

Spelling (see also table 'fMed – list of frequently-used terms')

Spelling should conform to the Concise Oxford English Dictionary.

- -ize, not -ise word endings
BUT: paralyse, analyse
- Hizballah, Muslim, Qadhafi, shariah, Maghreb, Mashreq, Yasser, Zeroual, shariah
- co-operation, co-ordination, south-east
- Islamist rather than Islamic militants

Capitalization

Use capitals sparingly:

- capitals for Parliament, unique institutions (e.g., the Knesset) and ministries (e.g., 'the Ministry of the Interior planned the coup')
- capital letter for specific presidents/kings (President Mubarak of Egypt), but lower case in phrases such as 'the Egyptian and Tunisian presidents Hosni Mubarak and...'
- lower case for ministers, including prime ministers
- lower case for embassies
- The Turkish Constitution or the 1926 Constitution when first mentioned, but the constitution thereafter
- The Euro-Mediterranean Partnership
- Communist/Socialist/Liberal/Nationalist, etc. only in the case of specific parties with that name
- The Italian Left, the French Right
- to the left, to the right
- the radical wing of the party includes left-wing nationalists
- capitals for the East and West, North and South, when global; lower case for western, eastern, northern and southern.

Quotes

Quoted material that is more than 40 words long should be indented, without quotes, and with a line space above and below. The spelling and punctuation of the original should be copied exactly.

Formatting

Italics (or alternatively underlining, but not bold print) should be used in the case of foreign words, the titles of books and journals (but not articles in journals) and special names (e.g., ships). Where foreign words are used, an English translation must be provided. The use of italics should be kept to a minimum.

Punctuation

- No serial comma (e.g., political, social and economic, not political, social, and economic)
- 1 July 1996, 24 August
- 1986–96, not 1986–1996, 1975–77, not 1975–7
- use the 1990s (not the nineties or the 1990's)
- 76 per cent, not 76%
- €24bn, \$2,980m, £25.50
- Quotations marks: single in text throughout, double within single, single within indented quotations
- (e) All acronyms must be explained when first used, with the full name followed by the acronym in parenthesis – e.g., the Arab Maghreb Union (UMA). Names of organizations and institutions should be presented in English, or in the language in which they are most commonly referred to internationally. The acronym should correspond to the original name (e.g., UMA rather than AMU).

Tables

Tables and Figures should be kept to a minimum. Tables should have no vertical rules and a minimum of horizontal rules (three – after caption; between heading and tabular material; between tabular material and Table footlines); the source should be given in a table footline. If a table is taken from another publication, it is necessary to obtain permission to reproduce it from the copyright holder.

Notes pertaining to Figures in Tables should not be numbered as this can cause confusion – letters or symbols are preferable.

Tables and Figures should all be specifically cited (referred to) in the text, for example, 'as described in Table 1', '(See Figure 2).' rather than 'in the Table following'.

References

References (i.e., bibliography) should appear in alphabetical order. Authors should check that all works mentioned in the text are included in the references, and that dates of publication given in the text and in the references are the same. Examples of the journal's referencing style follow:

- Çarkoglu, A. and E. Kalaycioğlu (2007) *Turkish Democracy Today: Elections, Protest and Stability in an Islamic Society* (London: I.B. Tauris).
- De Larramendi, M.H. (2008) Intra-Maghrebi relations: unitary myth and national interests, in: Y.H. Zoubir & H. Amirah-Fernández (Eds) *North Africa: Politics, Region, and the Limits of Transformation* (London: Routledge).
- Bicchi, F. (2006) 'Our Size fits all': normative power Europe and the Mediterranean, *Journal of European Public Policy*, 13(2), pp. 286-303.
- Pace, M. (2001) *Rethinking the Mediterranean: Reality and Re-presentation in the Creation of a 'Region'*, PhD thesis, University of Portsmouth.

- Vassilikou, C. (2007) Immigrant women in Greece, *Gender Sociologie*, Available at <http://www.genderonline.com> (accessed 4 February 2008).
- Tabar, T. (2008) Women, domestic workers join forces to fight abuse, *The Daily Star* (Beirut), 21 October, p.1.
- Caritas Lebanon (2009) Committee on Migrant Workers: a day of general discussion, October 14 (Beirut: Caritas Migrant Centre).

In the text itself, there should be a short reference appearing in parenthesis, including page references where relevant – e.g. '(Ludlow ed., 1994: 2–8)' or 'as Barbé (2000: 135–7) says...'. Where there are two or more works by one author in the same year, they should be distinguished as 1996a, 1996b, etc. Authors should not abbreviate publishers' names in the references (e.g., by using an acronym).

FMED – LIST OF FREQUENTLY-USED TERMS

A al-Jazeera al-Qaeda apolitical Arab states asylum seeker Attorney General audio-visual	B Barcelona Declaration Barcelona Process Barcelona summit Binational bypass	C ceasefire cold war cooperation coordinate counter-productive counter-terrorism co-equal coexist	D de-legitimate de-linkage decision-making (adj.) decision making (noun) doomladen
E <i>eldorado</i> Euro-Mediterranean Partnership (EMP)	F	G Geostrategic grass roots	H Hizballah home-grown
I, J, K in so far intifada jihad, jihadist jihadi threat Kosovars	L	M macroprojects Maghreb Maghribi (adj) Maghrebians (noun for inhabitants of the countries) Major-General Mediterranean Sea member state microprojects Mohammed monarchy, (relating to Morocco) mujahidin multifaceted	N nation-state neo-conservative neo-realist New World Order 9/11

		multi-fibre multinational multiparty Hosni Mubarak (rather than Husni)	
O Osama Bin Laden	P per cent (instead of %, except in tables) Palestinian Authority policy makers (noun)	Q, R Qadhafi re-foundation region-wide re-launched reordered root cause	S sahel-saharian secretary-general (except when used with person's name) Sicily Channel sidestep, sidestepping socio-cultural socio-political <i>Stiftungen</i> sub-grants sub-groupings subregional sub-Saharan
T taxpayer timeframe transnational transnationally turn-out	U,V Underdeveloped vice-president	W War on Terror website western wrongdoing	X, Y, Z