

Muqarnas: An Annual on the Visual Cultures of the Islamic World

GUIDELINES AND STYLE SHEET

Muqarnas: An Annual on the Visual Cultures of the Islamic World is a scholarly journal comprising articles on art, architectural history, archaeology, and all aspects of Islamic visual cultures, historical and contemporary. Starting with volume 26, full-length articles will be accompanied by shorter submissions grouped under a separate section entitled “Notes and Sources.”

Authors are asked to provide the following information with their submissions: institutional affiliation (if any), mailing address, telephone and fax numbers, and e-mail address. Manuscripts should be submitted as e-mail attachments in Microsoft Word, along with low-resolution illustrations. If an article is accepted for publication, authors will be expected to make revisions based on the reader’s and editor’s reports and to submit higher-resolution images on a CD at that time. Send submissions to muqarnas@fas.harvard.edu. The deadline is March 1st for publication in November of the following calendar year. Articles that do not follow *Muqarnas* style will be returned to the author for revision.

Muqarnas conforms to *The Chicago Manual of Style*, 15th Edition (henceforth *CMS*).

Authors are required to use the diacritic-friendly Jaghbug, a font that can be downloaded free, and that is available for PC and Mac (<http://www.smi.uib.no/ksv/Jaghbug.html>).

Submissions should be double-spaced throughout in 12-pt. typeface. Please do not justify the right margin. Use a five-character paragraph indent. Institutional affiliation and location should appear on the last text page.

Articles should be no more than about 50 pages (not including endnotes) and have an upper limit of 25 to 30 illustrations. Although some exceptions may be made, in general more lengthy articles will be published in two or more parts appearing in successive volumes.

All articles are subject to review by the editor and an anonymous external reader, whose comments will be sent to the author, if the article is accepted for publication.

Illustrations

Illustrations should be labeled and accompanied by a double-spaced caption list indicating the preferred size of illustrations (i.e., full, half, quarter page). Authors should provide specific directions if they want the images to be grouped in a particular manner. It is the author's responsibility to obtain permissions to use copyrighted illustrations and to provide the appropriate credit-line information.

Illustrations should be submitted as digital images (color or b/w) in TIFF format, scanned at 300 dpi in a size that will fill at least a half page (about 4 x 6 inches). Please title each digital image with your name and the figure number.

Images not submitted in the format indicated above will not be accepted for publication.

Foreign Terms and Transliterations

Authors are responsible for the accuracy of their transliterations. Foreign terms and phrases must be italicized and their diacriticals included.

For the transliteration of Arabic and Persian, *Muqarnas* uses the *Encyclopaedia of Islam* system, but with the omission of subscript bars and the substitution of *q* for *ḳ* and *j* for *ḏj*; for Ottoman Turkish, authors should use the *EI* system. All transliterated words and phrases in the text and transliterated authors' names and titles in the endnotes must follow this system. Exceptions include Arabic words that have entered the English language (e.g., mihrab, madrasa, iwan, Abbasid, Muhammad); these should be treated as English words, that is, not italicized and without diacriticals.

Place names and names of historical personages with no English equivalent should be transliterated but, aside from *ʿayn* and *hamza*, diacritical marks should be omitted (e.g., Maqriẓi, Fustat, Sanʿa). However, in the endnotes, Arabic, Persian, and Ottoman Turkish authors' names and titles must be fully transliterated.

Citations

Authors are responsible for the accuracy of all citations. Citations to source materials should be numbered consecutively throughout the text and presented as endnotes—that is, notes grouped together at the conclusion of the text. Like the text, endnotes should be double-spaced.

The endnotes should accord with *CMS*, Chapter 17. "Ibid." should be used for uninterrupted, successive references to the same work. When referring to a previously cited work that does not follow without interruption, use the author's name and a shortened title, not the date of publication of the work. Do not use "op. cit." Names and titles in non-Roman alphabets (Arabic,

Cyrillic, Greek, etc.) must be transliterated. Titles in Roman alphabets should be capitalized as they would be in the book's language.

As stated above, Arabic, Persian, and Ottoman Turkish authors' names and titles must be fully transliterated when cited in the endnotes.

Publishers may be included or omitted in the endnotes, but be consistent throughout.

Do not use initials for first names—unless of course the author identifies himself or herself in that way: K. A. C. Creswell, R. D. McChesney. Use the full title in the first citation of a work.

The endnotes should conform to the following examples:

¹ John Mills, *Carpets in Paintings* (London, 1983), 34.

² Ḥaydar Çelebi, *Rūznāme*, in Ferīdūn Aḥmed Beg, *Münşe'ātü 's-selāṭīn*, 2 vols. (Istanbul, 1847–49), 1:431–32.

³ M. S. Dimand, and Jean Mailey, *Oriental Rugs in the Metropolitan Museum of Art* (New York, 1973), 76.

⁴ Arthur U. Pope and Phyllis Ackerman, *Survey of Persian Art*, 6 vols. (London, 1938), 3:65.

⁵ Charles Grant Ellis, "Indian Carpets in U.S.A. Museums," *Marg*, 18, 4 (September 1965): 12–14.

⁶ Walter B. Denny, "Ten Great Carpets," *Hali* 1 (Summer 1978): 156–164.

⁷ Aḥmad b. Muḥammad al-Hamadhānī (Ibn al-Faqīh), *Mukhtaṣar kitāb al-buldān*, ed. M. J. de Goeje (Leiden, 1885), 99.

⁸ Muḥammad b. Aḥmad al-Muqaddasi, *Aḥsan al-taqāsīm fī ma'rifat al-aqālīm = La Meilleure repartition pour la connaissance des provinces*, trans. André Miquel (Damascus, 1963), 145–52, 197–99.

⁹ S. D. Goitein, *Encyclopedia of Islam, New Edition* (Leiden, 1954–2002), s.v. "Banū Isrā'īl."

¹⁰ Nasser Rabbat, “The Transcultural Meaning of the Dome of the Rock,” in *The Open Veins of Jerusalem*, ed. Munir Akash and Fouad Moughrabi (Syracuse, N.Y., 2005), 77–78.

¹¹ Akiko Motoyoshi Sumi, *Description in Classical Arabic Poetry: Waṣf, Ekphrasis, and Interarts Theory* (Leiden: E. J. Brill, 2004), 155–232.

Recent volumes of *Muqarnas* may also be consulted for further examples.

Numerals

Spell out whole numbers from one through one hundred, round numbers, and numbers beginning a sentence. (Consult *CMS* 9.3, and rest of section for exceptions).

Write out centuries: eighteenth century, not 18th century.

Punctuation

Muqarnas uses the serial comma: red, white, and blue (not “red, white and blue”).

Periods and commas should precede closing quotation marks, whether double or single. (See *CMS* 6.8)

Use “smart” quotes.

Miscellaneous

Use American spelling: “analyze” and “honor,” rather than “analyse” and “honour.”

Please provide glosses for all foreign terms used: e.g., *sharbūsh* (a fur-trimmed cap with a triangular front).

Translate foreign titles when they are first mentioned in the text of the article: e.g., *Kitāb Naʿt al-ḥayawān* (Treatise on the Attributes of Animals).

Provide dates of death or reign for individuals mentioned in the text.