster's* in case of doubt. Italics should not be used for emphasis, for proper names, or for Latin abbreviations customary in scholarly literature (e.g., i.e., etc., ibid.).

5. Transliteration

All transliterated words are italicized. The system used is that followed by the *International Journal of Middle East Studies* (http://ijmes.chass.ncsu.edu/IJMES_Translation_and_Transliteration_Guide.htm), with two exceptions: 1) *al-* (Arabic definite article) is not elided, meaning it always appears, and 2) please use dots and macrons with personal titles, place names, and titles of books.

Only words that would be capitalized in English are capitalized in transliteration. The Arabic definite article "al-" is not capitalized at the beginning of a title or name. In-text English translations of non-English titles are not necessary; English translations of titles should instead be provided in the Bibliography (see).

If you are using diacritics, please use the Gentium font. It can be downloaded free at http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&item_id=Gentium. To insert diacritics go to the Insert tab on the top of the tool bar and click on Symbols from the list of options. Pick the character you require and click insert (lower right corner).

6. Dates

The standard system of dating all post-Hijri events is Hijri/Christian, e.g. 786/1384–85 and 786–96/1384–93. Months are always spelled in full, as are centuries (e.g. nineteenth century). For pre-Islamic dating, indicate by following the date with C.E. or B.C.E. Specific dates are given as DD/MM/YY (11 September 2001).

7. Numbers

Numbers from one to twelve are spelled in full. In dates, the following is preferred: 1860–61 (not 1860–1861, or 1860–1), 1860–72, and 1860–1942; and for page references: 13–14, 94–95, and 123–64.

8. Illustrations

If you are including illustrations (photographs, graphs, artwork, etc...), please submit them in a form suitable for direct reproduction in print, with captions, without costs, and free of copyright and permissions fees. The material will be returned when requested. Attach copyright permissions for audio and visual media.

- A. Images/Figures should always be submitted as separate files.
- B. The required formats: .jpg, .gif or .png.
 - i. Possible other formats are .bmp, or .tif, but only as a last resort as these will have to be converted to a different format before they can be used.
 - ii. Please consult your contact at Brill for assistance with image formats.
- C. Clearly mark in the text where each Image/Figure needs to be inserted.
- D. Make sure that the Images/Figures are clearly numbered and that the same number is used in the text and in a list of figures. Mark placement (in bold) as follows: **[PLACE FIGURE 1 HERE]**
- E. Always provide captions for your illustrations.
- F. Source information or copyright credits should also be included in the caption.
- G. It is the responsibility of the author to secure all rights and permissions necessary to use images in the Encyclopedia.
 - i. Permissions and/or copyright to reproduce the image in EWIC must be submitted in writing when submitting the image.
 - ii. Any image submitted without written permission for use will be not considered for inclusion until such a time as written permission is received by Brill.
- H. Color photographs and grey-scale photographs should be scanned with a minimum resolution of **300 dpi** (dots per inch) and a minimum size of 11 x 19 cm. (A small photograph scanned at 300 dpi cannot be enlarged without significant loss of quality!)
- I. **Images downloaded from the Internet are not usable (they are usually only 72 or 96 dpi).**
- J. Maps and graphs/charts (line drawings) should be scanned with a minimum resolution of **600 dpi** and a minimum size of 11 x 19 cm.
- K. File names should always contain your name, article title and image/figure number with no blank spaces. Spaces should be replaced with either an underscore or period:
 - i. Schrijver.Aleppo.Codex.Fig.1
 - ii. Mekking_Belles-Lettres_Image_1
- L. Images should be emailed to the Routing Editor and Project Manager.

9. In text citations

Please use the author-date system. The full reference should be given in the Bibliography. If you cite a page number, separate it from the date of publication by a comma. If using a work with up to three authors, use all names. If there are four or more authors, list only the first author and “et. al.” List all additional author/editors in the Bibliography.

Example:

“Recently there have been several exemplary studies of the phenomenon (Afshar 1994, Prussin 1995a, 27, Perani and Smith 1998), but more research is needed.”

IV. BIBLIOGRAPHICAL REFERENCES

Please read this section thoroughly and *follow the house style exactly*, noting carefully the order in which parts of references are cited. The author’s full first name follows the surname (e.g., last name, first name). Please also follow the style of punctuation and capitalization requested here.

1. Authors’ names

Authors’ names should be spelled as they appear on the title page of the book or on the first or final page of an article or chapter. In the case of multiple authors, the names are listed in the order given on the title page. All names are separated by a comma and the last name in the list is preceded by “and.” When two authors have the same surname, the name is repeated. When there are more than three authors, list all author names. If a publication is issued by an organization and no author is mentioned, then the name of the organization is listed as author. When more than one work by an author is listed, the earlier is given first and a 3-em dash is used in place of the author’s name.

Examples:

Azmi, Shaheen. Perceptions of the welfare response to wife abuse in the Muslim community of metropolitan Toronto, Ph.D. diss., University of Toronto 1996.

———. Wife abuse and ideological competition in the Muslim community of Toronto, in *Ethnicity, politics, and public policy. Case studies in Canadian diversity*, eds. Harold Martin Troper and Morton Weinfeld, Toronto 1999, 164–89.

Esposito, John L, and Natana J. DeLong-Bas. *Women in Muslim family law*, Syracuse, N.Y. 2001.

UNAIDS (The Joint United Nations Programme on HIV/Aids). *Report on the global HIV/AIDS epidemic*, Geneva 2002.

2. Translators, editors, compilers

The name of the translator, editor, or compiler takes the place of the author if no author appears on the title page. The name is followed by (trans.), (ed./eds.), or (comp.). When there is an author, then the name of the translator, editor or compiler is listed after the title, preceded by “trans.,” “ed.,” “comp.”

Examples:

Pickthall, Muhammad Marmaduke (trans.). *The glorious Koran. A bi-lingual edition with English translation, introduction, and notes*, Albany, N.Y. 1976.

Seierstad, Åsne. *The bookseller of Kabul*, trans. Ingrid Christophersen, London 2003.

3. Titles

3.1. Titles of books are italicized. Only the first word in a title and subtitle, proper nouns, and proper adjectives are capitalized (German titles retain the capitalization of German nouns). The spelling in the original title should be copied exactly. A period separates title from sub-title, unless the title ends with a question or exclamation mark. As titles and subtitles of books are italicized, any italic in the original title is given in non-italicized type.

Examples:

Ahmed, Leila. *Women and gender in Islam. Historical roots of a modern debate*, New Haven, Conn. 1992.

Räisänen, Heikki. *Das koranische Jesusbild [The Qur'ānic picture of Jesus]*, Helsinki 1971.

3.2. Titles of articles or chapters are neither italicized nor enclosed in quotation marks. The title is followed by “, in” and the journal or book title, in italics. Journal titles are given with all major words capitalized. A journal title is followed by the volume number in Arabic numerals and the date in parentheses, and then the page numbers, without p. or pp. If citing a journal that uses both volumes and issues, separate the volume and issue using a colon. A book title is given as in §3.1.

Examples:

Cooke, Miriam. Mapping peace, in *Women and war in Lebanon*, ed. Lamia Rustum Shehadeh, Gainesville, Fla. 1999, 73-88.

Würth, Anna. A Sana'a court. The family and the ability to negotiate, in *Islamic Law and Society* 2:3 (1995), 320-40.

3.3. Titles in languages other than English. Non-English language titles should be given in the original language, followed by the English translation in square brackets.

Examples:

Amin, Qasim. تحرير المرأة [*The liberation of women*], Cairo 1970.

Belarbi, Aicha. Mouvements de femmes au Maroc [Women's movements in Morocco], in *Annuaire de l'Afrique du nord [North African Directory]* 28 (1989), 455-65.

4. Multivolume works

The total number of volumes of a multivolume work follows the title of the work, or, when mention is made of a translator, editor, or compiler, after such mention. The word “volumes” is abbreviated to “vols.” and the number is given in Arabic numerals. When a particular volume is cited, the volume number is given in lowercase roman numerals, followed when applicable by the title of the volume. If a work uses both volumes and parts, the volume should be given in uppercase Arabic numerals, followed by the part listed in lower case roman numerals. Volume and part should be separated by a comma.

Examples:

Abbott, Nabia. *Studies in Arabic literary papyri*, ii, *Qur'ānic commentary and tradition*, Chicago 1967.

- Pastner, Carroll M. The emergence of Umma Muslima. Religious ecology in sura 22 of the Qur'an, in *Religious writings and religious systems. Systemic analysis of Holy Books in Christianity, Islam, Buddhism, Greco-Roman religions, ancient Israel, and Judaism*, i, *Islam, Buddhism, Greco-Roman religions, ancient Israel, and Judaism*, eds. Jacob Neusner, Ernest S. Frerichs, and Amy Jill Levine, Atlanta, Ga. 1989, 3–15.
- Schiffman, Lawrence H. and James C. VanderKam (eds.), *Encyclopedia of the Dead Sea Scrolls*, 2 vols, New York 2000.
- Maier, Johann. Theories of Qumran, in *Judaism in late antiquity*. 1, iii, *Where we stand. Issues and debates in ancient Judaism*, eds. Jacob Neusner and Alan J. Avery- Peck, Leiden 2000, 81-98.

5. Editions

When using a second, later, or reprint edition, the original date should always be given first and then followed by the date of the last edition (normally the one used for citations, unless otherwise indicated), with its number indicated in superscript, e.g. 1987³. Reprints should be indicated with “repr.” preceding the place of publication of the last edition. If the edition is revised or enlarged, notice to this effect should precede the date. If a book or entry is in press then the name of the press and “(forthcoming)” should follow the title.

Examples:

- Hourani, Albert, Philip Khoury, and Mary Wilson (eds.). *The modern Middle East. A reader*, London 2004².
- Paret, Rudi. *Mohammed und der Koran. Geschichte und Verkündigung des arabischen Propheten [Mohammed and the Qur'an. The history and proclamations of the arabic prophet]*, Stuttgart 1957, rev. ed. 1980.
- Shirazi, Faegheh. *Velvet jihad: Muslim women's quiet resistance to Islamic fundamentalism*, University Press of Florida (forthcoming).
- Speyer, Heinrich. *Die biblischen Erzählungen im Qoran [Biblical stories in the Qur'an]*, Gräfenhainchen 1931, repr. Hildesheim 1961.

6. Page references

Please give inclusive page numbers for all articles and chapters in books. Page numbers follow the date and are preceded by a comma; p. and pp. are omitted. Do not use f. and ff. or *passim*.

Example:

- Bijlefeld, Willem A. A prophet and more than a prophet? Some observations on the Qur'anic use of the terms “prophet” and “apostle”, in *Muslim World* 59 (1969), 1–28.

7. Unpublished works

An unpublished work is treated like an article. The title of the work is given without italics and followed by any pertinent geographical information. If the work is a dissertation or thesis, indicate this and note the academic institution. Give a date where necessary or significant, but do not place it within parentheses, as is done with articles. Please give as much information as possible.

Examples:

Butler Brown, Katherine. Music in the time of Aurangzeb, Ph.D. diss., School of Oriental and African Studies, University of London 2003.

Çayır, Kenan. Islamist civil associations. The case of the Rainbow Istanbul Women's Platform, M.A. thesis, Boğaziçi University 1997.

Huseinova, Aida. Unpublished series of interviews with People's Artist of Azerbaijan, Yusif Gasimov, courtesy of Betty Blair, editor, *Azerbaijan International Magazine*, 3 December 2004.

Mukimbo, Mary. An appreciation of Amu women's poetry which was sung in the 1974/75 political campaign for parliamentary elections, Literature Department, University of Nairobi, Paper No. 105, Nairobi 1978, unpublished.

Peker Dogra, Asli. Conscripts, gendarmes and state power in Turkey. Conference presentation at Middle East Studies Association. Boston, MA, Nov. 2009.

Valiante, Wahida. Domestic violence and the South Asian family. Treatment and research issues, Toronto 1992, unpublished.

8. Online Sources

References to material found on the web give the author, title, and where possible the date, followed by the link (between < > brackets). Include also the date the material was accessed, following the link. Specific dates are given as DD/MM/YY (11 September 2001).

Examples:

Ballivan, Nicole. Los Musulmanes. The Spanish Ummah of the Muslim world, n.d., <<http://www.islamawareness.net/LatinAmerica/spanish.html>>. 19 November 2009.

Homeidan, Manal. Saudi women adopt spyware to monitor husbands, in *al-Sharq al-Awsat*, [The Middle East] 24 July 2009, <<http://www.asharq-e.com/news.asp?section=7&id=17530>>. 5 May 2008.

Contributor Front Template Form

Name:

Address:

Email:

Phone:

Affiliation:

Headword Title: The EXACT headword title provided in the letter of invitation.

Routing Editor: The Associate Editor who invited you to write the article.

Supplement Volume #: Volume Number your entry is to be published in.

Publication Year: Year your entry will be published.

Word Count: Total number of words, not including the bibliography, charts, figures, or tables.

Date Submitted: Date you submitted the article.

Entry Description: The description of the article that was sent to you in the invitation letter.

Subject Words: Please put a **maximum** of 20 appropriate subject words in this field. These words will be used for electronic tagging for purposes of indexing. Various subject words should be separated by a semi-colon, and subjects with a sub-category should be indicated by a hyphen. For example, NGO: Banking – Microcredit: Fair Trade: India.

Micropedia (Abstract): Please include an abstract. For all articles between 1000 and 2500 words, the micropedia should be between 75-100 words. For all articles above 2500 words, the micropedia should be approximately 150 words.