

## **ReOrient Submission Guidelines**

### **Instructions for Submission of Articles**

Articles should be submitted electronically as a Word file and emailed to: [reorient@leeds.ac.uk](mailto:reorient@leeds.ac.uk).

Page one of the submission should contain the following: the article Title (in full), the Author(s) name(s), and Institutional Affiliation, the author(s) email address(es), total word count of the article, and an abstract of 150-250 words, with five to ten key words.

All subsequent text should be formatted accordingly: use a font size of 12, either Times New Roman or Arial, that is double spaced. Quotations should be indicated by double quotation marks; quotations within quotations by single quotation marks. All pages should be numbered and formatted as either A4 or US Letter. For referencing, use the Harvard style guide as follows:

1. In-text citations are used when directly quoting or paraphrasing a source. They are located in the body of the work and contain a fragment of the full citation, like this: "After that I lived like a young rajah in all the capitals of Europe..." (Fitzgerald 2004: 65).
2. Bibliographic reference lists are located at the end of the work and display full citations for sources used: Fitzgerald, F. (2004) *The Great Gatsby*. New York: Scribner.

Include the bibliography of works cited at the end of the article. Footnotes and endnotes should be avoided or kept to a minimum. Appendices may be included exceptionally (e.g. of documentary material, unpublished or in new translations).

**Tables, and diagrams** may be included in the text as relevant and formatted as required for clarity and legibility. Other visual material integral to the argument of the article, including maps, photographs and art works, will also be considered. Colour images will be accepted only exceptionally and where justified by the visual focus of the article. At publication stage, images must be submitted in sufficiently high definition and quality for clear legibility. Responsibility for obtaining permission for the reproduction of images from the copyright holders lies with the author. All tables, diagrams and images should be labelled for identification and numbered for ease of reference.

### **Spelling and Style Guide**

Articles must be submitted in English and conform consistently throughout the text to either British or American spelling conventions. Spelling in quotations must follow the original of the editions cited. Dates and numbers should generally be written out (e.g. seventh century, not 7<sup>th</sup> century – but 11/632; 26 July 1956, not 26<sup>th</sup> July nor 26/7/1956), rather than numerically.

Quotations from other languages should be given in translation only. Original foreign language quotations, including in non-Latin scripts or in transliteration, may be included (with diacritics where required) where a linguistic dimension is critical to the argument.

Islamicate terms that have entered the English language should be cited and pluralised in the English form (e.g. Qur'an, hijra, madrassa/madrassas, sura/suras, hadith/hadiths). The transliteration of established Islamicate terms – in names, titles of works, key words, terms of art and technical words – should be used in the simplified form (e.g. al-nabi al-ummi; Uthman or Othman, rather than 'Uthmān). Variations may be standardised in editing, though some allowance may be made where a strong preference is stated (e.g. Makkah rather than Mecca).

Quotations must be transcribed accurately. Abbreviations, omissions and interpolations should be indicated by the use of square brackets. Longer quotations, of 40 words or above, should be indented and set apart in paragraph and in smaller font size, without quotation marks.

## Referencing

As noted above, in-text references should follow the Harvard style guide and include: author name, date of publication, and volume and page number as relevant. Where the date of composition, or of a first or specific variant edition different from the edition cited is pertinent to the argument, such dates may additionally be cited in square brackets beside that of the edition consulted.

Bibliographical references should be listed alphabetically by author and chronologically in ascending order for the same author, with each entry separated by a line for clarity. Bibliographical references, including surnames, initials, dates, titles and subtitles, place of publication, and publisher must be given in full and in keeping with the editions cited. Journal articles include the journal title, volume and issue number but not the place of publication or publisher. Book and journal titles are italicised, article and chapter titles are not. Journal article and chapter references must include the page range.

The general format is:

Last name, first name initials. (date) *Title: subtitle*. Place of publication: Publisher.

This is adapted as required for edited volumes, multi-volume works, etc in keeping with the work cited (see examples below). Filmography, and web references follow conventional referencing requirements (film title, date, director, country and production company; author or website name, title, date, URL and date accessed). Manuscripts, archival documents and older print publications with very long titles may be cited in simplified form.

### *In-text references*

Name and date in brackets; or Ibid and date in brackets where the author is already cited by name in the text; page number(s) must be given where the point is specific and for all quotations; numerical page number(s) only, no 'p.'; original date of publication in square brackets where relevant:

Example 1:

Because theories travel without with their contexts (Said 1981, Bourdieu 1999), their meaning, work and politics is open to resignification and re-articulation.

Example 2:

Thus, the idea of Natural Religion, as Talal Asad argues (1993: 42), emerges as a specifically Christian theology within a specific historical debate and context.

Example 3:

This feature of the Muharram celebrations procession in Lucknow had been noted by Mrs Meer Hassan Ali in her celebrated *Observations on the Mussalmauns of India* (1978 [1832]: 32).

### ***Bibliographical references***

List alphabetically by author, last name first, in descending order of dates, using hanging indents. List book journal titles in italics; article and chapter titles are not italicised. For journal articles and chapters in books include the page runs after a comma.

#### **Single author book:**

Blankinship, K. Y. (1994) *The End of the Jihad State: The Reign of Hishām Ibn ‘Abd al-Malik and the Collapse of the Umayyads*. Albany: State University of New York Press.

#### **Edited book:**

Jayyusi, S. K. (1994) *The Legacy of Muslim Spain*, Volume 2. Leiden: E.J. Brill.

#### **Multiple authored and edited books:**

For books with up to three authors/editors, list all names; for books with more than three authors/editors, cite the first name only followed by et al, e.g: Kennedy, C. H. et al (eds.) (2003) *Pakistan at the Millennium*. Karachi: Oxford University Press.

#### **Translated Works:**

Schwab, R. (1984) *The Oriental Renaissance: Europe’s Rediscovery of India and the East 1680-1880*. Translated from the French by Patterson-Black, G. and Reinking, V. New York: Columbia University Press.

#### **Chapter in edited book:**

Mahmood, S. (2011) “Religion, Feminism and Empire: The new ambassadors of Islamophobia,” in Alcoff, L. M. and Caputo, J. D. (eds.). *Feminism, Sexuality and the Return of Religion*. Bloomington: Indiana University Press: 77-102.

#### **Journal article**

Goody, J. (1986) Writing, religion and revolt in Bahia. *Visible Language*. 20 (3): 318-43.

For more detailed guidance including for other kinds of materials consult a Harvard style guide, a number of which are openly accessible online from university library websites.