

INSTRUCTIONS FOR AUTHORS

ENCYCLOPEDIA OF WOMEN AND  
ISLAMIC CULTURES  
(*EWIC*)

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## 1. INTRODUCTION

This style sheet contains guidelines for (a) the organization of individual articles; (b) the presentation of manuscripts; (c) references; (d) abbreviations. 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 will be 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 articles accessible to this broader audience without, however, sacrificing scholarly depth and rigor. Comprehensiveness should be the goal of each article but the encyclopedic nature of this work should also be kept in mind. While the author's point of view and interpretation of particular issues are essential to the academic integrity of the article, the *EWIC* should also seek to present all significant sides of contentious questions and

of issues for which, at present, there is no genuine scholarly consensus.

The Editors determine the topic and the length of each article, and express their views with regard to composition and scope of individual articles and their relation to other articles 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 all articles, and to make such additions or deletions as seem to them appropriate.

The assigned word-length of each article applies to all of the article exclusive of the Bibliography and any charts or tables.

## 2. ORGANIZATION OF ARTICLES

- 2.1 Heading
- 2.2 Opening paragraph
- 2.3 Sub-sections
- 2.4 Word count
- 2.5 Bibliography
- 2.6 Signature
- 2.7 Footnotes and endnotes
- 2.8 Special boxes
- 2.9 Index
- 2.10 Cross-references

- 2.1** Contributions to the *EWIC* carry a heading consisting of the English rendering (written in bold caps) of the entry, followed, where relevant, by the transliterated Arabic or other original-language equivalent(s) in brackets.
- 2.2** The first paragraph of the article, following the entry, states the key subject of the entry in one sentence, giving meaning, etymology and bibliographical data where relevant.
- 2.3** Longer articles should be divided into sub-sections, each of which treats a distinct chronological or thematic aspect. Each sub-section is preceded by an italicized sub-heading, which is given on a separate line.
- 2.4** At the end of the article, but before the Bibliography, the word count should be indicated in brackets.
- 2.5** The article ends with a Bibliography, which listing should not exceed 20% of the assigned article length. For example: 2 pages bibliography to 10 pages text. The references should be given in alphabetical order. Primary and secondary sources should ordinarily be separated, with primary sources listed first in their own section. If necessary, the bibliography may be further divided into categories, although division into categories sometimes hampers searching for a specific title. Brief characterization of individual works cited may, if desired, be added in parentheses, e.g. (fundamental), (useful), (full bibl.) etc. Titles of books are to be italicized, titles of articles are written

in roman and are not enclosed within quotation marks. The publisher is not mentioned. For more detail and examples, see § 4.

- 2.6** The full name of the author of each *EWIC* article follows the bibliography on a separate line.
- 2.7** No footnotes are allowed. References to literature in the text of the article should be kept to a minimum and only noted in the event of references to pages; they should be limited to author, abbreviated title, and page numbers, the whole within parentheses. The publication should then be given in full in the Bibliography. Please do Not use endnotes, unless the individual, organization, event need more than a passing mention and less than an inserted box (see § 2.8). 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.
- 2.8** a. Biography boxes: *EWIC* will not have separate biographical entries. If you believe a person deserves more attention than reference in your text, discuss the possibility of submitting or soliciting a biography box with the Routing Editor.  
 b. Event boxes: If you believe an event merits additional attention, discuss with the Routing Editor the possibility of submitting or soliciting a box on the event.  
 c. Organization, institution, agency boxes: If you believe an organization, institution or agency merits additional attention, discuss with the Routing Editor the possibility of submitting or soliciting a box on this.
- 2.9** Please submit with the hard copies and diskette of your final revision 5-10 key words for the Index per 1,000 words of entry text.
- 2.10** Cross-references: To indicate a cross-reference, please add a parenthesis in the text "(cross-reference with . . .)" inserting the name of the other entry/entries if known.

### 3. PRESENTATION OF MANUSCRIPT

- 3.1 Delivery  
 3.2 Spelling  
 3.3 Italics  
 3.4 Transliteration  
 3.5 Dates  
 3.6 Numbers  
 3.7 Illustrations

**3.1** Contributions are to be delivered on a computer diskette, accompanied by a printout in duplicate. Word for Windows, Macintosh MS-Word and Wordperfect are the only acceptable word-processing programs. See § 3.4, for the computer transliteration scheme.

The contributor may consult with the Routing Editor, but entries and all entry processing materials must be sent to Brill.

**3.2** Contributions should be written in English and American spelling should be used. The system of *Webster's Third New International Dictionary of the English Language* is taken broadly as standard.

**3.3** In the text of an article, italics are used for all foreign words not regularly admitted into the English language. Consult the Webster's Dictionary in case of doubt. Italics should not be used for emphasis, for proper names, nor for Latin abbreviations customary in scholarly literature (e.g., id., i.e., etc., ibid., op. cit., loc. cit.). With regard to references, italics are used for titles of books and for journals. Articles and chapters are cited in roman script without quotation marks or italics.

**3.4** Transliteration. All transliterated words are to be italicized. The system used is that followed by *IJMES*, with the exception that al- (Arabic article) is not abbreviated. If you are unable to provide a full transliteration in your

## ENGLISH TRANSLITERATION SYSTEM

### CONSONANTS

Column Headings: A = Arabic, P = Persian, OT = Ottoman Turkish, MT = Modern Turkish

	A	P	OT	MT	A	P	OT	MT	A	P	OT	MT
ا	'	'	'	—	ژ	—	zh	j	گ	—	g	g
ب	b	b	b	b or p	س	s	s	s	ل	l	l	l
پ	—	p	p	p	ش	sh	sh	ş	م	m	m	m
ت	t	t	t	t	ص	ş	ş	ş	ن	n	n	n
ث	th	s	s	s	ض	ḍ	ẓ	z	د	h	h	h <sup>2</sup>
ج	j	j	c	c	ط	ṭ	ṭ	t	و	w	v or u	v
ح	—	ch	ç	ç	ظ	ẓ	ẓ	z	ی	y	y	y
خ	ḫ	ḫ	ḫ	h	ع	'	'	—	ة	-a <sup>1</sup>		
د	kh	kh	h	h	غ	gh	g or ğ	g or ğ	ال			
ذ	d	d	d	d	ف	f	f	f				
ر	dh	z	z	z	ق	q	q	k				
ز	r	r	r	r	ك	k	k or g	k or ñ				
	z	z	z	z				or y				
								or ğ				

<sup>1</sup> (-at in construct state)

<sup>2</sup> (when not final)

## VOWELS

ARABIC AND PERSIAN	OTTOMAN TURKISH	MODERN TURKISH
<i>Long</i>   or ا ā و ū ي ī  <i>Doubled</i> ائ iy (final form ī) وئ uvw (final form ū), etc.	ā ū ī  iy (final form ī) uvv	{ words of Arabic and Persian origin only }  ā ū ī  iy (final form ī)  uvv
<i>Diphthongs</i> او au or aw اي ai or ay	ev ey	ev ey
<i>Short</i> ا a و u ي i	a or e u or ü o or ö ı or i	a or e u or ü o or ö ı or i

For Ottoman Turkish, authors may either transliterate or use the modern Turkish orthography.

computer file, it is *essential* that you add all necessary diacritical marks by hand to your printout.

- 3.5** The standard system of dating all post-Hijri events is Hijri/Christian, e.g. 786/1384-5 and 786-96/1384-93. Months are always spelled in full. For pre-Islamic dating, indicate by following the date with C.E. or B.C.E.
- 3.6** Numbers from one to twelve are spelled in full. In dates and in page references, the following is preferred: 1860-1 (not 1860-1861, nor 1860-61), 1860-72, and 1860-1942; (pp.) 94-5, 123-64.
- 3.7** If you have been invited to submit illustrations, please submit them along with your diskette and two hard copies of your final revisions to the entry. Illustrations should be supplied in a form suitable for direct reproduction in print, provided with due captions, without costs and free of copyright and permissions fees. The material will be returned only if requested.

### 4. REFERENCES

For references see also #2.5. Examples of entries are given in this section. 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 initial precedes the surname. Please also follow the style of punctuation and capitalization, which is almost certainly different from your usual style.

- 4.1 Authors
- 4.2 Translators, editors, compilers
- 4.3 Titles
  - 4.3.1 Titles of articles or chapters
  - 4.3.2 Foreign titles

- 4.4 Multi-volume works
- 4.5 Editions
- 4.6 Page references
- 4.7 Citations in the text

- 4.1** 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. Initials, however, are used instead of the full given name. In the case of two or three authors, the names are listed in the order given on the title page. The last name is preceded by "and", and preceding names are separated by a comma. When two authors have the same surname, the name is repeated. When there are more than three authors, the first-listed author is followed by "et al." without intervening punctuation. If a publication is issued by an organization and no author is mentioned, then the name of the organization is listed as author.

Examples:

N. Abbott, *The rise of the North Arabian script*, Chicago 1939; A. Abel et al. (eds.), *Ve Congrès international d'arabisants et islamisants. Actes Bruxelles, 31 août-septembre 1970*, Brussels 1970; A. Ahmad and G.E. von Grunebaum (eds.), *Muslim self-statement in India and Pakistan 1857-1968*, Wiesbaden 1970.

- 4.2** 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 either (trans.), (ed. or 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:

al-Bayḏāwī, *Amwār al-tanzīl wa-asrār al-ta'wīl*, ed. H.O. Fleischer, 2 vols., Leipzig 1846-8; A. Ahmad and G.E. von Grunebaum (eds.), *Muslim self-statement in India and Pakistan 1857-1968*, Wiesbaden 1970.

- 4.3** Titles of books are italicized. In all languages except German, only the first word in a title and subtitle, all 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 italics in the original title are given in roman type.

Examples:

H. Michaud, *Justice selon le Coran*, Lausanne 1960; W.A. Bijlefeld, A prophet and more than a prophet? Some observations on the Qur'ānic use of the terms "prophet" and "apostle", in *Muslim World*, 59 (1969), 1-28; H. Räisänen, *Das koranische Jesusbild*, Helsinki 1971.

- 4.3.1** Titles of articles or chapters are neither italicized nor enclosed in quotation marks. The title is followed by "in" and the journal name or book title, in italics. The journal title is followed by the volume number in Arabic numerals and the date in parentheses, and then the page numbers, without mention of p. or pp. A book title is given as in § 4.3.

Examples:

W.A. Bijlefeld, A prophet and more than a prophet? Some observations on the Qur'ānic use of the terms "prophet" and "apostle", in *Muslim World* 59 (1969), 1-28; C.M. Pastner, The emergence of Umma Muslima. Religious ecology in sura 22 of the Qur'ān, in J. Neusner, E.S. Frerichs and A.J. Levine (eds.), *Religious writings and religious systems*, i, Atlanta 1989, 3-15.

- 4.3.2** Titles of books in foreign languages which the reader cannot ordinarily be assumed to read, such as Russian and East European languages, Modern Greek, Hebrew, and East Asian languages, are translated and the original language is specified in square brackets following the title.

Example:

A. Savvides, *The Turkish capture of Prevesa according to the Short Chronicles* [in Greek], in *Tetramena*, xlvi-xlvii, 1991, 3053-68.

- 4.4** The total number of volumes of a multi-volume 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 small roman numerals, followed, if applicable, by the title of the volume.

Examples:

al-Bayḏāwī, *Amwār al-tanzīl wa-asrār al-ta'wīl*, ed. H.O. Fleischer, 2 vols., Leipzig 1846-8; N. Abbott, *Studies in Arabic literary papyri*. ii. *Qur'ānic commentary and tradition*, Chicago 1967.

- 4.5** When a second, later, or reprint edition is used, the original date should always be given first, followed by the date of the last edition (normally the one used for citations, unless otherwise indicated), with its number indicated in superscript, i.e. 1987<sup>3</sup>, or, for reprints, with "repr." preceding the place of publication of the last edition. If the edition is revised or enlarged, notice to this effect in parentheses should follow the date. If a book or article is in press, then the name of the press and (forthcoming) should follow the title.

Examples:

H. Speyer, *Die biblischen Erzählungen im Qoran*, Gräfenhainchen 1931, repr. Hildesheim 1961; R. Paret, *Mohammed und der Koran. Geschichte und Verkündigung des arabischen Propheten*, Stuttgart 1957, 1980 (rev. ed.); J. Fulan, *Pedantische Studien*, Ordinarius Press (forthcoming).

- 4.6** Page references follow the date. P. and pp. are omitted. The use of f. and ff. is discouraged, and references to passages extending over several pages should include the first and the last page number. The term *passim* should be used with discretion. Page numbers are in Arabic numerals, except where reference is made to preliminary pages numbered with roman numerals.

Examples:

W.A. Bijlefeld, A prophet and more than a prophet? Some observations on the Qur'ānic use of the terms "prophet" and "apostle", in *Muslim World* 59 (1969), 1-28.

- 4.7** For citations in your text, rather than the shortened title that appears in the author guidelines, please use the author-date system. The full citation will appear in your bibliography.

Example:

“Recently there have been several exemplary studies of the gendered production and use of art in sub-Saharan societies (Prussin 1995, Perani and Smith 1998), yet issues of gender and visual culture . . .”

If you cite a page number, separate it from the date of publication by a comma (Prussin 1995, 27). Distinguish works by one author published in the same year by a, b, etc. (Prussin 1995a, 27. Perani and Smith 1998).

## 5. ABBREVIATIONS

### 5.1 Commonly used abbreviations

#### 5.2 Abbreviations for languages

**5.1** The following is a list of commonly used abbreviations. Note that v and vv occur without a period, as do abbreviations for metric units. B.C.E. and C.E. are to be used instead of B.C. and A.D.

bk.	book	no(s)	number(s)
ca.	circa	obv.	obverse
chap(s).	chapter(s)	pl(s).	plate(s)
col(s).	column(s)	Q	Qur'an
fig(s).	figure(s)	s	sura
l(l)	line(s)	sec.	section
n(n)	note(s)	v(v)	verses

#### 5.2 Abbreviations for languages

A	Arabic	Heb	Hebrew
Akk	Akkadian	Ital	Italian
Aram	Aramaic	Lat	Latin
Ber	Berber	P	Persian
Copt	Coptic	Sp	Spanish
Eg	Egyptian	Sw	Swahili
Eng	English	Syr	Syriac
Eth	Ethiopic	T	Turkish
Fr	French	U	Urdu
Ger	German	Ug	Ugaritic
Gk	Greek		

