

## Style Guide

Thank you for your efforts to format your submission to match our style guide. This will help to expedite the editorial process.

**Articles should be between 6-10,000 words, inclusive of citations.**

**Commentaries and Critiques should be up to 2,000 words, inclusive of citations.**

Please use any reasonable or default font, at 12-point size, with generous margins and single-spaced lines. Leave an empty line between paragraphs, format headings clearly and consistently and put them on their own line. Book, journal and artwork titles should be in italics. Italics should not be used for emphasis, or for foreign loan words that have become common e.g. déjà vu.

Capitals should be used only for titles and proper nouns, such as the names of places and people. Personal titles (doctor etc.) have an upper case letter only when used specifically.

Dates should be written in the following formats: 14 March 1943, twentieth century (noun) and twentieth-century (adjective). There is no apostrophe in 1900s, unless it is a possessive (1900's fashion). The 1900s are a decade, not a century. Please use 'Common Era [CE]' and 'Before Common Era [BCE]', rather than 'AD' and 'BC'. Where relevant, the Islamic year should be included.

Numbers up to one hundred should be spelt out, except measurements. Measurements should be in figures and in metric units.

Full stops should be used for abbreviations, but not contractions (e.g. Prof., but Dr). Acronyms don't need full stops, those that are pronounced should be written like they are a word with a capital first letter and the rest in lowercase (e.g UN, but Nato).

On first mention, unusual acronyms should be written out and followed by the abbreviation in brackets. Similarly, any person mentioned in the text should be identified by their full name on the first occasion and their family name subsequently. Exceptions may be necessary to avoid ambiguity.

For English language submissions please use British-English spelling (colour, centre, etc.).

The language of the body text should be consistent throughout. Quotes should be translated to match the body text, and the original-language wording, and alphabet, should be in an accompanying footnote. Quotes should be indicated with single quote marks. Technical terms that lack equivalents should be transliterated and may be accompanied by the original-alphabet-spelling in brackets in the body text. Transliteration follows the style of the *International Journal of Middle Eastern Studies*. Additions to quotes should appear in square brackets, subtractions should appear thus: 'cogito [...] sum'.

Citations should be in footnotes and follow the citation styles below. Citations should be kept to a reasonable minimum. Footnotes should only contain citations and translations,

and should not include arguments, evidence or other commentary. Rare and sparse clarifications of citations are permitted in footnotes.

In-text references to artworks should fit smoothly within the flow of the text and may be accompanied by a footnote that includes further details for disambiguation. See the Figure Caption Style below for guidance on what sort of information can be helpfully provided about artworks in footnotes.

Images should be good quality photography focused on the relevant artwork or subject. When you submit your text for peer-review you can include all the images in a single Word document (.doc or .docx) with their figure captions.

If the submission is accepted you will be asked to upload each image file separately to the submission system. These should be jpgs or other standard file types with a resolution of 300 dpi. Please name the files 'Figure1', 'Figure2', etc, followed by the file type extension, such as '.jpg'. Please note that there should be no spaces in the file names. Feel free to email the editors if you're unsure what to do.

Images should be referenced in the text thus: (Fig. 1). Figure captions in the article or review should be provided according to the style below.

### Figure Caption Style

Please style the figure captions thus:

Fig. 1: Mona Hatoum, *Incommunicado*, 1993. Metal cot and wire, 126.4x57.5x93.5cm. Tate Modern, T06988, London. © Mona Hatoum 2025.

Artist(s) names, artwork titles and dates are essential. Followed by details about the medium, size or duration, and then the artwork's location/collection. If the work has been accessioned into a public museum that institution should be provided and so should its accession number, as you see above. If the location or collection information is unknown then you should provide the venue in which it was last reliably recorded. A 'credit line' is required, as in the example above. Unless directed by the copyright holder (or authorised persons), figure captions should state: '© All rights reserved to copyright holder. Permission granted by...', and include the name of the museum, gallery or institution that granted permission to reproduce the artwork.

The aim is to identify artworks unambiguously and provide useful information for the reader. Since we are often the first to publish on artworks it is important that this information be accurate and as full as reasonably possible. Some adaptation of this format is expected where artworks are unusual or otherwise difficult to categorise.

### Citation Style

This is very close to the 'Chicago 17th Edition (Full Note & Bibliography)' referencing style. Do not use 'author-date' versions. If it isn't covered here, the Chicago manual can be consulted, but this document is the final say on citation style for our publication. Some

reasonable initiative may be required to ensure that we are crediting others' work, and providing clear and accurate guidance for readers wanting to find the cited texts.

## Books

Books on first use in a footnote should look like this:

Author, *Title* (City: Publisher, date), page numbers.  
Edward Said, *Orientalism*, 2nd ed. (New York: Vintage Books, 1994): 14-16.

If you need to cite an edited book of many authors' articles.

Anneka Lenssen, Sarah Rogers, and Nada Shabout eds., *Modern Art in the Arab World: Primary Documents* (New York: The Museum of Modern Art, 2018): 55.

## Articles in Books

With articles in a book of many articles by many authors please follow this format:

Rico Franses, 'To Not Know God: Geometrical Abstraction and Visual Theology in Islamic Art', in *Art and Material Culture in the Byzantine and Islamic Worlds*, ed. Evanthia Baboula and Lesley Jessop (Leiden: Brill, 2021): 266-69. [https://doi.org/10.1163/9789004457140\\_012](https://doi.org/10.1163/9789004457140_012).

The title of the article has quotation marks, the title of the book is in italics.

## Articles in Journals

It is important you provide the volume, issue numbers, and the date:

Isra Ali, 'The Harem Fantasy in Nineteenth-Century Orientalist Paintings', *Dialectical Anthropology* 39, no. 1 (2015): 34. <https://doi.org/10.1007/s10624-015-9372-7>.

The title of the article has quotation marks, the title of the journal is in italics. Do not include 'vol.' or 'volume', but do include 'no.' for the issue number. The city and publisher are not included.

## Websites

At minimum provide the URL, and the date that you accessed the website. If available, you should provide the author, page title in single quote marks, the website's/organisation's name in italics, and any editors or moderators, just as you would with articles.

Author, 'Page Title', *Website Title*, date published  
(date accessed): url.

Lisa Tickner, 'Feminism and art', *Grove Art Online, Oxford Art Online*, 2003 (accessed 16 September 2016): <https://www.oxfordartonline.com/groveart/view/10.1093/gao/9781884446054.001.0001/oao-9781884446054-e-7000027837>.

## Other

**Exhibition Catalogues:** Should be cited like edited books, as in the Anneka Lenssen example above. Individual catalogue entries or articles in exhibition catalogues can be cited like the Rico Franses example above.

**University Theses:** Peter Lawson, 'Ritual, Myth, and Humanism in the Origins of the Venetian Style' (Ph.D., Los Angeles, Calif.: University of California, 2015). [https://librarysearch.library.utoronto.ca/permalink/01UTORONTO\\_INST/fedca1/cdi\\_proquest\\_journals\\_1667768920](https://librarysearch.library.utoronto.ca/permalink/01UTORONTO_INST/fedca1/cdi_proquest_journals_1667768920).

**Reviews:** They should appear like articles, but you might have to add '[Review of]...' to the title to make it clear that it is a review.

**Manuscripts and Archives:** Generally, the city and then the archive's name is followed by a collection name, then by the manuscript's ('ms') shelf number, and then the page number (called a 'folio' in a manuscript). Other useful information about the object may then be added, but is often idiosyncratic. For example:

London, British Library, Additional ms 18720, folio 410. Bible. 'Tree of Jesse with marginal scenes. Northern Italy, possibly Venice, beginning of the fourteenth century.

### General Citation Information

Please abbreviate the citations in the second and subsequent uses. They are shortened to the author's family name and the first three-to-six words of the title: e.g.

Said, *Orientalism*, 42.

**Digital and printed editions:** reference them as hardcopy sources, but please include a stable URL (sometimes called a permalink) wherever they are available. URLs should be provided in the first citation, but not in the subsequent abbreviated citations.

**Footnotes** should be numbered. Do not use endnotes. Multiple citations in one footnote should be separated with a semi-colon.

**Translators** need to be acknowledged along with editors, as 'tran.', and they're placed after editors as seen in the Rico Franses example above.

**Dates** should be those of the edition you have in hand since many editions reset the type, meaning that page numbers can change from one edition to the next. Some publications will number the editions and tell you which it is, as you see in the Edward Said example.

**Page numbers:** You must provide page numbers if they are available, especially if there is a hardcopy version, to specify precisely where the information came from. Page numbers should not cover the whole text. In cases where publications don't have page numbers, end the citation without them. Some widely-cited texts (Shakespeare, the Koran etc) have standard forms of reference used in almost all editions (e.g. 'Act 2, scene 5, line 34'), in these cases use the convention, not the page number.

Do not use 'op. cit.' or 'ibid'.

**Bibliographies are not required.**

Thank you