



ENCYCLOPEDIA OF WOMEN AND ISLAMIC CULTURES Online Contributor Guidelines (December 2017)

Thank you for contributing to EWIC. These guidelines have been designed to help you prepare your article for submission to EWIC. If you have questions about anything in these guidelines, please contact your Routing Editor.

All article titles follow a standard predetermined format; please do not change the article title assigned by your Editor. Editors also determine the topic and length of each article and express their views about the 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 articles and to make such additions or deletions as seem to them appropriate.

Sample articles from EWIC can be found in the EWIC Preview, available in a downloadable PDF at

http://sjoseph.ucdavis.edu/ewic/ewic-preview/EWIC_Preview.htm.

General Style Points

Articles should be comprehensive works of reference that report and analyze debates rather than engage in promotion or advocacy.

Articles should be accessible to scholars in gender and women's studies, Islamic studies, Middle Eastern studies, and regional studies, as well as scholars interested in comparative data and analysis from interdisciplinary perspectives, without sacrificing scholarly depth and rigor.

EWIC strongly discourages the use of the authorial "I" or "We." EWIC articles are overviews of key topics. They are not case studies or summaries of research or arguments by the author.

EWIC does not publish ethnographic articles or biographical pieces.

The articles are about **women** and Islamic cultures.

Acknowledgments are discouraged, but if necessary precede the bibliography.

Use spell check.

Avoid very long paragraphs.

As far as possible, articles should show “who did what when.” Please therefore avoid using the passive unless absolutely necessary.

Ensure that each paragraph has one main topic, which is clearly signalled, preferably at the paragraph’s opening.

Avoid “emotive” adjectives and adverbs.

I. Article Structure

Article length. Articles should be between 4,000 and 6,000 words. If you expect to go below or above this range, please discuss with your Routing Editor.

Pagination. Paginate bottom center (do not include the Contributor Front Template Form in the pagination).

Clean documents. Remove unnecessary underlining and bolding, and all tracking comments, before final submission.

Fonts. 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’s database. 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.

Article elements. Articles should comprise the elements listed below, in the same order:

1. Contributor Front Template Form—This form will be supplied to you by your Routing Editor. Please complete the form in full.
2. Opening Paragraph—The opening paragraph of the article states the key subject of the article. The opening paragraph should act as a guide, or roadmap, to the article.
3. Body of Article—Article bodies should be divided into sections, each of which treats a distinct chronological or thematic aspect. Each section is preceded by a heading in title case, roman (not italic), and not bold. Sections may be further divided into subsections, the headings for which should also be title case, roman (not italic), and not bold. Generally, please try to avoid further dividing your article as this can make your article more difficult for

EWIC subscribers to read. If you think your article might benefit from being divided further, please consult your Routing Editor.

4. Conclusion—Each article should end with a section, headed “Conclusion,” that summarizes the article.

5. Bibliography—Please see Section III for full details on the bibliography.

6. Signature—Your full name (no title) follows the bibliography, on a separate line.

7. 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.

II. Presentation

1. Spelling

US/UK. US.

Dictionary. *Webster’s Third New International Dictionary of the English Language.*

2. Punctuation

Quotation marks. Use double quotation marks for quotes, and single quotation marks for quotes within quotes.

“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!’”

Closing quotation marks and punctuation. Commas and periods precede closing quotation marks; colons and semicolons follow closing quotation marks.

As Larenson has argued, “The rain in Spain falls mainly on the plain.”

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

Serial commas. Lists of items separated by commas have a comma before the final “and” or “or.”

The cat, dog, mouse, and rabbit were all cared for by Mrs. Potts.

Hyphens and dashes. If you use dashes for parenthetical statements (instead of commas, parentheses, or colons, where desired), use a pair of unspaced em dashes, not a pair of spaced en dashes.

Father—rather than mother—cleaned the bathroom this week.

Use a 3-em dash for repeated author names in the bibliography. Use an unspaced en dash, not a hyphen, to separate page and number spans.

17–20.

Possessive -s. Please use the possessive -s.

IJMES's.

Ellipsis. Please use the ellipsis (...) rather than three spaced periods (. . .). Please do not enclose the ellipsis either in square or curved brackets.

3. Italics

Foreign words. In the text of an article, use italics for all foreign words not regularly used in English and for titles of books and journals. In case of doubt, consult first IJMES's word list (<https://ijmes.chass.ncsu.edu/docs/WordList.pdf>), and then Webster's dictionary.

Emphasis. Don't use italics for emphasis.

Proper names. Don't use italics for proper names, even, for example, for the names of foreign organizations or buildings.

Latin abbreviations and terms customary in scholarly literature. Don't use italics for these (e.g. i.e., etc., ibid., per se, etc.). If in doubt, check against Webster's dictionary.

4. Capitalization

Section headings. Section headings should be capitalized title case.

Prepositions in section headings. Lowercase prepositions with four or fewer letters.

5. Transliteration

Italics. Please italicize all transliterated words.

Transliteration system. Use the *International Journal of Middle East Studies's* system of transliteration

(http://ijmes.chass.ncsu.edu/IJMES_Translation_and_Transliteration_Guide.htm), with two exceptions: (1) *a/-* (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.

Capitalization. Only capitalize transliterated words that would be capitalized in English. The Arabic definite article *a/-* is not capitalized at the beginning of a title or name, except at the beginning of a sentence.

Translations. In-text English translations of non-English titles are not necessary; English translations of titles should instead be provided in the bibliography.

6. Numbers

General rule. Spell out whole numbers from one to twelve.

Hundreds, thousands, hundred thousands, millions, and billions. Spell out whole numbers between one and twelve that are followed by these (e.g. three thousand, 14 million, 27 billion).

Percentages. Use numerals and “percent” (e.g. “5 percent”).

Year spans. 1860–61 (not 1860–1861, or 1860–1), 1860–72, and 1860–1942. And 1900–8 (not 1900–08). The exception to this is that year spans in headings should appear in full (e.g. 1860–1861).

Ordinals. Spell out ordinals, including centuries (e.g. “nineteenth century”; “fifth grade”).

Page spans. 13–14, 94–95, and 123–64. Do not use “p./pp.”, “f./ff.”, or “passim”. Use an en-dash to separate the page range, not a hyphen.

Post-Hijri events. Hijri/Christian, e.g. 786/1384–85 and 786–96/1384–93.

Pre-Islamic dating. Follow the date with C.E. or B.C.E.

Day, month, and year. DD/MM/YY (11 September 2001).

7. Quotations and In-Text Citations

General. Please use the author-date system.

Page numbers in citations. Separate page numbers from the date of publication by a comma.

Multiple authors/editors in citations. If citing 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.

Completeness. Every in-text citation should be included in the bibliography.

Order of citations. Order citations chronologically. Where there are two or more citations of the same year, order them alphabetically.

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

Block quotes. Run quotes less than 60 words into the paragraph. Block quotes of 60 words or longer. A blocked quote should not have an opening or closing quotation mark. Put the citation for the quote at the end of the paragraph containing the quote (i.e. not on a separate line).

Ellipses. Use the ellipsis (...) not three spaced periods (. . .). Do not enclose the ellipsis with square or rounded brackets.

8. Abbreviations

Scholarly abbreviations. Do not precede or follow abbreviations such as i.e. and e.g. with a comma, so “(see e.g. Prussin 1995).”

Cf. “Cf.” means “see, by way of comparison,” not “see.”

Ibid. Use “ibid.”, not “ibidem.”

US states and territories. Use the traditional forms, not the two-letter postal codes, so Colorado is abbreviated to “Colo.” not “CO” and California to “Calif.” not “CA”.

III. Bibliography

Please read this section thoroughly and **follow the house style exactly**. Articles that diverge markedly from our style are returned to contributors.

Every EWIC article should include a bibliography. The bibliography should list all sources cited in the article (except for personal interviews and correspondence, which should be referred to in the text of the article). The bibliography can also include resources that are not directly cited in the article, but these must be relevant to it.

Sections. Bibliographies should be in one section only. They should not be divided into sections. The only existing exception to this rule is for manuscript sources, archival material, or other materials that do not fit into a straight alphabetical list. Please contact your Routing Editor if in doubt.

Order. Entries should be listed by author surname, alphabetically letter by letter.

Arabic surnames. Alphabetize Arabic surnames prefixed by *al* under the element following the particle. Alphabetize names beginning with *Abu*, *Abd*, or *Ibn*, elements that are integral to the names, under those elements. Ignore accents and diacriticals for the purposes of alphabetizing (but not the letters that carry the accents or diacriticals).

Arabic customary names. Where an author has an Arabic name that does not contain a “Western-style” surname, list that author by his or her customary name (i.e. the name that he or she is most commonly known by), omitting any honorific. For longer names, you may prefer to use a shortened name for in-text citations.

First in-text mention, by full title (including honorific “Shaykh”):

Shaykh Muhammad Sodiq Muhammad Yusuf

In-text citation:

(Muhammad Sodiq 2006)

Bibliography:

Muhammad Sodiq Muhammad Yusuf

1. Authors’ Names

The first author’s full first name follows the surname (e.g. surname, first name). Subsequent authors’ names follow the format first name, last name. 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. 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.

Azmi, Shaheen. Perceptions of the welfare response to wife abuse in the Muslim community of metropolitan Toronto. Ph.D. diss., Faculty of Social Work, 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.,” or “comp.”

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 Books

General format. Author surname, Author first name. Book title. Book subtitle, City, State Year.

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

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

3.2 Articles and Chapters

General format journal articles. Author surname, Author first name. Article title. Article subtitle—article sub-subtitle, in Journal Title Volume number:Issue number (Year), First page—Last page.

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

General format book chapters. Author surname, Author first name. Chapter title. Chapter subtitle, in *Book title*, ed. editor first name editor surname, City, State Year, First page—Last page.

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

3.3 Newspaper and Magazine Articles

Generally don't include in bibliography. Ordinarily, so long as sufficient information about authorship is included in the text of the article and the in-text citation, there is no need to list cited newspaper or magazine articles in the bibliography.

General format otherwise. Author surname, Author first name. Article title. Article subtitle, in *Magazine/Newspaper Name*, Day Month Year, First page—Last page.

3.4 Languages Other Than English

Non-English language titles (of books, chapters, journal articles, and journals) should be given in the original language, followed by the English translation in square brackets. Translations should never be in italics.

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.

3.5 Manuscript Collections

Specific items. Unless only one item from a manuscript collection is mentioned in an article and that item is considered sufficiently important, do not include specific items in the bibliography.

List by collection, author(s), or depository. Depending on the circumstances, list by collection, author(s), or depository.

3.6 *Encyclopedia Entries*

Substantial, authored articles. Treat substantial, authored articles much like contributions to multivolume books.

4. **Multivolume Works**

Citing all volumes as a whole. 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. Abbreviate the word “volumes” to “vols.” and give the number of volumes in Arabic numerals.

Schiffman, Lawrence H., and James C. VanderKam (eds.). *Encyclopedia of the Dead Sea Scrolls*, 2 vols., New York 2000.

Citing a particular volume. When a particular volume is cited, or a chapter within that a particular volume, give the volume number in lowercase roman numerals, followed when applicable by the title of the volume.

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.

Volumes and parts. If a work uses both volumes and parts, give the volume in uppercase Arabic numerals, followed by the part listed in lowercase roman numerals. Separate volume and part numbers by a comma.

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 article is in press then the name of the press and “(forthcoming)” should follow the title.

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.

7. Unpublished Works

General format. Author surname, Author first name. Title of work, Type of work, Geographical information, Date.

Title of work. If the work does not have a title, give a description (e.g. “unpublished series of interviews”).

Type of work. Ph.D. diss., M.A. thesis, conference presentation.

Geographical/institutional information. Please give as much information as possible. For unpublished academic works, this should include the department, school, or faculty, as well as the academic institution.

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, unpublished paper (no. 105), Literature Department, University of Nairobi, Nairobi 1978.

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

8. Online Sources

General format. Author surname, Author first name. Title of article, date of article, <URL>. Date accessed.

URLs. For URLs that begin with “www.”, delete the “http://” or “https:”

Organization as author. Where there is no identifiable author or editor, give the organization.

DOIs. For those publications consulted online that have one, give the DOI.

<https://doi.org/10.xxxx/xxxxx>

Ballivian, Nicole. Los musulmanes. The Spanish ummah of the Muslim world, n.d., <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, <www.asharq-e.com/news.asp?section=7&id=17530>. 5 May 2008.

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