INSTRUCTIONS FOR AUTHORS

Please read this information carefully before submitting a manuscript. If your manuscript does not conform to the following guidelines, it will be returned to you.

Your article should make an original and scholarly contribution to your field of study. It should have clear aims with a principal thesis relevant to the journal’s readership, addressing research questions or problems and specifying a research context with a critical analysis and discussion. Please bear in mind that you are addressing an international audience.

Your article must fall within the scope of the journal for it to be considered for publication: JAS publishes work in the humanities and social sciences pertaining the Arabian Peninsula, its surrounding waters, and their connections with the Western Indian Ocean (from West India to East Africa), from Antiquity to the present day.

Your article should not have been published elsewhere or be simultaneously considered for publication in another journal. You should seek permissions to reproduce tables and illustrations and appropriately reference them.

If you would like to propose a special edition of the journal on a certain topic, please note that each issue of JAS should be between 82,000 and 91,000 words.

The Editorial Team will screen your article before deciding whether to send it for peer review or to decline it. If the former, it will be blind peer reviewed by at least two referees. If it receives favourable recommendation from two referees, it will be accepted for publication. To guarantee anonymity, please omit any references to yourself or your work that would disclose your authorship of the article. You can reintroduce these references if your manuscript is accepted for publication.

1 Submission details:

Please email your manuscript to JAS@exeter.ac.uk

Manuscripts must be submitted in MS Word, written in English, in either A4 or US Letter format, 12 point font text and footnotes, 1.5 spaced, with 2.5 cm / 1 inch margins. All punctuation marks including periods should be followed by one space. Do not save your manuscript as a “read only” file.

When you submit your manuscript, your email should include: your full name, job title, institutional affiliation, postal address, and manuscript title. Your email subject line should contain the title of your manuscript only.

Your manuscript should be between 7,000 and 10,000 words, including references, bibliography, appendices, etc.

Spelling: JAS accepts all dialects of English (British, American, Canadian, Australian, etc.)

An abstract of around 150 words should precede the introduction. It should clearly state your article’s aims, objectives, and results. Use Abstract: in the first line.

Below your abstract, include a list of keywords. These are essential in order to capture the attention of readers from other disciplines. Use Keywords: in the first line.
When you submit your article to JAS for consideration and peer review, please note that it does not need to conform to the journal's house style listed in sections 2–9 below. Only if it has been accepted for publication do you need to ensure that it conforms to the house style. At that stage, it will be your responsibility to edit your article for house style, not the journal's or the publisher's.

Once your article has been accepted for publication, please consult previous JAS articles for examples of how your article should be formatted with respect to your title, abstract, name, author's note, etc. before submitting your final draft to us: www.tandf.co.uk/journals/RJAB

For further information about publishing your article with Routledge and making the best of your article, please visit our Author Area at www.tandf.co.uk/journals/authorservices

2 Footnotes and bibliography:

All citations and notes in the text should appear as footnotes. They should be numbered consecutively throughout the text.

Footnotes should be in 12 point font and 1.5 spaced, with the first line indented 0.5 cm / 0.2 inch.

If your manuscript is accepted for publication, please include a short biography of yourself above the first footnote as follows:

Andrew M. Gardner is Assistant Professor of Anthropology in the Department of Comparative Sociology, University of Puget Sound, 1500 N. Warner, Tacoma, Washington State 98416, USA, gardner@pugetsound.edu.

If more than one author, follow same format, separating each bio with a period, so that the authors' biographies appear as a single block paragraph.

Do not indent your bio. Please insert one space below your bio before the first footnote or Author's note (see below).

If your manuscript is accepted for publication, your acknowledgements section mentioning grant support, substantial assistance, etc. should be typed as an Author's note below your bio and above the first footnote in the final draft. Do not indent your Author's note. Please insert one space below your Author's note before the first footnote.

Your footnotes and bibliography should follow to the Chicago Manual of Style (available online), with the following exceptions, which have been introduced for the sake of simplicity to keep the footnotes as short as possible:

• In your footnotes, list up to three authors for a single work, with the names separated by commas: e.g., Ali; Smith; and Lu. For four or more authors, list the first with et al.
• In your bibliography, list all the authors, with the names separated by semi-colons: e.g., Ali, Isa; Ann Smith; and Joe Lu.
• For interviews, always use the person’s full name (followed by his/her job title or other relevant description in brackets) in the footnotes.
• Citations in footnotes should only list the year of publication, not the publishing house, while references in the bibliography at the end of your manuscript should list full publishing details.
• In footnotes, only the first citation of a work should be given in full.
• When references to the same work follow without interruption, use ibid.
• When a footnote to the same work follows after an interruption, use the author's last name and a shortened main title of the work; do not use op. cit.
• Book-length monographs, including MA and PhD dissertations, should have their titles italicized.
• Use the abbreviations "p." and "pp." to denote page numbers for both articles and books. Page references should be preceded by a comma, not a colon.
• The final quotation mark of a title should precede the period, comma, semi-colon, or colon at the end of the article/chapter title or quotation, unless it forms part of the title or quotation.
• Indent the first line of the footnote.
• Citations within footnotes should be placed in square brackets [ ].

Some illustrative examples:
FOOTNOTES

4 Interview with Ghanim al-Najjar (Kuwait University political science professor), Kuwait, May 2010.
6 Imports from China account for 11% of Saudi Arabia’s total imports [Arab News, 5 July 2009].
8 Lorimer, Gazetteer 1: Historical, p. 101.
9 Ibid., p. 6.
12 Henderson (Political Agent, Qatar) to Weir (Political Residency, Bahrain), 9 March 1970, FCO 8/1474, TNA, London.
13 “He is too clever by half, whereas we all know that Shaikh Zayid is a ‘true Arab gentleman’” [Boyle (Political Agent, Qatar) to Lamb (Political Agent, Abu Dhabi), 15 April 1967, FCO 8/733, TNA, London].

Note that the publishing location (city or URL) and publishing house are not included in footnotes and that dates are written as day-month-year.

BIBLIOGRAPHY (FOR WORKS CITED ONLY)


Please note the following citation format for edited works:
- When listing a work by editor, use (ed.) or (eds.) after the name(s), as follows:
- When listing a chapter in an edited book, list the editor(s) name(s) after the title of the edited book as follows:

Your bibliography should conform to the following rules:
- List all references alphabetically by author.
- Where more than one work is cited for an individual author, these works should be listed chronologically.
- For multi-authored works, list all authors.
- For family names beginning with Al or Al-, list alphabetically under A.
- For chapters in edited volumes, list each cited chapter as a separate item, by author’s name.
- Do not use abbreviations for titles of journals.
- The second and subsequent lines of each reference should have a hanging indent of 0.5 cm / 0.2 inch.

3 Dates of publication and volume / issue numbers:

For books, chapters in books, dissertations, and articles in journals, the date of publication should appear in brackets. Here are some examples in footnote format:


In citations where the date serves in place of a volume or issue number, such as newspaper articles, presentations, broadcasts, interviews, and correspondence, the date should not appear in brackets. Examples:


3 Interview, Aden, 7 April 2006.

4 Interview with Ghanim al-Najjar (Kuwait University political science professor), Kuwait, May 2010.

5 Henderson (Political Agent, Qatar) to Weir (Political Residency, Bahrain), 9 March 1970, FCO 8/1474, TNA, London.

Normally, journal issues from a given year comprise a single volume, with pages numbered consecutively. IJMES, for instance, publishes four issues a year:

- vol. 43, no. 1 (February 2010), pp. 1–183
- vol. 43, no. 2 (May 2010), pp. 185–397
- vol. 43, no. 3 (August 2010), pp. 369–545
- vol. 43, no. 4 (November 2010), pp. 547–726
Where this is the case, JAS follows IJMES’s practice of only including the volume number, without “vol.” or a comma before it, since the page numbers provide sufficient information to enable a reader to locate the article referred to. For example (in your footnotes):


Where the inclusion of an issue number is desirable, then add a dot followed by the issue number. For example (in your bibliography):


Where the omission of “vol.” may cause confusion, however, it should be included. For example (in your footnotes):


4 Websites:

Do not include http://, unless www does not form a part of the URL. When citing an online publication, include the URL in the bibliography but not in the footnotes. If a URL is very long, the main website URL may be sufficient, as your readers will be able to find the online article you are citing through Google in any event. Examples:


No “date accessed” is given; this is assumed to be the year the article citing the URL is published.

5 Initials and abbreviations:

For countries, institutions, organizations, and common abbreviations do not use dots: UAE, US, DC, UK, UN, GCC, ESCWA, AD, GMT, QR, BD.

For names and abbreviations, use initials without spaces: e.g., i.e., J.E. Peterson.

Do not italicize common Latin abbreviations or phrases commonly found in an English language dictionary: ibid., et al., etc., at hoc, de facto, de jure.

6 Quotation marks (for titles and quotations):

For quotations, use double inverted commas: “x”. For quotations within quotations, use single inverted commas: ‘x’. To indicate or highlight a word, use single inverted commas: ‘x’. The final quotation mark should precede the period, comma, semi-colon, or colon at the end of the article/chapter title or quotation, unless it forms part of the title or quotation. Examples:

1 Longva, “Nationalism in Pre-Modern Guise”, p. 182.

“The Sultan is always generous with his subjects”, he told me.

7 Quotations:

Quotations less than 4 lines or 40 words should appear within double quotation marks (“like this”); quotations of 4+ lines or 40+ words should be indented 0.5 cm / 0.2 inch along the left and right margins. Words and
punctuation added to the original quotation should be contained within square brackets [like this]. If you italicize words within an original quotation, please include [emphasis added] in square brackets at the end of the quotation.

8 Indentation:

Text: The first paragraph under a new section heading should not be indented; all subsequent paragraphs should be indented.

Footnotes: The first line should be indented, as shown in the citation examples above.

Bibliography: The second and subsequent lines of a reference should be indented, as shown in the citation examples above.

9 Section headings:

Section headings should be number and formatted as follows:

   8 Section heading  [14 font]
   8.1 Sub-section heading  [12 font]
   8.1.1 Sub-sub section heading  [12 font]
   8.1.1.1 Sub-sub-sub section heading  [12 font]

10 Capitalization:

Proper nouns should be capitalized. Example: the Qur’an and Hadith; the Sasanians and Al-Sabah; Aden and Muscat.

Book and journal titles should be capitalized. See examples in the “Footnotes and bibliography” section above.

11 Hyphens, en-dashes & em-dashes:

Hyphens (−) should be used to connect parts of compound nouns (go-between, twenty-eight) and compound adjectives (Kuwait-Saudi border, Anglo-Bahraini relations).

En-dashes (–) should be used for a span of time (1995–6, March–April, Monday–Tuesday), number quantities (1–44, 12:00–1:00), and page numbers (pp. 4–6).

Em-dashes (—), spaced, should be used to indicate a break in thought — as illustrated in this sentence, or in place of parenthesis: (). Use two en-dashes to make an em-dash.

12 Dates:

Dates are written as day-month-year.


Use only common era (AD) dates, unless quoting from an original source, in which case use the date given in the quotation with the AD date in square brackets immediately after. Examples: “905 [1500 AD]” or “2 Ramadan 905 [31 March 1500 AD].”

Centuries should be written out in full: e.g., tenth century, twenty-first century (not 10th century, 21st century).

Do not use an apostrophe with years. Example: 1980s, not 1980’s.
Reign dates for rulers should be preceded by the abbreviation ‘r.’ + space. Example: Shaikh Zayid Al Nahyan (r. 1966–2004).

Birth should be preceded by the abbreviation ‘b.’ + space. Example: King Hamad Al Khalifa (b. 1950).

Death should be preceded by the abbreviation ‘d.’ + space.

13 Numbers

Write out numbers below 100, with the exception of page numbers (p. 8), section numbers (section 8), chapter numbers (chap. 8), volume numbers (vol. 8), edition numbers (8th edn.), percentages (8%), fractioned measurements (8.2 miles), currencies (£8 and $8 million), etc.

Numbers over 999 should have a comma: e.g., £1,000 and 1,000 miles.


14 Currencies

Please follow these conventions: US dollars: either as $100 or US$100. Maria Theresa thalers: MT$100. Kuwaiti Dinars: KD100. Bahraini Dinars: BD100. Saudi Riyals: SR100. Qatari Riyals: SR100. UAE Dirhams: AED100. Omani Riyals: OR100. Rupees: Rs.100. Krans: Ks.100. Units over 999,999 should be written as $1 million, $1.5 million, $1 billion, $2.21 billion, etc.

Since the South Asian numeric system of lakhs (Rs.1,00,000) and crores (Rs.10,00,000) is unfamiliar to many people, we recommend that you use the decimal system (Rs.100,000 and Rs.1,000,000) and include an explanation about this in a footnote to your first use of rupees.

15 Transliteration:

JAS follows the same transliteration system as IJMES. See the IJMES transliteration chart on the next page. A copy of the chart can also be found on the JAS webpage.

All Arabic, Turkish (modern or Ottoman), and Persian words should be transliterated with diacritical marks (macrons and dots), except the following:

- Place and country names that possess a Europeanized version, such as Saudi Arabia, Mecca, and Aden. Do not use diacritics.
- Names of authors of English-language publications. Please respect the author’s own spelling of his/her name, so that one can find his/her works in online searches. Do not use diacritics.
- Well-known words that can be found in any unabridged English dictionary.

All transliterations should be italicized (in every instance), except the following:

- Proper nouns: e.g., the Qur’an and Hadîth; the Sasanians and Al-Sabah; Aden and Muscat.
- Well-known words that can be found in any unabridged English dictionary.

For hybrid terms, such as dynasties which use English suffixes, use the Arabic or Persian form with diacritics. Example: ‘Abbâsid dynasty, Mamlûks, Sa’ûdis.

‘Ain / ‘ayn (א) should be indicated as < in the text to allow the type-setter to insert JAS’s special character for ‘ain using the find-and-replace function.

Hamza (س) should be indicated using > in the text to allow the type-setter to insert JAS’s special character for hamza using the find-and-replace function.

Please ensure that the transliteration system is followed closely and accurately. You are responsible for the consistency and accuracy of your transliteration. If your manuscript does not conform to these requirements, we will return it to you for revision.
ENGLISH TRANSLITERATION SYSTEM

CONSONANTS

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

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VOWELS

ARABIC AND PERSIAN   OTTOMAN TURKISH   MODERN TURKISH

Long ә or ә ә ә { words of Arabic } ә
     ә ә ә and Persian ә
     ә ә origin only ә

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     ә ә ai or ay ә ә ey ә ә ey
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     ә ә ai or ay ә ә ey ә ә ey
     ә ә ai or ay ә ә ey ә ә ey
     ә ә ai or ay ә ә ey ә ә ey
     ә ә ai or ay ә ә ey ә ә ey

Short ә ә a or e ә ә a or e
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For Ottoman Turkish, authors may either transliterate or use the modern Turkish orthography.

16 Al / al-:

Al/"the family of," as used mainly in the Gulf and pronounced with a long Ā) should be written as Al without a
hyphen (as in Al Saʿūd). By contrast, the Arabic article "the" should be written as Al- or al- with a hyphen (as
in al-Qāsimi and al-Bahārnā).

When citing the work of an Arab author in English, please use his/her chosen transliteration, as it appears on
his/her article or book. Example: Alhaji instead of al-Hajji; Mohammed instead of Muhammad.
17 Tables, figures (illustrations), and captions:

Tables should be numbered by Roman numerals (I, II, III), and figures (illustrations) by Arabic numerals (1, 2, 3), indented as follows:

**Figure 4:** Crowds of South Asian labor migrants visit the central commercial district of the Industrial Area in Qatar (Photograph by Deepin Giri).

Your captions should include a key to symbols.

When submitting your manuscript for initial consideration and peer review, please include your tables, figures, and captions in the main text of your manuscript. The figures inserted in your manuscript should be low-resolution versions of the originals so that your file does not exceed 1MB.

If your manuscript is accepted for publication, please remove the tables, figures, and captions from the final draft of your manuscript and send them to us as separate files, including the high-resolution originals of your figures. Please indicate their approximate position in your manuscript.

The resolution of your images must be sufficiently high for publication. For GRAYSCALE images, the format should be TIF with a 400 dpi resolution or density. For LINE DRAWINGS, the format should be TIF with a 600 dpi resolution. Each graphic should be sized no smaller than the physical size it should be in the journal. It is fine to submit an image a bit larger than the desired final size, but it should be no larger than an A4 / US letter sheet of paper.

18 Book reviews:

The suggested word limit is 1,000 words. Please format your review's heading as follows:

MICHAEL RICE (ed.), *Dilmun Discovered: The Early Years of Archaeology in Bahrain* (London: Longman Group; Bahrain: Department of Antiquities and Museums, 1984), 206 pages; £24.95 hardback, £9.95 paperback, £5.95 electronic. **Note:** List the price in the producing country's currency.

Reviewed by JOHN P. COOPER, Institute of Arab and Islamic Studies, University of Exeter, United Kingdom, J.P.Cooper@exeter.ac.uk.

19 Miscellaneous:

JAS reserves the right to copyedit and proof all articles accepted for publication.

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