# Guidelines for *Journal of Islamic Archaeology*

**Form of the Manuscript**

Manuscripts should be submitted in final form, with no substantive changes expected later. They should be in grammatical, idiomatic English, with either British or American spelling (using consistently one or the other), and formatted according to the Guidelines set out below. Consult the latest edition of *The Chicago Manual of Style* for any conventions not specifically covered in these Guidelines. All elements of the manuscript should be typed single-spaced, with a 12-point font. Keep margins at least 1 inch (2.5 cm) on all edges of the page. Leave the right margin of the text ragged (i.e. no right justification). All pages should be numbered consecutively. Include all necessary bibliographical details, references, illustrations, maps and tables, and make sure illustrative material is clearly identified. **Articles should not exceed 10,000 words in length**; this includes both the main text *and* the References. Manuscripts should normally include the following elements in this order, and should be numbered with page numbers accordingly:

*Title, Name and Affiliation:* Full title of the article, your name(s), your academic address and your e- mail address, as follows:

> **Full title of the article (boldface)**
> Bethany J. Walker, University of Bonn, Germany
> E-mail: bwalker@uni-bonn.de

*Abstract:* 250-300 words.

*Keywords:* up to six *keywords* that adequately capture the main elements of your paper. Suitable examples might be: Ayyubid, Middle Islamic, glass trade, glazed import wares, petrographic analysis, political economy, Islamization, Islamic *quṣūr*, heritage management, vernacular architecture, socialized landscapes, environmental decline

*Text*: Begin on a new page. Use boldface, italics, and then underline to distinguish consistently between primary, secondary and tertiary headings.

*Acknowledgments*: Place these on a separate page after the main body of the text.

*About the Author(s)*: Place these after the Acknowledgments and include a brief statement (two or three sentences) summarizing your research interests, recent field projects and major publications.

*Notes:* Avoid their use altogether if possible; otherwise limit them to those that are essential, and make them as few and concise as possible. Insert footnotes using Word (or other program) footnote insertion tool.

*References*: Begin on a separate page. Examples of citations are given below. Do not use any bibliographic abbreviations whatsoever; if special abbreviations need to be established for very frequently cited works, both the abbreviation and its meaning should be listed at the head of the bibliographic references themselves.

*Captions*: Provide on a separate page following the *References* a list of captions for all figures (i.e. all artwork, including photographs, drawings and graphs) and for all tables.

**Figures and Tables**

Figures should be provided as separate, high-resolution files.

Every Figure must have a brief caption, correspondingly numbered, which will be printed beneath the figure: do not include the caption on the actual Figure. Cite all illustrations as Figures (not plate, map, plan, illustration, etc.).

Indicate in the text where each Figure (or Table) should appear, by writing on a separate line 'Insert Figure xx about here' at the appropriate point. Figures and Tables should be numbered in the order of their first appearance in the text.

Below each Figure caption, please also include a brief alternative description of the image (alt text). This is essential for the accessibility of your published paper. The alt text should be no more than 125 characters in length, and should describe, succinctly, what information is conveyed by the image, if that information is not already provided by the caption. Please do not repeat the caption, or start the alt text with 'Image of'. For example, the following Figure has the caption 'Suwa, a traditional Ethiopian beer essential to social gatherings'. Appropriate alt text could be: 'A plastic cup, filled with a dark-brown liquid, is being held by a

person standing outside a house, in a group.' The alt text will be coded into your paper, and is intended to be read out by a screen-reader. It will not be visible on the final proof.



Create all Tables in Word, and provide the necessary captions. As noted above, Figures and Tables should be numbered in the order of their first appearance in the text.

**References**

*List of references*: When the same author is cited more than once, give the name only once, and list publications in chronological order from earliest to most recent. List multiple authors or editors in full (i.e. use *et al.* only in the text, and not in the references). Give both place of publication and publishers' names, using the full version: e.g. Basil Blackwell, Cambridge University Press, Paul Åström's Förlag (but do not include & Co., Ltd., Inc., etc.). Titles of books and journals should be italicized; titles of dissertations and theses are not italicized; titles of articles in journals or in books should not be capitalized nor placed within quotation marks. Note that this applies primarily to English-language publications and that other languages may have slightly different conventions that should be used instead. Titles of publications that do not use the Roman alphabet should be given in transliteration. Some examples are given below:

*Books*

Atil, E.
1987.    *The Age of Sultan Suleyman the Magnificent*. Washington, DC: National Gallery of Art.
Badè, W. F.
1931.    *Excavations at Tell en-Nasbeh, 1926 and 1927*. Washington, DC: Smithsonian Institute.
    Inalçik, H., and D. Quataert, eds.
1997.    *An Economic and Social History of the Ottoman Empire. Vol. 2: 1600-1914*. Cambridge: Cambridge University.

*Book chapters*

Gregory, T.E.
1993.    "Byzantine and Medieval Pottery." In *The Land of the Paphian Aphrodite, Vol. 2: The Canadian Palaepaphos Survey Project: Artifact and Ecofactual Studies*, Vol. 2, edited by L. S. Sørensen, and D.W. Rupp, 157-176. Göteborg: Åström.

*Articles*

Algaze, M.
1989.    "A New Frontier: First Results of the Tigris-Euphrates Archaeological Reconnaissance Project, 1988." *Journal of Near Eastern Studies* 48:4: 241-281.

Edwards, C., K. Livingston, and A. Peterson
   1993.    "Dayr Hama: An Eighteenth Century Fortified Village in Galilee." *Levant* 25: 63-92.

*Theses, Unpublished Material, Internet Publications*

Strange Burke, K.
   2007.    "Archaeological Texts and Contexts on the Red Sea: The Sheikh's House at Quseir al-Qadim."
            Ph.D dissertation, Department of Near Eastern Studies, University of Chicago.

            "The Mamluke and Early Ottoman Rural Settlement System between Historical Documents
            and Archaeological Records." Paper presented at the Annual Meeting of the American Schools
            of Oriental Research, Chicago, USA.

            "Ottoman Archaeology: Localizing the Imperial." In *Encyclopaedia of Global Archaeology*, vol. 12
            (Islamic Archaeology), edited by A. L. Gascoigne. London: Springer (in press).
   [Cite in this case only works actually in press, not those "in
progress".] Damgaard, K.
   2010.    "Jordan's Port on the Red Sea: A Preliminary Report on the 2010 Field Campaign of the *Aylah
            Archaeological Project*." Internet Edition:
            http://miri.ku.dk/projekts/aap/reports/AAP2010_Report.pdf/

**Reference Style for Author's Using Medieval or Early Modern Texts as Primary Sources**

***Standard reference works in Middle Eastern Studies***

After the first reference to Brockelmann's *Geschichte der arabischen Litteratur*, it may be abbreviated *GAL*.
Supplement volumes are numbered S1 and S2. References to articles require the author's name and the edition.

   Rudi Paret, "Sīrat Baybars," *The Encyclopaedia of Islam*, 2nd ed., 1: 1126–1127.
   M. Sobernheim, "Ḳaʾitbey," *The Encyclopaedia of Islām*, 1st ed., 2: 663–664.
   M. Talbi, "Ibn Khaldūn," *Encyclopédie de l'Islam*, 2nd ed., 3: 849–855.

According to the edition, subsequent entries may be abbreviated with *EI2* or *EI1* (authors are expected to
cite consistently either the English or the French versions of *EI* throughout their articles):

   Franz Rosenthal, "al-Birzālī," *EI²*, 1: 1238–1239.
   M. Talbi, "Ibn Khaldūn," *EI²*, 3: 849–855.

Because the reprint of the first edition is divided into smaller volumes, it is necessary to indicate that
the reprinted edition is being cited:

   M. Sobernheim, "Mamlūks," *The Encyclopaedia of Islam*, 1st ed. (reprint), 5: 216–219.
   M. Sobernheim, "Mamlūks," *EI[1]* (reprint), 5: 216–219.

***Citing primary sources (in Arabic and other Middle Eastern languages)***

Some submissions may make reference to medieval and early modern texts in Middle Eastern languages. In
these cases the following system of citation will be used in the *Reference* section of the submitted
manuscript. Indicate the name of publisher when known.

   *Books (edited texts)*:

   Ibn Ḥajar al-ʿAsqalānī,
      1967-75.    *Inbāʾ al-Ghumr bi-Anbāʾ al-ʿUmr*, edited by Muḥammad ʿAbd al-Muʿīd Khān, 10 vols.
                  Hyderabad.
   al-Maqrīzī, Taqī al-Dīn Aḥmad ibn ʿAlī

1924.    *al-Mawa'iz wa-l-i'tibār fī dhikr al-khiṭat wa-l-athār*, edited by G. Wiet. Cairo: Institute Français d'archéologie orientale.

al-Nuʿaymī, ʿAbd al-Qādir b. Muḥammad al-Dimashqī
1988.    *al-Dāris fī Taʾrīkh al-Madāris*, edited by Jaʿfar al-Ḥusnī, 2 vols. Cairo.

*Books (edited texts, but editor unknown)*

al-Yūnīnī, Quṭb al-Dīn Mūsā b. Muḥammad b. Aḥmad
1954-1961. *Dhayl Mirʾāt al-Zamān*, ed., n.n. Hayderabad: Maṭbaʿat Majlis Dāʾirat al-Maʿārif al- ʿUthmānīyah.

*Books (edited, translated texts)*

al-Maqrīzī, Taqī al-Dīn Aḥmad ibn 'Alī, *Ighāthah al-ummah bi-kashf al-gummah*
1994.    *Mamluk Economics: A Study and Translation of al-Maqrīzī's Ighāthah*, edited and translated by A. Allouche. Salt Lake City: University of Utah Press.

*Quran*

Q : 13.3

## Unedited manuscripts

The title of an unpublished manuscript (i.e. primary source text in Arabic, etc.) should appear within quotation marks, and not italicized. In footnotes, "manuscript" should be abbreviated MS (without a period) and the plural abbreviated MSS, but in text the words should be spelled out. Footnote references to manuscripts generally follow the pattern used by the library that owns the manuscript. However, generally the reference should contain information in the following order:

Library name, MS, Collection name, Number, Folio
For example: Bodleian MS Digby Or. 28, fol. 392r or:
Chester Beatty MS 5527, fols. 78v–79r Bibliothèque
National Suppl. Ar. No. 471 Köprülü 1027

Note the absence of commas except before the folio.

Note the abbreviations of recto and verso.

Note also some libraries' conventional abbreviation of Oriental, Arabic, etc.

Note that conventional usage for some libraries rearranges the above order.

For example:    Dār al-Kutub MS 99 *tārīkh*
MS Ahmet III 2951
Dār al-Kutub MS 442

In notes, frequently repeated subsequent references to the second example above, for example, may read: CB 5527; particularly if the article concerns that manuscript. Otherwise, just repeat the entire reference.

## Citations "in text"

Use in-text citations, in lieu of footnotes, as much as possible, as follows. <u>Endnotes should not be used</u>.

## Regular citations

In the text, follow the style of these examples:

- (Foote 2007); …. Foote (2007, 459) claims ….
- (Pradines and Talaat 2007, 233)
- (Grantham 2000, 18, n. 1) [Use 'nn.' For 'notes'.]
- (Blanke *et al.* 2007, 192, fig. 17, no. B-E) [Use 'n.', for 'number', and 'nos.' for 'numbers'. And use *et al.* for more than two authors.]
- (Walker 2013; in press)

- (Gaudefroy-Demombynes 1923, 69, 134, 191, 199)
- (Abu Dayyeh 2009, 864-866)
- (Bartl 1994; 1996) [Separate all references, even if by the same author, with semi-colons.]

*Primary sources - texts (in Arabic, etc.)*

Bibliographical references of primary sources (in Middle Eastern languages) are cited in the text in an abbreviated form. A short reference consists of the surname of the author or editor followed by a substantive of the title: al-Maqrīzī, *Khiṭat*.

Volume references should appear after the short title and before the page references: Ibn Ḥajar, *Inbāʾ*, 8: 447.

For Translations:

al-Suyūṭī, *Ṭibb*, trans. Thomson, 129; (also in trans. Elgood, 128-9)

**Other Elements of the Manuscript**

*Numbers*: Spell out numbers one to nine; express all numbers greater than nine with Arabic numerals, i.e.

10 to 999,000, etc. Spell out 'million' or 'billion', numbers that begin sentences, and those used in a general sense in narrative, e.g. 'thousands of sherds'.

In a sequence of numbers, provide full digits (i.e. 109-110), do not abbreviate.

For dates and times, follow these examples: 40 hours; 30 October 1997; 18th Dynasty; 16th-century buildings (hyphenated); 2nd century (rather than second century); 1980s (no apostrophe); 1978-79 (not 1978-9); 333 BC, 85-135 AD (no periods in BC or AD); spell out all ordinal numbers. When citing dates according to both Muslim (*ḥijrī*) and Christian (*mīlādī*) calendars, denote as follows: 732 H/1331 CE.

*Measurements and mathematical symbols*: Distance, area, volume and weight must be expressed in metric units; abbreviations should not have full stops (periods), thus: 5 m; 10 km; 15 ha; 200 sq m (not 200 m2). Any mathematical variable should be underlined or italicized, and any ambiguous or unusual symbols should be explained clearly in the left margin. Extensive use of statistics may make it necessary for authors to provide camera-ready copy.

*Radiocarbon dates*: Radiocarbon determinations should be cited in full, with laboratory reference, age determinations in Cal BC (using latest radiocarbon calibration curves) if possible; otherwise in 14C years BP (Before Present, deemed to be AD 1950), and 1-sigma (68.2%) measurement error estimate (e.g. OxA- 1083, $4370 \pm 90$ BP). Any recent laboratory determination will have been corrected for isotopic fractionation ($\delta$13C), but in cases of unusual $\delta$13C values, or determinations run some years ago when such correction may not have been carried out by the producing laboratory, this should also be mentioned. Calendar dates refer either to historical dates, or calibrated calendar date estimates for radiocarbon determinations. The convention is:

Calibrated dates Cal BC/Cal AD

Historical dates BC/AD

Calibrated date estimates should cite the specific calibration curve, and computer program, used to obtain the estimate. For further information and guidance, see http://c14.arch.ox.ac.uk.

Use radiocarbon NOT 14C or $C^{14}$ in prose. i.e. "the radiocarbon dates indiciate…"

**Typographical Guide**

*Punctuation*: Either British or American conventions for punctuation may be used, but do not mix these conventions. For possessives of proper names ending in s or another sibilant, add 's, e.g. Childs's Introduction, Jones's views, Harris's work.

*Quotations*: If more than four lines are quoted, indent from left margin, and continue to use single- spacing. Otherwise, quotes should be enclosed in double quotation marks, single quotation marks being used only for quotes within a quotation.

*Italics and accents*: Type in italic foreign words that are to be printed in italic (including *et al.*), but note that such common abbreviations as e.g., cf., etc., are not italicized. In both the text and references, titles of all journals, monographs, books, and other such publications should be italicized. Non-Roman scripts (e.g. Greek, Arabic, Hebrew, Persian, Turkish) should be transliterated; diacritical marks and accents should be indicated for foreign words.

## Spelling of Common Romanized Arabic Words

Common place names should take the common spelling in American English; for example: Cairo, Damietta, Acre, Mecca, Beirut, Baghdad. Authors will be expected to define geographical regions and may spell the name as they wish; for example: Syria or Bilād al-Shām, for geographical Syria; al-ʿIrāq for southern Mesopotamia. Any romanized Arabic place name that properly carries the definite article should do so: al-Manṣūrah, not Manṣūrah.

Words that may be found in an English dictionary should be spelled as they are found there and not italicized. "Quran" and "Quranic" etc. should be spelled without diacritics; it should not be spelled "al-Qurʾān," "Koran," or "Coran."

Dynastic names should be written without diacritical marks, except in romanized text and quotations:

Mamluk (not Mamlūk), Burji (not Burjī), Bahri (not Baḥrī), Saljuq (not Saljūq), Abbasid (not ʿAbbāsid), Fatimid (not Fāṭimid), Ilkhanid (not Īlkhānid), Husaynid (not Ḥusaynid), Rasulid (not Rasūlid). Other than these cases, romanized Arabic should conform to Library of Congress conventions.

## Transcription of Arabic

If the manuscript includes transcriptions of Arabic texts or reference to Arabic-language works, it is recommended that the most current versions of Microsoft Word be used, which use Unicode, and are most easily converted for editing and publishing. Preferred fonts in this case are Times New Roman and Charis SIL, though other Unicode fonts may also be used, provided they all have the necessary diacriticals. Authors are advised to use only the most basic formatting, such as bold and italic types. Diacriticals must be included in the transcription of Arabic terms, unless they have a common romanized equivalent.

Romanized Arabic should be as follows:

| ء * | خ kh | ش sh | غ gh | م m |
|---|---|---|---|---|
| ب b | د d | ص ṣ | ف f | ن n |
| ت t | ذ dh | ض ḍ | ق q | ه h |
| ث th | ر r | ط ṭ | ك k | و w |
| ج j | ز z | ظ ẓ | ل l | ي y |
| ح ḥ | س s | ع * | | |
| | ة h, t (in construct) | ال al | | |

| اى,آ ā | ُو ū | ي ī |
|---|---|---|
| ○ a | ○ u | ○ i |
| ○ an | ○ un | ○ in |

ٰ
ا ā

| و ūw | يّ īy (medial), ī (final) |
|---|---|
| و aw | ي ay | ي ayy |

*Avoid using apostrophes or single quotation marks for *ʿayn* and *hamzah*. Instead use the Unicode characters ʿ (02BF) and ʾ (02BE).

Capitalization in romanized Arabic book titles follows the conventions of American English; the definite article is always lower case, except when it is the first word in an English sentence or in a title.

*The article al-*

The *hamzat al-waṣl* is not represented when beginning a word, following a prefixed preposition or conjunction, or following the definite article. Assimilation of the *lām* of the definite article before "sun" letters is disregarded. Prefixes preposition or conjunction should be written as follows: bi-l-qalam, li-l-sulṭān, ka-l-miskīn, wa-l-fuqarāʾ, fa-l-bayt, li-l-sulṭān

But: bi-llāh

*Pausal form*

Pausal form should be used in the text for single words or word constructions, short cites in the text, for names, and book titles. Final inflections of verbs are retained, except in pausal form; final inflections of nouns and adjectives are not represented, except preceding suffixes and except when verse is romanized. Vocalic endings of pronouns, demonstratives, prepositions, and conjunctions are represented. The hyphen is used with the definite article, conjunctions, inseparable prepositions, and other prefixes.

Note also the following exceptional spellings: Allāh, bi-llāh, li-llāh, bismillāh, miʾah, and Ibn (just for initial forms; **for medial forms please use b.**). Words not requiring diacritical marks, though following the conventions outlined above, include all Islamic dynasties, as well as the following terms: Quran, Hadith, sultan, amir, imam, shaykh, Sunni, Shiʿi, and Sufi. Common place names should take the common spelling in American English. Names of archaeological sites should follow the convention of the excavator.

Examples:

Pausal form:
-   Titles: Ibn al-Fuwaṭī, *al-Ḥawādith al-Jāmiʿah wa-l-Tajārub al-Nāfiʿah fī al-Mīʾah al-Sābiʿah* Ibn Ḥijjah, *Khizānat al-Adab*
-   Words: *shāshīyah*, *al-aqbīyah al-turkīyah*, *al-muṭawwalāt*,
-   Prepositions and conjunctions: wa-l-masākīn
-   Names: Jamāl al-Dīn Muḥammad b. al-Bahrānī; ʿAlāʾ al-Dīn b. Makkī al-Ḥamawī; Abū al-Fidāʾ


*Full transliteration* (for cited paragraphs):
-   "*wa-qad kānū baḥathū fī tilka l-ayāmi bi-l-fuṣūṣi*"
-   *laʿalla hādhihī banādiqu qawsi l-samāʾi l-mulawwanati*
-   *ka-annahā lam takun li-qisīyi l-ghuṣūni banādiqu*
-   *ʿizzun li-mawlānā l-sulṭāni l-maliki l-nāṣiri l-ʿālimi [al-ʿāmili?] l-ʿādili [al-ghāzī?] l-mujāhidi l-murābiṭi l-muthāghiri l-muʾayyadi l-manṣūri sulṭāni l-islāmi wa-l-muslimīna muḥyī l-ʿadli fī l-ʿālamīna munṣifi l-maẓlūmīna min-a l-ẓālimīna qātili l-kafarati wa-l-mushrikīna mubīdi l-ṭughāti wa-l-mutamarridīna ḥāmī ḥawzati l-dīni sulṭāni l-ʿarabi wa-l-ʿajami awḥādi mulūki al-zamāni māliki riqābi l-umami sulṭāni l-shāmi wa-l-ʿirāqi wa-l-yamani khādimi l-ḥaramayni l-sharīfayni nāṣiri l-isābati l-muḥammadīyati munshīʾi l-dawlati l-ʿabbāssīyati nāṣiri l-dunyā wa-l-dīni muḥammadi bni l-maliki l-manṣūri qalāwūn.*


## Evaluation of Manuscript

Manuscripts submitted to *JIA* are normally sent to two referees, one of whom may be a member of the journal's editorial board. Referees evaluate the paper based on such criteria as the importance of the topic, the methodology of the author(s), and the quality and clarity of the writing; and they recommend whether the paper be accepted, rejected, or accepted with modifications.

If a manuscript is accepted, whether outright or with modifications, the editor advises the author on revising the article and preparing it for copyediting and publication. It is explicitly understood that any acceptance of a manuscript is conditional until the necessary additions and revisions have been made, and the editor considers the paper ready for publication.

**AI-generated Content**

Equinox does not accept text, images, graphics or translations generated by Artificial Intelligence, or by AI-powered tools, as the originality of such content cannot be guaranteed. Authors of Equinox publications must be accountable for their work, and accountability cannot be effectively applied to Artificial Intelligence at this stage. If Artificial Intelligence is the subject of a paper, then examples of AI-generated content must be clearly marked and attributed in the text, and the express permission of the editors secured.

**Preprint Manuscripts**

Equinox does not accept manuscripts that have already been submitted to preprint repositories, such as SSRN. However, an author may deposit their accepted *postprint* manuscript in their Institutional Repository (only), with due acknowledgement to Equinox Publishing and an embargo period of 24 months. Please see https://www.equinoxpub.com/home/open-access-policy/ for more information.

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