

## **Arab Studies Quarterly – Submission Guidelines**

### **Submission**

Articles should not have been published elsewhere or be under consideration for any other publication at the time. Contributions should be between 6,000- 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.

### **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.

### **Dates**

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

### **Style and Transliteration**

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 (charts, graphs, and artwork)**

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 in grayscale not in colour. Picture files or jpegs are unsuitable for figures, but can be supplied for photographs if they are of good quality. 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, and sources should be indicated appropriately in the accompanying captions.

### **Endnotes.**

Please employ endnotes rather than footnotes. Endnotes should be numbered consecutively and kept to a minimum both in number and length.

**References** in a Reference List Should be Consistent:

#### **Books:**

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

#### **Chapters in book:**

Author, A. N. (2001). Chapter Title: Chapter Subtitle. In Book Title: Book Subtitle, ed. A. N. Editor. Place: Publisher.

#### **Journal articles:**

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

**References in Main Texts** 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.

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### **Peer Review**

Articles will be first subject to a desk-review for journal suitability and clarity. A double-anonymous (commonly termed ‘double-blind’) review will be performed by at least two reviewers. Other than in exceptional circumstances, one reviewer will

always be a member of the Editorial Board. We will strive for an average time for review of 12 weeks from point of submission. Publication decisions will be made by the Editor and Associate Editor. Authors may appeal a decision of Reject once only. Any final decision will rest with the Editor and Associate Editor.

**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.

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

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