

# Guidelines for Contributors

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*ICAS Press Journals*

## Submission of Contributions

- Contributors are requested to familiarise themselves with the aims and scope of the relevant journal, as printed on the inside cover and available on the relevant website.
- Contributors are invited to submit their manuscripts by e-mail to the Editor of the respective journal. Manuscripts should be in Microsoft Word format (e.g. DOC, DOCX, or RTF).
- The full name and postal address of the author should be included with the submission but should not be visible anywhere on the manuscript. Self-identifying references should be left blank until after articles have been formally accepted.
- Articles submitted should include an abstract of 100-150 words and five or six keywords.
- Articles should not exceed 8,000 words.
- Articles should not be under consideration for publication elsewhere.
- Please note that unsolicited book reviews will not be accepted but scholars interested in reviewing books are welcome to contact either the Editor or the relevant Reviews Editor. Instructions supplementary to these guidelines will be given to reviewers on the format of reviews.

## Guidelines on Formatting

- Only basic formatting is allowed in a manuscript (also known as ‘rich text’) e.g. italics, underline, boldface, tab, return, superscript, subscript, endnotes. Except in rare cases (e.g. when data needs to be presented in tables), no other formatting is needed and the default settings of your word processor should be used.
- Only one font should be used throughout the text, e.g. Arial or Times New Roman, the recent versions of which contain all the Arabic characters and specialist diacritics.

## Guidelines on Style

- British spellings and style conventions should always be used. Use short en-dashes with a space either side [ – ] not long em-dashes [—]. Please use single quotation marks unless quoting within a quote, in which case double quotation marks should be used. For more information see R. M. Ritter (ed.), *The Oxford Style Manual* (Oxford: Oxford University Press, 2003). The *MHRA Style Guide* may also prove useful ([download](#) available).
- Words which have not been assimilated into the English language should be italicised, except for proper nouns. For more information see the notes on [foreign words](#).
- Use of bullet-points should be avoided.
- Long quotations should be fully indented (e.g. quotes longer than 30 words). The first line of a new paragraph should be indented. The tab-key may prove helpful here.

- Please use a comma before the final ‘and’ in a list. For example: ‘one, two, and three’ rather than ‘one two and three’. Use one space after full-stops.
- Hijri years should be followed by ‘AH’, unless it is clear what calendar is being used from the context. For the modern Iranian calendar use ‘AH (solar)’.

## Guidelines on Transliteration

- Diacritics are not used in the body text of our journals for transliterated words, unless absolutely necessary to avoid confusion. However, when transliterating words written using an Arabic script, the appropriate specialist character must be used for *hamzah* and ‘*ayn*, failing this inverted commas can be used. For *hamzah* use [’] or an inverted comma shaped like a nine [’]; for ‘*ayn* use [‘] or an inverted comma shaped like a six [‘].
- Although diacritics are not used in the body text of our journals, contributors must supply a list of the key transliterated terms in their manuscript at the end of the document. These terms should be organised in a table with each entry accompanied by (a) the word written in its original language e.g. Arabic, and (b) the word written using diacritics.
- Key transliterated terms are terms which are important for the correct understanding of an article.
- For more information see the notes on [transliteration](#).

## Referencing

Contributors may choose to use either the author-title method of referencing or the author-date method, as discussed below. Whichever method is adopted, the following points apply:

- Titles of books and journals should appear in italics.
- Titles of journal articles and chapters should appear in single quotes.
- Titles of journals should not be abbreviated.
- When the publication date of an item is not available an approximate date should be given, where possible, preceded by ‘circa’ e.g. ‘c. 1921’.

For more information see R. M. Ritter (ed.), *The Oxford Style Manual* (Oxford: Oxford University Press, 2003). The *MHRA Style Guide* may also prove useful ([download](#) available).

### Author-Title Method

Citations should be made using an Arabic numeral (1, 2, 3...) and full details of the work cited should be given in the subsequent endnote. For subsequent citations, the author’s full name and the publication details can be omitted. Where applicable, ‘ibid.’ may be used. References should be formatted along the lines of the following examples.

**Books:** Muhammad ibn Ya‘qub al-Kulayni, *Usul al-Kafi* II (Beirut: Dar al-Adu’, 1992), bk. 1, ch. 1, p. 8, no. 6.

**Edited books:** Alan G. Padgett (ed.), *Reason and the Christian Religion: Essays in Honour of Richard Swinburne* (New York: Oxford University Press, 1994).

**Translated books:** Mohammad ibn Hasan al-Tusi, *A Concise Description of Islamic Law and Legal Opinions*, trans. A. Ezzati (London: ICAS Press, 2008), 275.

**Articles in edited books:** Philip L. Quinn, 'Swinburne on Guilt, Atonement, and Christian Redemption', in *Reason and the Christian Religion: Essays in Honour of Richard Swinburne*, ed. Alan G. Padgett (New York: Oxford University Press, 1994), 277-300.

**Articles in journals:** Ruhollah Bockmier, 'Discriminating between Inequalities: John Rawls and Ayatullah Muhammad Baqir Sadr on Distributive Justice', in *Journal of Shi'a Islamic Studies*, vol. 1, no. 2 (Spring 2008), 76-94.

**Webpage:** John W. Limbert, *Negotiating with the Islamic Republic of Iran: Raising the Chances for Success – Fifteen Points to Remember* (United States Institute of Peace, 2008) <<http://www.usna.edu/MiddleEast/USIP%20Special%20Report%2001%202008.pdf>>. Accessed 2 July 2009.

### **Author-Date Method**

Also known as the 'Harvard' system of referencing commonly used in the social-sciences. When using the author-date method citations should be made using the surname of the author and the year of publication of his/her work, as follows:

Sadr (2003: 69-71) discusses metaphorical and literal meaning in lesson ten of his *Principles of Islamic Jurisprudence*.

It is argued that Islamic social customs can only be fully appreciated when sympathy is given to the context within which they occur (Smith 1998).

Griffel 2009 is a study of the classical Islamic theologian, Abu Hamid al-Ghazali. The study includes both biography and philosophical analysis.

'Ibid.' is not used in citations. Full details of all references cited should be listed at the end of the manuscript in the references section. If a number of works by the same author in the same year are cited a letter should be used to distinguish the different works e.g. 1995a, 1995b, 1995c, etc. References should be formatted according to the examples below.

**Books:** Locke, John (1975 [1690]). *Essay Concerning Human Understanding*, Oxford: Clarendon Press.

**Edited books:** Clarke, P. (ed.) (1988). *Islam*, London: Routledge.

**Translated books:** Tabataba'i, Muhammad Husayn (2003). *The Elements of Islamic Metaphysics*, trans. Ali Quli Qara'i, London: ICAS Press.

**Articles in edited books:** Nyang, S. S. (1988). 'Islam in North America', in *Islam*, ed. P. Clarke, London: Routledge.

**Articles in journals:** Gilliat-Ray, S. (1998). 'Multiculturalism and Identity: their Relationship for British Muslims', in *Journal of Muslim Minority Affairs* XVII, no. 2, 347-354.

**Webpage:** Rizvi, Sajjad (2009). 'Mulla Sadra', in *The Stanford Encyclopedia of Philosophy (Summer 2009 Edition)*, ed. Edward N. Zalta <<http://plato.stanford.edu/archives/sum2009/entries/mulla-sadra/>>. Accessed 12 November 2009.

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## After Submission

### Articles

The following process applies to articles submitted to an ICAS Press refereed journal:

1. The article is reviewed by editorial staff. Either a definitive response is given to the author (or lead author) within days or the submission is acknowledged.
2. Two academic referees are selected to review each acknowledged article. Articles are always anonymised so that the identity of the author(s) is unapparent to the referees. This step can take some weeks.
3. On receipt of comments the Editor decides whether the article will be accepted for publication. If an article is accepted it is usually dependent on modifications.
4. The accepted manuscript is edited and sent to the author for checking. A details form is also sent for completion.
5. When the manuscript has been finalised and the completed details form has been received, the article can be scheduled for publication. The author will be made aware of the intended date of publication, although this may be subject to change.
6. After publication, the author will be sent a copy of the journal and ten off-prints of his/her article.

### Book Reviews

The following process applies to book reviews submitted, by request, to an ICAS Press journal:

1. The book review is checked by editorial staff.
2. The accepted book review is edited and sent to the author for checking. A details form is also sent for completion.

3. When the book review has been finalised and the completed details form has been received, the review can be scheduled for publication. The reviewer will be made aware of the intended date of publication, although this may be subject to change.
4. After publication, the author will be sent five off-prints of his/her review.