

## **Arab Studies Quarterly Guidelines for Authors**

### **Aims and Scope of the Journal**

Arab Studies Quarterly (ASQ) is a peer-reviewed journal on the Arabs, their culture, history, and institutions. It is intended for Academics, Students and individuals interested in Arab and Middle East affairs. ASQ publishes original research by academics; book reviews and Review essays

### **Submissions**

Articles should not have been published elsewhere or be under consideration for any other publication at the time. Contributions should be no longer than 8,500 words and should be submitted as an e-mail attachment in Word to the editor, Ibrahim Aoudé: [aoude@hawaii.edu](mailto:aoude@hawaii.edu) Authors should also include a 100 to 150 words abstract, outlining the aims, scope and conclusions but not containing sentences from the article; a list of six key words should be suggested.

### **Biographical Information**

Correspondence should include the author's name and current affiliation as they should appear on the journal and contact information (e-mail address, day-time phone and fax numbers, and mailing address: all to remain confidential).

### **Format**

Articles should be submitted as Word files, double-spaced and with ample margins. All pages, including those containing only tables and figures, should be numbered consecutively.

### **Style**

Arabic words should be transliterated in accordance with the system used by the Cataloguing Service of the Library of Congress (Bulletin 91 of September 1970). Authors are responsible for the consistency and accuracy of transliteration. Diacritical marks should be omitted unless they are imperative to the argument. Loan-words (accepted English words such as Quran, sheik, Shiite, Sunni) are spelled in accordance with the first choice listed in the American Heritage Dictionary. For the submission, please employ endnotes rather than footnotes. Endnotes should be numbered consecutively and kept to a minimum both in number and length. Bibliographical references should be checked for accuracy

### **Tables and Figures**

It is the responsibility of the author to obtain permission to reproduce any illustrations that may be subject to copyright, and sources should be indicated appropriately in the accompanying captions. The use of figures (diagrams, charts, graphs) and tables should be kept to a minimum, with only essential data presented. Each should be numbered consecutively, titled, and mentioned in the main text. Tables must contain editable text. Figures should be supplied as separate \*editable\* files where possible (preferably in EPS, Illustrator or Excel format) and not in colour. Picture files or jpegs are unsuitable for figures, but can be supplied for photographs if they are of good quality.

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## **Proofs**

The editors reserve the right to copyedit all articles accepted for publication. Proofs will be sent by email to the authors only if essential corrections need to be made. Authors are expected to correct and return within 48 hours.

## **Ethics and Responsibilities of the Author**

The journal adheres to the ethical standards endorsed by the Committee on Publication Ethics (<https://publicationethics.org/>). In particular:

1. We expect all authors to state in their article if they have a conflict of interest which could potentially bias their opinions - for example funding or employment.
2. All named authors on the articles should confirm that they have jointly participated in the research and writing of the article, and that no author has been omitted from the list of authors.
3. We require authors to warrant that their articles are original, have not been previously published, and do not plagiarise or otherwise copy someone else's work without attribution. (If the article is a translation, we are happy to consider this for publication but the authors must inform the editors on submission.)
4. We also require authors to warrant that their article does not defame, libel, or bring another person into disrepute, and neither does it contain anything illegal (e.g. copyright infringing)

## **Peer Review**

Peer reviews for the Journal are double blind. Each article is sent to two reviewers selected by the Editor. The Editor reserves the right to reject articles not deemed suitable for ASQ without sending them to be reviewed. Review times vary depending on the number of articles in the pipeline and time needed by reviewer to complete the review. The double-blind review process guarantees the confidentiality of the review.

The Editor is the final arbiter on whether an article is published.

Each author shall receive an electronic copy of the published article and an electronic copy of the issue in which the article is published. No hard/print copy of either the article or issue is sent to the author.

## **Charges**

There are no submission or publication charges for authors publishing in this journal.

## **Appeals**

A decision of "Reject" cannot be appealed.

## **ASQ House Style**

**Spelling and Punctuation** US spellings and punctuation should be used (-ize, - yze). Commas and periods inside closing quote marks.

**Quote marks** Double quotemarks are used throughout. Single quotemarks are used for quotations within quotations.

**Transliteration** should be done in accordance with the system used by the Cataloguing Service of the Library of Congress (Bulletin 91 of September 1970). Authors are responsible for the consistency and accuracy of transliteration. Diacritical marks should be omitted unless they are imperative to the argument. Loan-words (accepted English words such as Quran, sheik, Shiite, Sunni) are spelled in accordance with the first choice listed in the American Heritage Dictionary.

**Dates** May 10, 2009; 2008-09 (but no elision for lifespans); 1980s; twenty-first century.

**Tables and figures (charts, graphs, or other artwork)** should be numbered consecutively, titled, and mentioned in the main text. Only essential data should be presented. Sources should be indicated in the accompanying captions. Tables should contain editable text. Figures should be submitted as separate, editable files where possible, with an accompanying hi-res .jpg or .gif image (grayscale, not color). Website links to pictures or maps can also be used. It is the responsibility of the author to obtain permission to reproduce any illustrations that may be subject to copyright. The copyright symbol and correct attribution should appear in the captions.

**Endnotes** should be numbered consecutively and kept to a minimum both in number and length.

**Be consistent with the reference style:**

**books:**

A. N. Author and A. N. Co-author, Book Title: Book Subtitle (Place: Publisher, 2001). thereafter: Author and Co-author, Short Title, 123-126.

**chapters in book:**

A. N. Author, "Chapter Title: Chapter Subtitle," in A. N. Editor, ed., Book Title: Book Subtitle (Place: Publisher, 2001). thereafter: Author, "Short Title," 123-126.

**journal articles:**

A. N. Author, "Article Title: Article Subtitle", Journal Name 5:1 (2001), 123-126. thereafter: Author, "Short Title," 123.

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**chapters in book:**

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**journal articles:**

Author, A. N. (2001). Article Title: Article Subtitle. Journal Name, 5(1), 123-126.

**References in main text** should read thus:

"This is a quote" (Author, 2001: 123)

Author states that "This is a quote" (123)

Websites must be cited with a title and/or author as well as the date viewed (for example, www.name.com, accessed June 2, 2007). Do not allow the web address to contain a hyperlink or to be underlined.

**Books for review** should be sent to:

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