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Text. The start of the article and each section should be flush left; other paragraphs should be indented. Do not use desktop publishing features (justified text, bold and underlined fonts, etc.). Block indent long quotations (more than 50 words). Never cross-reference. Single-line spacing is not acceptable.

Spelling and Punctuation. Use American spelling: color, not colour; analyze, not analyse; traveling, not travelling. Use serial commas: blue, green, and yellow. For quotations, use American-style formatting, which puts the final period or comma inside the quotation marks, for example, “Gandhi said, ‘Poverty is the worst form of violence.’” For capitalizations, check the dictionary; when in doubt, do not capitalize. Examples: President Obama; president of the United States; the president.

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7. Ibid., 1:10–52.
9. Otis Glazebrook to the U.S. State Department, “Increase in Cost of Living Caused by War,” 3 November 1915, consular correspondence, American consulate in Jerusalem, record group 84, Vol. 72, National Archives at College Park, College Park, Md. (NACP).

Foreign Words and Transliteration. If an English term exists for a word, use it. All technical terms from languages written in non-Roman alphabets must be italicized and fully transliterated with diacritical marks (macrons and dots), for example, āqāṣa. A technical term is defined as a word not found in Merriam-Webster’s Collegiate Dictionary or a multiword phrase, excluding titles and proper nouns. Diacritical marks, as well as the letters qānūn and hamza, should be inserted using a Unicode font, preferably Jaghbub Uni. For more information and to download the font, see the Author Resources page of the IJMES editorial office website: http://ijimes.ncsu.edu. Words that are found in Merriam-Webster’s should be spelled as they appear there and not treated as technical terms. They should have no diacritics, nor should they be italicized—for example, mufti, jihad, shaykh. See the IJMES Word List on our editorial office website for exceptions that preserve āqāṣa and hamza, for example, Qur’an, shar‘a, ‘ulama’. Diacritics should not be added to personal names, place names, names of political parties and organizations, or titles of books and articles. These words should be spelled in accordance with the IJMES transliteration system but without diacritics. However, āqāṣa and hamza should be preserved in all these cases, and should be clearly distinguished from one another, preferably by inserting the symbols
and using the Jaghbub Uni font. Place names with accepted English spellings should be spelled in accordance with English norms, for example, Baalbek, Damascus. This rule applies to cities of publication in citations. Names of living individuals may be spelled according to their preferred English spelling. Authors are responsible for the accuracy of their transliterations.

Transliteration System. For Arabic and Persian, IJMES uses a modified Encyclopedia of Islam system, which is detailed in the Transliteration Chart below. Note that tā’ marbūta is rendered a not ah, except in Persian, where it should be ih; in Arabic idāfa constructions, it is rendered at. The feminine nisba ending is rendered -iyya (iyyih in Persian). Inseparable prefixes in Arabic are connected with what follows by a hyphen: bi-, wa-, li-, and la-. When one of these prefixes is followed by al, the a will elide, forming a contraction rendered as wa-l-, bi-l-, li-l-, and la-l-. The definite article al- is lowercase everywhere, except when it appears as the first word of a sentence or endnote. When an Arabic name is shortened to just the surname, the al- is retained; for example, Hasan al-Banna becomes al-Banna. Connectors in names—such as bin, ben, abu, and so forth—are lowercase only when preceded by a name, e.g. Osama bin Laden, but Bin Laden, Ibn Khalid. Follow English capitalization rules for transliterated titles; capitalize all major terms, but not articles, prefixes, coordinating conjunctions, or prepositions. Use italics to indicate a book, newspaper, or periodical. Do not add diacritical marks, but do preserve ʾayn and hamza (except for initial hamza, which is dropped), for example, Faysal al-Tafriqa bayn al-Islam wa-l-Zandaqa and al-Dī’aya ila Sabil al-Muʾmin. For Ottoman Turkish, either transliterate according to our chart or use modern Turkish orthography consistently. Persian must be transliterated using the IJMES system, not that of the Encyclopedia Iranica, so i and u must be used, not e and o. The Persian izafat is rendered –i.

Tables, Figures, and Images. Tables, figures, and images must be cited in the text, for example (see Table 1). They should be numbered consecutively in Arabic numerals, captioned, and appear as a unit at the end of the article. They should not be interspersed in the text. Diagrams must be professionally rendered or computer generated; details should be large enough to remain legible at 50% reduction. When appropriate, photos may be submitted with a manuscript. Their use will be at the editor’s discretion. All images should be submitted in electronic format. For halftones or other illustrations, consult the editor.

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# IJMES TRANSLITERATION SYSTEM FOR ARABIC, PERSIAN, AND TURKISH

## Consonants

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1. When h is not final. 2. In construct state: at. 3. For the article, al- and -al.

## Vowels

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<tr>
<th>Arabic and Persian</th>
<th>Ottoman and Modern Turkish</th>
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<table>
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<tr>
<th>Long</th>
<th>á</th>
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<tbody>
<tr>
<td>مم</td>
<td>ü</td>
<td>ü</td>
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<tr>
<td>هہ</td>
<td>i</td>
<td>i</td>
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<tr>
<th>Doubled</th>
<th>iy (final form ū)</th>
<th>iy (final form ū)</th>
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<tbody>
<tr>
<td>مم</td>
<td>uw (final form ū)</td>
<td>uvv</td>
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</table>

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<tr>
<th>Diphthongs</th>
<th>au or aw</th>
<th>ev</th>
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<tbody>
<tr>
<td>مم</td>
<td>ai or ay</td>
<td>ey</td>
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<th>Short</th>
<th>a</th>
<th>a or e</th>
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<tr>
<td>مم</td>
<td>u</td>
<td>u or ū / o or ō</td>
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<tr>
<td>مم</td>
<td>i</td>
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