ILEX FOUNDATION
GUIDELINES FOR PREPARATION OF MANUSCRIPTS
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The Editorial Board reserves the right to request revisions to all manuscripts prior to final acceptance for publication. Such revisions must be completed in a timely manner as stipulated by the Editorial Board.

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Format of Submitted Manuscripts
Contributions should be submitted in a standard word processor format (Word, Mellel, Open Office, RTF) and also as Adobe PDF. Unicode-based fonts are greatly preferred. The Ilex Foundation can provide assistance in obtaining and using appropriate fonts. Contact Chris Dadian (cd@ilexfoundation.org) for information.

Please indent the first line of a paragraph. Do not indent the continuation of a paragraph after a quotation.

Please use double spacing throughout the manuscript, including in bibliography and footnotes. Do not justify the manuscript.

Block indent long quotations (more than 50 words).

Style
For all matters not discussed below, please refer to the Chicago Manual of Style, 16th edition.

Spelling
Refer to the most recent edition of Webster’s New Collegiate Dictionary for spelling questions, including whether words of foreign origin have been accepted into English. Words that are not so accepted should ordinarily be set in italics and translated, at least at their first occurrence.

Spelling and punctuation should follow American usage, except in quotations and cited titles of published works. Note the following:
• Commas and periods precede quotation marks (single and double). The only exception is when single quotation marks are used to indicate definitions.
• Double quotation marks are used for the first level of quotation.
• Quotation marks should not be placed at the beginning and end of block quotations. Within a block quotation, the first “new” level of quotation should be enclosed by double quotation marks (in run-in quotations, this would be the second level, enclosed by single quotation marks).

Numerals
Use Arabic rather than Roman numerals wherever possible. For dates, use BCE and CE; if hijri dates are also used, use them before the CE date and insert a slash (e.g. 527 AH/1133 CE). When page, line or verse ranges are given, abbreviations may be used (e.g. 22-5 or 192-8), provided that one method is used consistently throughout a volume.

When referring to a specific volume of an encyclopedia, use Roman numerals. For other multi-volume works, use Arabic numerals to designate a specific volume. In both cases, separate the volume number from the page number with a colon.
Examples:
EIr IV: 443.
Shaw 1976, 2: 53.
Works Cited and Footnotes

Please use the author-date reference system, providing a full list of works cited at the end of your submission and using short (author-date) citations in your footnotes.

The list of works cited should contain the full reference to each work cited in the preceding text and footnotes. Elements are separated by periods (see examples).

Titles of journals, books, and monographs should appear in italics without quotation marks. For English titles, all words other than articles, conjunctions, and prepositions should be capitalized; the first and last words of the title and subtitle should always be capitalized. Non-English language titles should follow the conventions of the appropriate language.

In transliterated titles, capitalize only the first word of the title, except for any proper nouns that appear as part of the title. If a word such as Kitāb or Risāla appears at the beginning of a title, it should be capitalized, as should the following word, e.g. Kitāb al-Bayān; the rest of the title should appear in lower case.

Authors’ names should be given exactly as in the work cited, except that for modern authors initials should be used for all but surnames.

Reprints should be cited only when they differ significantly from the original work, or when the original is widely unavailable.

Only one place of publication (usually the first) should be noted, in the conventional English form (e.g. Rome, not Roma; Cologne, not Köln). Include the country or state of publication only when confusion might otherwise arise (e.g. Cambridge, MA, but Cambridge without further qualification for Cambridge, England).

Year of publication should appear immediately after the author’s name.

Transcription of languages other than English used in titles of books or articles should be reproduced exactly as they appear in the original.

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EXAMPLES

Monographs:

Multiple Authors/Editors:

Translations:

Untranslated works:

Collections:

Articles in collections:

Articles in collections when the collection is listed separately:

Articles in journals:

Articles in encyclopedias or dictionaries:

Online sources:

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Footnotes should be numbered continuously throughout each chapter or article. In the main text, the numeral indicating the footnote should be placed right after the word(s) to which the footnote refers. If a full stop or comma follows the word, please place the numeral indicating the footnote directly after the punctuation mark.

In the footnotes, use author-year citations. For modern authors, use last name, date, volume, page(s); if more than one work from the same author and year appears in the bibliography, use (for example) 1998a and 1998b. For medieval authors, use author’s name (together with date of death at first mention), short title, volume, page(s). Do not use abbreviations in citations, except for standard reference works.

Examples:
Meisami 1999, 64.
Günther 1998c, 445.

Please do not use ibid. or op. cit.

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Titles of books must be transliterated. Personal names should also be transliterated except in cases where an anglicized spelling is in current usage (e.g. Avicenna, Khomeini). Anglicized place names should be used wherever possible (e.g. Aleppo, Cairo, Marrakesh). Place names not commonly anglicized should be transliterated without diacritics (e.g. Khurasan, Nishapur, Qazvin). Names of dynasties should be anglicized where anglicized forms are in common use (e.g. Abbasid, Ottoman, Safavid). Names of dynasties less commonly used in English should be fully transliterated (e.g. Šāmānid, Būyid, Idrīsid).

Words and passages cited in transliteration should be italicized. Titles of works should also be italicized, but place names and names of persons and dynasties should not be written in italics.
All words and text in other languages must be translated.

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