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

GUIDELINES AND STYLE SHEET

General Style Guidelines

Muqarnas follows the latest edition of *The Chicago Manual of Style* (henceforth *CMOS*). Please consult *CMOS* for any issues not covered in the guidelines set forth below.

1. Use American English spelling (as opposed to British English): "analyze" and "honor" (not "analyse" and "honour").

2. Provide years of death or reign in parentheses upon the first mention of historical personages: ʿAbd al-Rahman III (r. 912–61); Hashim b. ʿAbd al-ʿAziz (d. 886).

3. Indicate Gregorian (Western) calendar dates in accordance with the American ordering of month-day-year: February 2, 2019. Note the comma after the day.

4. Hijri dates should only be given when mentioned specifically in an inscription or document. There is no need to supply hijri dates for the years of a reign or dynasty. Provide hijri dates in the day-month-year format (no commas), and convert them to Gregorian dates in parentheses: 3 Shawwal 1100 (July 20, 1689).

5. In general, spell out whole numbers from one through one hundred, round numbers, and numbers beginning a sentence. Use an en dash to indicate "to" or "through" for inclusive numbers (a span of dates, pages, etc.), abbreviating number ranges according to the guidelines in *CMOS* 9.61: e.g., 3–7, 94–95, 101–7 (but 100–107, when the first number is a multiple of 100), 1965–66.

6. Write out centuries: "eighteenth century" (not "18th century").

7. *Muqarnas* uses the serial (or Oxford) comma: "red, white, and blue" (not "red, white and blue").

8. Use double quotation marks rather than single quotation marks (which should only be used to indicate a quote within a quote). Periods and commas should precede closing quotation marks.

9. Institutional affiliation and location should appear at the end of the article, directly before the notes. If an "author's note" is to be included, it should be placed directly after the institutional affiliation/location.

10. Use endnotes (rather than footnotes) for citations, and provide full bibliographic details. No separate bibliography is required.

11. *Muqarnas* uses the diacritic-friendly Jaghbub Unicode (JaghbUni) font, which can be downloaded free of charge: https://org.uib.no/smi/ksv/jaghbub.html

Illustrations and Captions

It is solely the author's responsibility to obtain permissions to publish copyrighted illustrations and to provide appropriate credit-line information. Authors should begin to seek permissions for copyrighted images immediately after the article is accepted to avoid delays in publication, as the process of acquiring permissions can be lengthy.

When applying for permission, please request world rights for both print and online publication. The print run for Muqarnas is currently 400, with approximately 150 electronic subscriptions (or about 600 total).

Illustrations should be submitted as digital images in TIFF or JPEG format, scanned at 300 dpi in a size that will fill at least half a page (about 4 x 6 inches).*

All images should be well-lit, in focus, and cropped exactly as they are to appear in print. Title each digital image file with a figure number: "fig. 1," etc.

In the text of the article, make sure a reference is given for each figure and that figure references appear in numerical order (i.e., the first reference to fig. 4 appears before the first reference to fig. 5).

Images should be accompanied by a double-spaced list of captions that gives identifying information and appropriate credits. For works of art or manuscripts, it is generally a good idea to include the following (if known and applicable): name of artist/author, title of work, year, provenance, city, institution, name of manuscript, accession number, folio number.

Image credits should be given in parentheses after the caption. Note that certain institutions provide their own wording for the credit line, which should be published exactly as stipulated.

Some examples:

Fig. 4. *Portrait of the Aged Painter Mir Musawwir*, by Mir Sayyid ʿAli, ca. 1565–70. Paris, Musée du Louvre, Fonds Napoléon, 1893. OA3619ib. (Photo: ©Musée du Louvre, Dist. RMN-Grand Palais / Raphaël Chipault)

Fig. 6. Khirki Mosque, Jahanpanah, Delhi, ca. 1340s, detail of eastern entrance showing engaged bastions with flanged sections. (Photo: Finbarr Barry Flood)

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* To check the size of an image, open it in Preview and select "Adjust Size" under the "Tools" menu. Make sure the box that says "Resample image" is <u>not</u> checked. (The one that says "Scale proportionally" should be checked.) Then put in "300" for the resolution (pixels/inch) and look at the dimensions for width and height (in inches); these should be at least 4 by 6 inches.

Fig. 10: Sultan Süleyman conversing with a prince in the company of two leading Privy Chamber pages and dwarfs in his study, featuring a book cupboard whose shelves contain horizontally stacked volumes. Talikizade Mehmed, *Şehnāme*, ca. 1596–1600. Istanbul, TSMK, A. 3595, fol. 79a. (Photo: Hadiye Cangökçe, courtesy of Emine Fetvacı)

After each caption, indicate the preferred size of publication for the corresponding illustration (either quarter, half, or full page). Also include any instructions about the desired placement of the image(s); e.g., "Please print figs. 1 and 2 on the same page." Bear in mind that not all requests can be accommodated.

Foreign Terms and Transliterations

Foreign terms and phrases must be italicized and their diacriticals included. For the transliteration of Arabic, Persian, and Ottoman Turkish, *Muqarnas* uses the system of the *International Journal of Middle East Studies* (*IJMES*), except that modern Turkish orthography may *not* be used for Ottoman Turkish. See the transliteration chart below. Articles not properly transliterated will be returned to the author.

All transliterations must follow this system. Exceptions include place and personal names in the text, as well as anglicized words that can be found in the Merriam-Webster Dictionary (e.g., mihrab, madrasa, iwan, Abbasid, Muhammad, Qurʾan); these should be treated as English words, that is, not italicized and without diacriticals.

In the main text, foreign terms and titles of primary sources should be fully transliterated in italics, with an English translation or gloss given in parentheses upon first mention—e.g., *Shāhnāma* (Book of Kings); *khizāna* (treasury); *sharbūsh* (a fur-trimmed cap with a triangular front). Aside from *ʿayn* and *hamza*, all diacritical marks are omitted for the names of persons and places (e.g., al-Maqrizi, ʿAbd al-Rahman, Sanʿa, Fustat). However, author names and titles of publications should be fully transliterated in endnote citations.

***Authors must take care to insert proper characters to indicate *ʿayn* (ʿ) and *hamza* (ʾ) rather than using apostrophes for these letters.

The months of the hijri calendar should be spelled as follows: Muharram, Safar, Rabiʿ I, Rabiʿ II, Jumada I, Jumada II, Rajab, Shaʿban, Ramadan, Shawwal, Dhu'l-Qaʿda, Dhu'l-Hijja

Endnote Citations

Bibliographic citations and supporting information should be provided in endnotes rather than footnotes. Authors are responsible for the accuracy of all citations and bibliographic details in the endnotes. We recommend that authors use HOLLIS, Harvard's online library catalogue (hollis.harvard.edu), to double-check the accuracy of all citations prior to submission.

Like the text, endnotes should be double-spaced. Endnotes should accord with *CMOS* style; see in particular chapter 14, "Notes and Bibliography," which authors are urged to read carefully.

Names of authors in Arabic, Persian, and Ottoman Turkish must be fully transliterated according to *IJMES* style when cited in the endnotes. 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 original language of the work. (Note, for example, that titles of books and articles in English and Turkish are written headline style, whereas French titles are sentence style.)

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. Do not use "idem" or "eadem" for subsequent references to authors in the same endnote; rather, simply cite the author's name again.

Use the full title in the first citation of a work. The abbreviation "ibid." should be used only for uninterrupted, successive references to the same work. When referring to a previously cited work, use the author's name and a shortened title (e.g., Necipoğlu, *Age of Sinan*, 100).

Foreign cities should be listed according to their common English spelling where applicable: e.g., Tehran (not Tihran); Istanbul (not İstanbul); Munich (not München). *Muqarnas* uses two-letter postal codes for abbreviating US states: e.g., University Park, PA (not Penn.) for Pennsylvania. We encourage authors to list the publisher as well as the city of publication; however, the publisher may be omitted if done consistently throughout.

Avoid cross-references to works (such as "See n. 4 above"), as the numbering of notes often changes in the production process. Instead, repeat previously mentioned works in shortened form.

Examples:

Book with one author

Gülru Necipoğlu, *The Age of Sinan: Architectural Culture in the Ottoman Empire* (Princeton, NJ: Princeton University Press, 2005), 78–79.

Book with multiple authors

Jonathan Bloom and Sheila Blair, *Islam: A Thousand Years of Faith and Power* (New Haven, CT: Yale University Press, 2002).

Book with no author (editor/translator only)

Muhammed İbrahim Yıldırım, trans. and ed., *İdris-i Bitlîsî Heşt Behişt VII. Ketîbe: Fatih Sultan Mehmed Devri 1451–1481* (Ankara, 2013), 195.

Book with editor and/or translator in addition to author (note that editor is listed first)

Franz Babinger, *Mehmed the Conqueror and His Time*, ed. William C. Hickman, trans. Ralph Manheim (Princeton, NJ: Princeton University Press, 1978), 300.

Book in a series

Shirine Hamadeh, *The City's Pleasures: Istanbul in the Eighteenth Century*, Publications on the Near East (Seattle: University of Washington Press, 2008), 110–38.

Multivolume work

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

Chapter in an edited volume

Oktay Aslanapa, "Pottery and Kilns from the Iznik Excavations," in *Forschungen zur Kunst Asiens in Memoriam Kurt Erdmann*, ed. Oktay Aslanapa and Rudolf Naumann (Istanbul: Istanbul Üniversitesi Edebiyat Fakültesi, Türk ve Islâm Sanati Kürsüsü, 1969), 140–46.

Journal article

Anthony Welch and Howard Crane, "The Tughluqs: Master Builders of the Delhi Sultanate," *Muqarnas* 1 (1983): 123–66, at 125.

Gülru Necipoğlu, "Plans and Models in 15th- and 16th-Century Ottoman Architectural Practice," *Journal of the Society of Architectural Historians* 45, no. 3 (1986): 40n32.

Doctoral dissertation (unpublished)

Denise-Marie Teece, "Vessels of Verse, Ships of Song: Persian Anthologies of the Qara Quyunlu and Aq Quyunlu Period" (PhD diss., New York University, 2013).

For more details and further examples, please consult *CMOS* or
contact muqarnas@fas.harvard.edu
To order Muqarnas, please visit Brill

IJMES TRANSLITERATION SYSTEM
FOR ARABIC, PERSIAN, AND TURKISH

Consonants

A = Arabic, P = Persian, OT = Ottoman Turkish, MT = Modern Turkish

	A	P	OT	MT		A	P	OT	MT		A	P	OT	MT
ء	ʾ	ʾ	ʾ	—	ز	z	z	z	z	ك	k	k or g	k or ñ	k or n
ب	b	b	b	b or p	ژ	—	zh	j	j				or y	or y
پ	—	p	p	p	س	s	s	s	s				or ğ	or ğ
ت	t	t	t	t	ش	sh	sh	ş	ş	گ	—	g	g	g
ث	th	s̲	s̲	s	ص	ṣ	ṣ	ṣ	s	ل	l	l	l	l
ج	j	j	c	c	ض	ḍ	ż	ż	z	م	m	m	m	m
چ	—	ch	ç	ç	ط	ṭ	ṭ	ṭ	t	ن	n	n	n	n
ح	ḥ	ḥ	ḥ	h	ظ	ẓ	ẓ	ẓ	z	ه	h	h	h[1]	h[1]
خ	kh	kh	h	h	ع	ʿ	ʿ	ʿ	—	و	w	v or u	v	v
د	d	d	d	d	غ	gh	gh	g or ğ	g or ğ	ي	y	y	y	y
ذ	dh	z̲	z̲	z	ف	f	f	f	f	ة	a[2]			
ر	r	r	r	r	ق	q	q	ḳ	k	ال	[3]			

[1] When h is not final. [2] In construct state: at. [3] For the article, al- and -l-.

Vowels

ARABIC AND PERSIAN		OTTOMAN AND MODERN TURKISH	
Long	ا or ىٰ ā	ā	words of Arabic
	و ū	ū	and Persian
	ي ī	ī	origin only
Doubled	ـيّ iyy (final form ī)	iy (final form ī)	
	ـوّ uww (final form ū)	uvv	
Diphthongs	وَ au *or* aw	ev	
	ىَ ai *or* ay	ey	
Short	ـَ a	a *or* e	
	ـُ u	u *or* ü / o *or* ö	
	ـِ i	ı *or* i	