

# *Journal of Arabian Studies: Arabia, the Gulf & the Red Sea*

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- In footnotes, only the first citation of a work should be given in full.
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- When a footnote to the same work follows after an interruption, use the author's last name and a shortened main title of the book, article, or chapter; do not use *op. cit*.
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- Use the abbreviations "p." and "pp." to denote page numbers for both articles and books. Page references should be preceded by a comma, not a colon.
- The final quotation mark of a title should precede the period, comma, semi-colon, or colon at the end of the article/chapter title or quotation, unless it forms part of the title or quotation.
- Indent the first line of the footnote.
- Citations within footnotes should be placed in square brackets [ ].

Some illustrative examples:

### FOOTNOTES

<sup>1</sup> Cole, *Nomads of the Nomads: The Al Murrah Bedouin of the Empty Quarter* (1975), p. 93.

<sup>2</sup> Lorimer, *Gazetteer of the Persian Gulf, Oman, and Central Arabia 1: Historical*, ed. Birdwood (1915; reprinted, 1986), pp. 100–20.

<sup>3</sup> Longva, "Nationalism in Pre-Modern Guise: The Discourse on Hadhar and Badu in Kuwait", *International Journal of Middle East Studies* 38 (2006), pp. 179–80.

<sup>4</sup> Interview with Ghanim al-Najjar (Kuwait University political science professor), Kuwait,

May 2010.

<sup>5</sup> *Khaleej Times*, 1 July 2009, p. 5.

<sup>6</sup> Imports from China account for 11% of Saudi Arabia's total imports [*Arab News*, 5 July 2009].

<sup>7</sup> Reuters, 23 December 2009.

<sup>8</sup> Lorimer, *Gazetteer 1: Historical*, p. 101.

<sup>9</sup> *Ibid.*, p. 6.

<sup>10</sup> Onley, "Gulf Arab Headdress before Oil: A Study in Cultural Diversity and Hybridity", presented at the *MESA 2004* conference in San Francisco (23 November 2004).

<sup>11</sup> Crystal, "Public Order and Authority: Policing Kuwait", in *Monarchies and Nations: Globalisation and Identity in the Arab States of the Gulf*, ed. Dresch and Piscatori (2005), p. 160–6.

<sup>12</sup> Henderson (Political Agent, Qatar) to Weir (Political Residency, Bahrain), 9 March 1970, FCO 8/1474, TNA, London.

<sup>13</sup> "He is too clever by half, whereas we all know that Shaikh Zayid is a 'true Arab gentleman'" [Boyle (Political Agent, Qatar) to Lamb (Political Agent, Abu Dhabi), 15 April 1967, FCO 8/733, TNA, London].

<sup>14</sup> Sharifi-Yazdi, *Rationalisation of the Territorial Imperative: The Conduct and Politicisation of Arab-Iranian Territorial Disputes, 1957–1969*, PhD dissertation (2009).

<sup>15</sup> Ali Khamis, "Discrimination against Women through the Personal Status Law" working paper submitted to the *Civil Conference* in Manama, Bahrain (2007), available online at [www.karamah.org](http://www.karamah.org).

Note that publishing location and house are not included in footnotes and that dates are written as day-month-year.

#### BIBLIOGRAPHY (FOR WORKS CITED ONLY)

Al-Rasheed, Madawi (ed.), *Transnational Connections and the Arab Gulf* (London: Routledge, 2005).

Crystal, Jill, *Oil and Politics in the Gulf: Rulers and Merchants in Kuwait and Qatar*, rev. edn. (Cambridge: Cambridge University Press, 1995).

———, "Public Order and Authority: Policing Kuwait", in *Monarchies and Nations: Globalisation and Identity in the Arab States of the Gulf*, edited by Paul Dresch and James Piscatori (London: I. B. Tauris, 2005), pp. 158–81.

Freitag, Ulrike, and Schönig, Hanne, "Wise Men Control Wasteful Women: Documents on 'Customs and Traditions' in the Kathiri State Archive, Say'un", *New Arabian Studies* 5 (1990), pp. 67–96.

Lorimer, John George, *Gazetteer of the Persian Gulf, Oman, and Central Arabia 2: Geographical and Statistical* (Calcutta: Superintendent of Government Printing, 1908; reprinted by Archive Editions, 1986).

Potts, D.T., "The Archaeology and Early History of the Persian Gulf", in *The Persian Gulf in History*, ed. Lawrence G. Potter (New York: Palgrave Macmillan, 2009), pp. 27–56.

Shah, Nasra, Rafiqul Islam Chowdhury and Indu Menon, "Foreign Domestic workers in Kuwait: Who Employes How Many?", *Asian and Pacific Migration Journal* 11 (2002), pp. 247–69.

Sharifi-Yazdi, Farzad Cyrus, *Rationalisation of the Territorial Imperative: The Conduct and Politicisation of Arab-Iranian Territorial Disputes, 1957–1969*, PhD dissertation (Department of Geography, King's College, London, 2009).

Your bibliography should conform to the following rules:

- List all references alphabetically by author.
- Where more than one work is cited for an individual author, these works should be listed chronologically.
- For multi-authored works, list all authors
- For family names beginning with Al or Al-, list alphabetically under A.

- For chapters in edited volumes, list each cited chapter as a separate item, by author's name
- Do not use abbreviations for titles of journals.
- Indent the second and subsequent lines of each reference.

### 3. Dates of publication and volume / issue numbers:

For books, chapters in books, dissertations, and articles in journals, the date of publication should appear in brackets. Here are some examples in footnote format:

<sup>1</sup> Onley, *The Arabian Frontier of the British Raj: Merchants, Rulers, and the British in the Nineteenth Century Gulf* (2007), pp. 73–82.

<sup>2</sup> Sharifi-Yazdi, Farzad Cyrus, *Rationalisation of the Territorial Imperative: The Conduct and Politicisation of Arab-Iranian Territorial Disputes, 1957–1969*, PhD dissertation (2009).

<sup>3</sup> Longva, "Nationalism in Pre-Modern Guise: The Discourse on Hadhar and Badu in Kuwait", *International Journal of Middle East Studies* 38 (2006), pp. 179–80.

In citations where the date serves in place of a volume or issue number, such as newspaper articles, presentations, broadcasts, interviews, and correspondence, the date should not appear in brackets. Examples:

<sup>1</sup> *Gulf Times*, 1 March 1999.

<sup>2</sup> Onley, "Gulf Arab Headdress before Oil: A Study in Cultural Diversity and Hybridity", presented at the *MESA 2004* conference in San Francisco, 23 November 2004.

<sup>3</sup> Interview, Aden, 7 April 2006.

<sup>4</sup> Interview with Ghanim al-Najjar (Kuwait University political science professor), Kuwait, May 2010.

<sup>5</sup> Henderson (Political Agent, Qatar) to Weir (Political Residency, Bahrain), 9 March 1970, FCO 8/1474, TNA, London.

Normally, journal issues from a given year comprise a single volume, with pages numbered consecutively. *IJMES*, for instance, publishes four issues a year:

- vol. 43, no. 1 (February 2010), pp. 1–183
- vol. 43, no. 2 (May 2010), pp. 185–397
- vol. 43, no. 3 (August 2010), pp. 369–545
- vol. 43, no. 4 (November 2010), pp. 547–726

Where this is the case, *JAS* follows *IJMES*'s practice of only including the volume number, without "vol." or a comma before it, since the page numbers provide sufficient information to enable a reader to locate the article referred to. For example:

<sup>1</sup> Longva, "Nationalism in Pre-Modern Guise: The Discourse on Hadhar and Badu in Kuwait", *International Journal of Middle East Studies* 38 (2006), pp. 179–80.

Where the omission of "vol." may cause confusion, however, it should be included. For example:

<sup>1</sup> Schofield with Evans (eds.), *Arabian Boundaries, 1966–1975*, vol. 15: 1974 (2009), p. xiii.

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Do not include <http://>, unless [www](http://www) does not form a part of the URL. If a URL is very long, the

main website URL may be sufficient, as your readers will be able to find the online article you are citing through Google in any event. Example:

<sup>14</sup> Ali Khamis, “Discrimination against Women through the Personal Status Law” working paper submitted to the *Civil Conference* in Manama, Bahrain (2007), available online at [www.karamah.org](http://www.karamah.org).

## 5. Initials and abbreviations:

For countries, institutions, organizations, and common abbreviations do not use dots: UAE, US, DC, UK, UN, GCC, ESCWA, AD, GMT, QR, BD.

For names and abbreviations, use initials without spaces: e.g., i.e., J.E. Peterson.

Do not italicize common Latin abbreviations or phrases commonly found in an English language dictionary: *ibid.*, *et al.*, *etc.*, *at hoc*, *de facto*, *de jure*.

## 6. Quotation marks (for titles and quotations):

The final quotation mark should precede the period, comma, semi-colon, or colon at the end of the article/chapter title or quotation, unless it forms part of the title or quotation. Examples:

<sup>1</sup> Longva, “Nationalism in Pre-Modern Guise”, p. 182.

“The Sultan is always generous with his subjects”, he told me.

## 7. Quotations:

Quotations less than 4 lines or 40 words should appear within double quotation marks (“like this”); quotations of 4+ lines or 40+ words should be indented about 1.2 cm / 0.5 inch along the left margin. Words and punctuation added to the original quotation should be contained within square brackets [like this]. If you italicize words within an original quotation, please include [emphasis added] in square brackets at the end of the quotation.

## 8. Indentation:

*Text:* The first paragraph under a new section heading should not be indented; all subsequent paragraphs should be indented.

*Footnotes:* The first line should be indented, as shown in the citation examples above.

*Bibliography:* The second and subsequent lines of a reference should be indented, as shown in the citation examples above.

## 9. Section headings:

Section headings should be number and formatted as follows:

**8. Section heading** [14 font]

**8.1. Sub-section heading** [12 font]

8.1.1 *Sub-sub section heading* [12 font]

## 10. Capitalization:

Proper nouns should be capitalized. E.g. the Qur'an and Ḥadīth; the Sasanians and Al-Sabah; Aden and Muscat.

Book and journal titles should be capitalized. See examples in the "Footnotes and bibliography" section above.

## 11. Transliteration:

JAS follows the same transliteration system as IJMES. See the IJMES transliteration chart on the last page of this document. A copy of the chart can also be found on the JAS webpage.

All Arabic, Turkish (modern or Ottoman), and Persian words should be transliterated with diacritical marks (macrons and dots), except the following:

- Place and country names that possess a Europeanized version, such as Saudi Arabia, Mecca, and Aden. Do not use diacritics.
- Names of authors of English-language publications. Please respect the author's own spelling of his/her name, so that one can find his/her works in online searches. Do not use diacritics.
- Well-known words that can be found in any unabridged English dictionary.

All transliterations should be *italicized*, except the following:

- Proper nouns: e.g., the Qur'an and Ḥadīth; the Sasanians and Al-Sabah; Aden and Muscat.
- Well-known words that can be found in any unabridged English dictionary.

For hybrid terms, such as dynasties which use English suffixes, use the Arabic or Persian form with diacritics. E.g., 'Abbāsīd dynasty, Mamlūks, Sa'ūdīs.

'*Ain* / '*ayn* should be indicated as < in the text to allow the type-setter to insert JAS's special character for '*ain* using the find-and-replace function.

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## 12. Al / al- :

*Al* ("the family of", as used mainly in the Gulf and pronounced with a long *Ā*) should be written as *Al* without a hyphen (as in *Al Sa'ūd*). By contrast, the Arabic article "the" should be written as *Al-* or *al-* with a hyphen (as in *al-Qāsīmī* and *al-Bahārna*).

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Hyphens (-) should be used to connect parts of compound nouns (*go-between*, *twenty-eight*) and compound adjectives (*Kuwait-Saudi border*, *Anglo-Bahraini relations*).

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number quantities (1–44, 12:00–1:00), and page numbers (pp. 4–6).

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Centuries should be written out in full: e.g., tenth century, twenty-first century (not 10<sup>th</sup> century, 21<sup>st</sup> century).

Do not use an apostrophe with years. E.g., 1980s, not 1980’s.

Reign dates for rulers should be preceded by the abbreviation ‘r.’ + space. E.g., Shaikh Zayid Al Nahyan (r. 1966–2004).

Birth should be preceded by the abbreviation ‘b.’ + space. E.g., King Hamad Al Khalifa (b. 1950).

Death should be preceded by the abbreviation ‘d.’ + space.

## 15. Numbers

Write out numbers below 100, with the exception of page numbers (p. 8), section numbers (section 8), chapter numbers (chap. 8), volume numbers (vol. 8), edition numbers (8<sup>th</sup> edn.), percentages (8%), fractioned measurements (8.2 miles), currencies (£8 and \$8 million), etc.

Numbers over 999 should have a comma: e.g., £1,000 and 1,000 miles.

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REVIEWED BY JOHN P. COOPER, Institute of Arab and Islamic Studies, University of Exeter, United Kingdom, [J.P.Cooper@exeter.ac.uk](mailto:J.P.Cooper@exeter.ac.uk).

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# ENGLISH TRANSLITERATION SYSTEM

## CONSONANTS

Column Headings: A = Arabic, P = Persian, OT = Ottoman Turkish, MT = Modern Turkish

A	P	OT	MT	A	P	OT	MT	A	P	OT	MT
ب	b	b	b or p	ذ	zh	j	j	گ	—	g	g
پ	p	p	p	س	s	s	s	ل	l	l	l
ت	t	t	t	ش	sh	ş	ş	م	m	m	m
ث	th	ṯ	s	ص	ṣ	ş	s	ن	n	n	n
ج	j	c	c	د	ḍ	z	z	ه	h	h <sup>3</sup>	h <sup>3</sup>
ح	—	ḥ	ḥ	ط	t	t	t	و	w	v or u	v
خ	kh	ḫ	ḫ	ظ	ẓ	z	z	ی	y	y	y
د	d	d	d	ع	‘	‘	—	ا	-a <sup>1</sup>		
ذ	dh	z	z	غ	gh	g or ğ	g or ğ	ا	a <sup>2</sup>		
ر	r	r	r	ف	f	f	f	<sup>1</sup> (-at in construct state) <sup>2</sup> (article) al- and l- <sup>3</sup> (when not final)			
ز	z	z	z	ق	q	k	k				
				ک	k	k or ğ	k or n				
						ory	ory				
						or ğ	or ğ				

## VOWELS

### ARABIC AND PERSIAN

### OTTOMAN TURKISH

### MODERN TURKISH

<b>Long</b>	ا or آ	ā	ā	{ words of Arabic and Persian origin only }	ā
	أ	ū	ū		ū
	ي	i	i		i
<b>Doubled</b>	آ	iiy (final form ī)	iy (final form ī)		iy (final form ī)
	و	uww (final form ū), etc.	uvv		uvv
<b>Diphthongs</b>	او	au or aw	ev		ev
	اي	ai or ay	ey		ey
<b>Short</b>	ا	a	a or e		a or e
	و	u	u or ū		u or ū
	و	o	o or ō		o or ō
	ي	i	i or ī		i or ī

For Ottoman Turkish, authors may either transliterate or use the modern Turkish orthography.