Notes for Contributors

Comparative Islamic Studies aims at integrating Islamic Studies into the more general theoretical and methodological boundaries of Liberal Arts disciplines with particular emphasis on those disciplines most closely aligned with the contemporary study of religion (e.g., Anthropology, Art History, Archeology, Classics, Comparative Literature, Media Studies, History, Philosophy, Political Science, Psychology, Sociology, and Economics). This aim requires of authors to define in clear terms which discipline(s) they have selected for their comparative study, and for what analytical purpose.

Often religious phenomena are compared across two or more contexts with the analytical focus limited to the correspondence or non-correspondence between the compared phenomena in isolation. While not excluding such studies, *Comparative Islamic Studies* treats religious phenomena as factors, which interact with other human and societal factors in given contexts. Authors are thus encouraged to employ the comparative discipline-oriented approach of CIS to analyse how and why factors interact, including 'religious' factors (e.g., scripture, doctrine, myth, ritual, religious institutions and disciplines, etc.) and 'non-religious' factors (e.g., politics, state, economy, law, the material world, non-religious institutions and disciplines, etc.). Studies with multi-factor analysis are especially welcome (see also model on https://journals.equinoxpub.com/index.php/CIS/index).

Particular attention is paid to articles and reviews that demonstrate how Islamic Studies contribute to more nuanced and discerning models of religion and human societies, and that demonstrate how Islamic materials can challenge and contribute to generic categories, theories, and questions of method in the general study of religion. Contributors are also encouraged to draw comparisons that emphasize functional, hermeneutical, semantic and historical continuities among several different Islamic traditions, as people employ them to address changing human conditions. Islamic materials from outside of the central Arabic lands are of special interest.

Guidelines for Submission

Each issue will consist of roughly 128 pages and include articles, review essays, and a number of shorter book reviews. All articles are to be submitted first in electronic form to the journal editorial board through the Editor. Submissions are to be 6000–8000 words in length, and may be accompanied by footnotes, but must also be accompanied by a full bibliography of works cited in the text. Longer articles will also be considered. Transliterations will be kept to a minimum, and when used will follow the standard adopted by the appropriate scholarly bodies in the respective language areas. Articles are expected to be written in English though submissions in other languages will also be considered (see below, General Style Rules).

Review essays are to be 1000–3000 words in length. They may review one or more books, and may also focus on multiple works of a single author, works in a series, or publications around particular topics. Review essays may also be joint-authored, and may be commissioned and accepted by the editor without outside review. Book reviews are to be *ca*. 500 words in length, and as much as possible refrain from the use of footnotes and references.

Review of Submissions

All submissions are evaluated through a double-blind review process, and may include review both by editorial board members and external reviewers. The Editor will make every effort to have all submissions evaluated in a timely manner.

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Publishable Copy

All articles and reviews accepted for publication must conform with the following style rules and be submitted according to the following instructions.

Articles are to be submitted via electronic means in Word format and accompanied, if possible, by a copy in pdf format.

Electronic versions should be uploaded to the journal website.

This may be done by going to http://www.equinoxjournals.com/CIS/about/submissions, and logging on, or if a new contributor, by registering and following the prompts. Once registered, click on NEW SUBMISSION, and answer the online check list and copyright questions. The process then leads to Step 2, which allows you to upload your submission, followed by Step 3, where you will be asked to fill out the meta data form, which includes Title and Abstract, as well as Indexing details (of particular importance, please ensure you supply keywords for your submission). Additional materials (such as figures) may be uploaded at Step 4.

General Style Rules

1. Manuscripts should be formatted using double spacing with pages numbered consecutively throughout.

2. A short abstract of 50–150 words and a short biography written in the third person MUST be supplied with your article.

3. Quoted matter, if more than three lines, should normally be indented, without quotation marks.

4. Quotations of up to three lines should form part of the text, and should be indicated by double quotation marks. Single quotation marks should be used only for quotations within quotations.

5. In general, foreign words and phrases, both in main text and endnotes should be provided in translation, followed by the transliterated foreign word in square brackets (i.e. house [bayt]). All non-Roman alphabets should be transliterated following the style provided below.

6. References within the submission should follow the *Chicago Manual of Style* using the author-date system (http://www.chicagomanualofstyle.org). Sources should be cited in the text within parentheses, by the author's last (family) name, and the publication date of the work cited with no intervening punctuation. In addition, a page number or other locator may be added, following a comma.

7. All notes of a substantive nature should be provided as footnotes using the footnote tool in Microsoft Word, and using arabic numerals, (1), (2), etc.

8. All sources referred to in the text and footnotes must be compiled by the author in a bibliography of works cited in which the year of publication appears immediately after the author's name. All entries must be in alphabetical order. For successive entries by the same author(s), translator(s), editor(s), or compiler(s), a 3-em dash replaces the name(s) after the first appearance. The entries are arranged chronologically by year of publication in *ascending* order.

    Titles should be capitalized headline-style unless they are in a foreign language (see *CMS* 8.157, 11.3); titles of larger works such as books and journals are italicized; and titles of smaller works such as journal articles are presented in roman and enclosed in quotation marks. Noun forms such as editor, translator, volume, and edition are abbreviated, but verb forms such as edited by and translated by are spelled out.

8. -ize spellings should be used (recognize, emphasize, organization, etc. BUT analyse, exercise, etc.).

9. Preferred spelling should follow the *Oxford English Dictionary* but contributors may opt to use American or Canadian standards of spelling but must stipulate this at the time of their submission.

10. Authors of articles and book reviews will be emailed a proof as a pdf file, and will normally be expected to return these within ten working days of receipt. Corrections should be confined to typographical errors or to specific questions raised by the editors.

11. Illustrations, tables, maps and figures must be numbered consecutively and include captions which identify the source of any image or data. Authors are responsible for obtaining and paying for all copyright and reproduction charges.

12. For further reference or details not covered in this Guide, please refer to *The Chicago Manual of Style*, 16th edition.

Gender and Language

Where a gender-inclusive alternative is possible, it is to be preferred (e.g. "humanity" rather than "man" when referring to both genders). When personal pronouns are used both genders should generally be included. The use of plural forms is recommended.

Capitalization

Use lower case for personal pronouns of divine persons other than at the beginning of sentences: he, his, etc. In the case of book titles, significant caps are recommended. Sentence style capitalization must be used for titles in Arabic and German.

Abbreviations

Do not abbreviate journal titles.
BC, AD, CE, BCE should be unpunctuated and <u>should not</u> be set in small capitals.
Note the following abbreviations:
    ed. (editor)
    trans. (translator)
    rev. (reviser)
    2nd ed. (second edition)
    repr. (reprint)
    vol./vols. (volume)
For full details regarding forms of abbreviation please refer to the *Chicago Manual of Style*, Chapter 10.

Verbal Style and Spelling

1. **Square brackets** should be used within parentheses, to indicate the major text inserted into a quotation by the author (e.g. [*sic*]), and should also be used to contain the citation of an original, transliterated term translated. In this case, the foreign word should not be italicized.

2. **Numerals** are written out in full when they are ten or below, when they begin a sentence and when they are an even hundred, thousand, million, etc. But sometimes it is better to have consistency rather than follow this rule. Numbers of centuries should always be written out in full: twenty-first century; nineteenth century etc.

3. **Possessives.** For possessives of proper names ending in a (pronounced) *s* add "s, e.g. Childs's Introduction, Jones's views. The exception is for ancient names, e.g. Jesus', Moses', Barthes', Descartes' etc.

4. **Ellipses:** all quotations are in the nature of things an extract from a longer text, so ellipses should not be used simply to indicate that in the original text there are preceding and following words.

5. **Use:** focused, focusing etc (not focussed, focussing); first, secondly, *or* first, second (but not *firstly*); acknowledgment, judgment; analyse (but analyze in American spelling)

6. "E.g." and "i.e." are only permissible in the body of the text if they introduce a list or are within parentheses. Likewise, please avoid "etc." unless it is in a footnote. Please do not use op. cit., idem and avoid ibid. Avoid "f." and "ff."

Quran and hadith references

All Quran citations are to be numerical (i.e., Q 2:125 for surah 2, verse 125) and should be keyed to the Egyptian standard edition.

References to hadith reports in one of the texts indexed by A.J. Wensinck (6 books plus Muwatta and Darimi) should be cited in the numerical style he adopts (i.e., Bukhari 1:125 for Sahih Bukhari, section 1, hadith 125 in that section). References to hadith reports from Ahmad b. Hanbal may be to the volume and page number of the edition used by Wensinck or another version. Whenever possible, citations should indicate section and hadith number in addition to volume and page number for easier access in the case of multiple editions.

References to Quran commentaries should cite the Quran reference in addition to the volume and page number (i.e., Ibn Kathir, *Tafsir al-Quran al-azim*, on Q 2:125, 1:403).

Footnote and bibliography style

The journal follows the *Chicago Manual of Style* conventions for the author-date system. Please note articles from periodicals or titles of book chapters are printed within double quotation marks. Book and journal titles are in italics. All inclusive page numbers are separated by an en-dash. Full publication data should be used in the bibliography. The following provide examples:

Journal article:

Reference

(Safran 2003, 208–210)

Bibliography

Safran, Janina M. 2003. "Rules of Purity and Confessional Boundaries: Maliki Debates about the Pollution of the Christian." *History of Religions* 42: 208–210.

Book:

Reference

(Werbner 2002, 97)

Bibliography

Werbner, Pnina. 2002. *Imagined Diasporas among Manchester Muslims*. Oxford: James Currey.

Chapter/article in a collected volume:

Reference

(Schiffauer 1988, 156)

Bibliography

Schiffauer, Werner. 1988. "Migration and Religiousness." In *The New Islamic Presence in Western Europe,* edited by Tomas Gerholm and Yngve Lithman, 146–158. London: Mansell.

For further information on referencing style, please refer to *The Chicago Manual of Style*, 16th ed (you can access and search the full-text online at: www.chicagomanualofstyle.org).

Transliteration

Transliteration of Arabic, Persian, and Turkish words should follow the style indicated in the *International Journal of Middle East Studies*. Transliteration of Hebrew and Aramaic should follow the style in the *Journal for the Study*

of the Old Testament. Chinese transliterations should follow the modern pinyin. Transliterations of other languages should follow an accepted standard which should be indicated in a footnote at the first occurrence.

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