

## SUBMISSION GUIDELINES FOR AUTHORS

**The journal publishes work on all periods of Middle Eastern or Islamic Studies, and invites reviews on a broad range of topics, including (but not limited to): culture, economy, demography, geography, history, language and literature, politics, and religion. Articles review works in a multitude of languages, however they are written exclusively in English.**

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### General Submission Criteria

- The journal accepts manuscripts in English. Standard American English spelling should be employed consistently throughout the article, e.g. "program," not "programme," and "center," not "centre."
- **Transliteration:** All non-Roman alphabets must be transliterated; authors are responsible for their consistency and accuracy.
- Manuscripts must consistently conform to *The Chicago Manual of Style, 18th Edition* (CMS). Examples of reference citations for journal articles and books are shown below. For more examples, please check CMS.
- Picture files should be submitted in either JPG or TIFF. Resolution should be at least 300 dots per inch (dpi), though 500 dpi is preferable. Size should be at least 2.25 inches in width.
- These images should be uploaded as separate items on the "Attach Files" page on [www.editorialmanager.com/bustan/](http://www.editorialmanager.com/bustan/) with the contact information of the creator of the images, in the event a second image is needed.
- Images should not be resized or resolution reduced.
- If the submission includes figures, tables, or large sections of text that have been published previously, the author has obtained written permission from the original copyright owner(s) to reproduce these items in the current manuscript in both the online and print publications of the journal. All copyrighted material has been properly credited in the manuscript. For the

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[http://www.psupress.org/Journals/journals\\_permissions.asp](http://www.psupress.org/Journals/journals_permissions.asp). Copies of permission letters should be sent to the Pennsylvania State University Press.

- Authors provide **alt text** to describe image content (for figures, charts, and tables) to ensure accessibility for individuals using screen readers. Please see the **PSU Press Alt Text Guide on page 9** for further information on writing alt text.
- Authors guarantee that the contribution does not infringe any copyright, violate any other property rights, or contain any scandalous, libelous, or unlawful matter.
- Authors guarantee that the contribution has not been published elsewhere and is not currently under consideration elsewhere.

### **Manuscript Format**

- Articles should be submitted as Microsoft Word files.
- All text, including notes and works cited should be formatted in Times New Roman font, size 12 point, with double line spacing throughout.
- Review Articles should be accompanied by an Abstract of up to 200 words. **Please see page 5 for guidelines on how to write an abstract.**
- Submit 3 - 5 key words.
- For each review, please include, along with author and title information, each book's publishing information, number of pages, and ISBN 13.
- Paragraph indentation by tab only, not space bar or paragraph indent function.
- Number pages at the bottom right.
- No function of "Track Changes" should be in use. Please check your document for any remaining tracked changes, hidden text, or comments, and delete them.
- "Style" field should read "Normal" throughout text.
- Use "main headings" and "subheadings".
- Subheads may be placed in italics to distinguish them from a full heading.
- When omitting part of a sentence with an ellipsis, use three periods with a space before, in between, and after (" . . . and . . . "). When using a four-period ellipsis, the first is a true period, and the following should be spaced as above.

- Epigraphs and extracts from other texts should be set off with line spacing—do not format an indent. On the line after an epigraph, be sure to include the name of the author and the source; do not use an endnote.
- Use single spaces following periods between sentences throughout the manuscript.
- Please use endnotes. Endnote reference numbers should be placed after any punctuation mark(s). All bibliographical references should be displayed fully in the endnotes and a consistent bibliographical annotation is required.
- Illustrations/ figures:
  - Must be submitted as separate files / documents from the article text.
  - An indication in the text for placement should be given, for example:
    - <Figure 2>
  - Figures must be submitted in the original format at the size the author would like them to appear.
  - Digital images should be submitted in either .tiff or .jpeg files at 300 dpi with at least 2.25 inches in width.
  - If possible, all digital files (photos) should be grayscale.
  - Authors provide **alt text** to describe image content (for figures, charts, and tables) to ensure accessibility for individuals using screen readers. Please see the **PSU Press Alt text Guide on page 9** for more on writing alt text.

### Style

- Use single spaces following periods between sentences throughout the manuscript.
- Reviewed books are to be listed in your manuscript as follows:

Dafna Hochman Rand  
*Roots of the Arab Spring: Contested Authority and Political Change in the Middle East* (University of Pennsylvania Press, 2013), 171 pp. ISBN: 978-0-81224-530-1.

or  
Layla al-Zubaidi and Matthew Cassel, eds.  
*Writing Revolution: The Voices from Tunis to Damascus* (I.B. Tauris, 2013) 208 pp. ISBN: 978-1-78076 540-2.
- Ellipses:

- When omitting part of a sentence with an ellipsis, use three periods with a space before, in between, and after (“ . . . and . . . ”)
- If the end of a sentence is omitted, use four periods, the first immediately following the text, and the following spaced as above
- Use a four-dot ellipsis if an entire sentence is omitted
- Do not use ellipses at the beginning or end of a quotation
- Quotations:
  - Double quotation marks (“ ”) should enclose direct quotations of fewer than twenty-five words (i.e., two lines or less), as well as concepts or short phrases under discussion.
  - Quotation marks should always be outside of commas and end punctuation, e.g. “And they lived happily ever after.”
  - Single quotation marks (‘ ’) are used to refer to quotations within quotations.
  - For larger sections of quoted text (i.e. anything over two lines), set them off from other text by adding a blank line above and below the section and indent the entire block of text on the left.
  - Block quotations should *not* be enclosed in quotation marks.
- Citations:
  - Manuscripts must consistently conform to *The Chicago Manual of Style, 18th Edition (CMS)*. Examples of reference citations for journal articles and books are shown below. For more examples, please refer to *CMS*.
  - Books and journals in the text: Reference citations in the article must be enclosed in parentheses and listed chronologically.
  - In the case of works by multiple authors, please list up to three authors; for more than three, please list only the first author, followed by et al., as exemplified below:
    - (Poist and Alen 1999; Murphy 2000, 48–51; Pollan, Ward, and Burns 2007; Barnes et al. 2010).
  - Books and journals in the reference list: References citing source materials must be listed with the following information:
    - Journal: author’s last name, first name. Year of publication. “Title of Article.” *Title of Journal* volume no. (issue no.): page numbers.

- For example: Krämer, Gudrun. 2011. “Antisemitism in the Muslim World: A Critical Review.” *Die Welt des Islams* 46 (3): 243–245.
- Books: Author’s last name, first name. Year of publication. *Title of Book*. Name of publisher.
  - For example: Herf, Jeffrey. 2009. *Nazi Propaganda for the Arab World*. Yale University Press.
- All subsequent references should follow the *CMS* short title format: Author, date, page number.
  - For example: Savage and Watson, 1995, 2.
- Manuscript references: When referring to manuscripts, the first citation must include the full manuscript information: City, Library, manuscript number, folio number.
- For other types of citations, please check the *CMS*.
- Translations
  - Include translations for all quotations in languages other than English. Translations for individual foreign words, run-in quotes, and block quotes should be in parenthesis.
  - In general, translations should be accompanied by the original quotation in the footnotes.

### **Short reviews**

- The review must be headed by the following information: name of author or editor; *title of publication* (publisher; date of publication) number of pages; ISBN 13-digit number:

Christopher Phillips

*Everyday Arab Identity: The Daily Reproduction of the Arab World*

(Routledge, 2013), 224 pp.

ISBN: 978-0-41568-488-0

- The text of the review must be double-spaced.
- The reviewer’s name, employer affiliation, and email address must be indicated at the end of the review.

### **Tips for Writing Abstracts**

An abstract allows readers to quickly and accurately identify the basic content of your article. It is an invaluable research guide because it is most often what potential readers use to decide whether your article is relevant for them.

#### **Abstracts at a Glance:**

- Condensed version of the article
- Highlights the major points covered
- Concisely describes the content and scope of the work
- Helps readers decide whether to read the entire article
- Provides readers with a preview of research
- Contains relevant keywords for searching and indexing

Many online databases, such as the Scholarly Publishing Collective, use both abstracts and full-text options to index articles. Therefore, abstracts should contain keywords and phrases that allow for easy and precise searching. Incorporating keywords into the abstract that a potential researcher would search for emphasizes the central topics of the work and gives prospective readers enough information to make an informed judgment about the applicability of the work.

#### **Writing Tips**

An abstract is a self-contained piece of writing that can be understood independently from the article. It must be kept brief (approximately 100–200 words) and may include these elements:

- Statement of the problem and objectives (gap in literature on this topic)
- Thesis statement or question
- Summary of employed methods, viewpoint, or research approach
- Conclusion(s) and/or implications of research

*Keep in Mind...* Depending on your rhetorical strategy, an abstract need not include your entire conclusion, as you may want to reserve this for readers of your article. The abstract should, however, clearly and concisely indicate to the reader what questions will be answered in the article. You want to cultivate anticipation so the reader knows exactly what to expect when reading the article—if not the precise details of your conclusion(s).

**Do**

- Include your thesis, usually in the first 1–2 sentences
- Provide background information placing your work in the larger body of literature
- Use the same chronological structure as the original work
- Follow lucid and concise prose
- Explain the purpose of the work and methods used
- Use keywords and phrases that quickly identify the content and focus of the work
- Mimic the type and style of language found in the original article, including technical language

**Do not**

- Refer extensively to other works
- Add information not contained in the original work
- Define terms
- Repeat or rephrase your title
- Use first-person pronouns in abstracts. So, instead of, “In this article, I analyze,” use: “This article analyzes”

**Examples**

The abstract should begin with a clear sense of the research question and thesis.

“While some recent scholars claim to have refuted the relevance of stylometric analysis for Plato studies, new technological advances reopen the question. This article uses two recently completed stylometric analyses of the Platonic corpus to show that advanced artificial intelligence techniques such as genetic algorithms can serve as a foundation for chronological assertions.”

It is often useful to identify the theoretical or methodological school used to approach the thesis question and/or to position the article within an ongoing debate. This helps readers situate the article in the larger conversations of your discipline.

“The debate among Watts, Koupria, and Brecker over the reliability of stylometry (2009) suggests that . . .” or “Using the definition of style proposed by Markos (2014), this article argues that . . .”

Finally, briefly state the conclusion.

“Through analyzing the results of Watts and Koupria’s genetic algorithmic stylometry, the article demonstrates that they provide solutions to roadblocks previously identified in stylometric analyses of the Platonic corpus for the purposes of developing a reliable chronology. These solutions . . .”



## **PSU PRESS ALT TEXT GUIDE**

Penn State University Press is committed to making its publications accessible to the widest audience possible. The inclusion of alternative text (or “alt text”) will allow those using assistive technology to access the images and other graphic elements (such as tables, charts, graphs, and maps) in the digital formats of articles. Authors are encouraged to submit alt text (and where necessary, extended descriptions) for all images and other graphic elements in their manuscripts.

*Note:* If sufficient information about the image is included in the caption or the text, alt text may be unnecessary.

### **General Guidelines for Composing Alt Text**

Alt text should clearly and concisely describe the content and function of an image. Please limit the description to the most important elements of the image. In most cases a one- or two-sentence description, consisting of no more than 250 characters (not including spaces), should suffice. If more than 250 characters are needed to convey the content and function of an image, please provide an extended description in addition to the alt text.

### **Extended Description**

For more complex images and graphic elements (such as graphs, charts, and maps), please provide an extended description with the necessary information. Any visible English text in an image must be transcribed in the extended description. Please note that images requiring an extended description must also have the shorter alt text.

### **Formatting and Submitting Alt Text**

Alt text should be submitted along with captions. The alt text for a figure should be set on a new line after the caption and should be preceded by <alt text>. An extended description, when necessary, should be treated in a similar manner, preceded by <extended description>. When drafting and formatting alt text, you should:

- capitalize acronyms so assistive technology reads them as separate letters and not words (e.g., US versus us);
- avoid complex symbols, such as brackets, quotation marks, dashes, ellipses, and mathematical symbols, as assistive technology does not treat all of these symbols consistently;
- write in complete sentences but avoid overly complex sentence structures.

For examples as well as additional information and resources, see [here](#).

### **Final Submission Checklist**

- All authors and coauthors are listed in the submissions interface.
- At least one author has been designated as the corresponding author with contact details:
  - E-mail address
  - Affiliation
  - ORCID number has been provided (if you have one)
- Necessary funding statements have been provided, including funding organization name, the organization's DOI, and grant numbers if you have them.
- All necessary files have been uploaded. Submission must include:
  - Abstracts (100–200 words)
  - Keywords (3–5)
  - Separate image files (tiff, jpg, include relevant captions, **not inserted into Word file**)
  - All tables (including titles, description, footnotes)
  - Ensure all figure and table citations in the text match the files provided.
- Journal policies detailed in **submission guidelines have been reviewed** and **journal style guide has been followed**.
- Manuscript has been checked for spelling and grammar.
- Manuscript and Notes and or Works Cited sections follow the most recent *Chicago Manual of Style* (18<sup>th</sup> edition) for formatting and language.
- You have used endnotes and not footnotes.
- All references mentioned in the Works Cited list are cited in the text.
- If you only have 1 note or 1 work cited, the sections are called Note or Work Cited (not Notes or Works Cited).
- If your article includes notes, you have used shorten citations instead of ibid (See CMOS 18, 13.37).
- Permission has been obtained for use of copyrighted material from other sources (including the Internet and for image use). Please provide permission documentation to journal editor for images or long text excerpts under copyright.

- All figures have been provided as individual image files (**not inserted into Microsoft Word**) and are 300 dpi at a sizing of at least 2 inches wide.
- **Alt text has been provided** to describe all supplied images, tables, and charts. See **PSU Press Alt Text Guide** in submission guidelines and reference more information [here](#).
- You have saved your article in a docx file format, not as a PDF or other file format.