

STYLE SHEET/WORD LIST

Copy Editor: Jo Armstrong

Title: *Middle East Critique*

Publisher: Routledge Taylor & Francis

References: *New Oxford America Dictionary* (Oxford Reference Online); *Oxford Dictionary for Writers and Editors* (for abbreviations); *New Hart's Rules* (2005); *Chicago Manual of Style* (15th edn) (for American punctuation)

AB	acknowledgment al Qaeda anticolonial anticommunism antiterrorism bi-directional by-product
CD	canceled capacity-building chat room/s clear-cut (adjectival) cleanup (adjective) clean up (noun) clearinghouse coauthor co-direct/ed coexist/ed/ence comeback cooperate/ation/ed co-opt/ed/ation cosponsor counterbalance/d/ing counterdiscourse counterhegemonic cross-dresser/ing cybercrime decision-making/er depolitization de-socialize drama maker
EF	e.g., e-mail

	et al. Eurocentric Feedback filmmaker fulfill/ment family-planning (attrib only) filmmaker film-making
GH	geopolitical goodwill groundbreaking head-covering (verb) heartbreaking Hezbollah
IJ	ibid./Ibid. (no italics) idem (no full stop) i.e., inter-communal interfaith (one word, no hyphen) judgment
KL	km. landlocked lawmaker/ing license (noun & verb) lifestyle/s lip service (2 words)
MN	macroeconomic/s madrassa

	micro-history miniseries (one word) multidimension/al multiethnic multifaceted multination/al/ism multiparty multivariant nation-building/er neoconservative/ism neoliberal nonconformist nonexistent
OP	officeholder/s ongoing onward (not onwards) pan-Arab percent (one word) policy-makers/ing postcolonial postwar practice (noun and verb) predetermined (no hyphen) preeminent preordained program
QR	Quran [Turkish use] reappropriate/ation reassemble reborn reconstruct record-keeper recycle re-domesticate/d reeducate/ion/ed re-elect/ion/ed re-emphasize/d reestablish/ed re-embody

	reevaluate/ion/ed reexamine/d/ation reincarnate/d reintegrate/d reinterpret reoccur/d retell/ing retook risk-taking/er rubber-stamp (verb) run-down (adjective)
ST	skeptic Shi'ism Shiite simplemind/ed/ness skeptical SMS (ie caps) sociocultural socioeconomic sociolinguistic/ally sociopolitical straightforward sub-branch subcategory subdivide/d subfield subgroup subhead sub-phenomena subsample/s subunit supranational think-tank third-party (hyphenated only adjectively) timetable toward transnational transregional traveling T-shirt
UVW	unidimensional

	US (no fullstops) videotape/d wartime (both noun and attrib) Washington, DC (ie no full stops) Website well-being workplace (one word) worldview (one word) worldwide (one word) workforce (one word)
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XYZ	
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Abbreviations

AK (Justice and Development [Turkish])
 AKP (Justice and Development Party)
 ANAP (*Anavatan Partisi*)
 BSEC (Black Sea Economic Cooperation)
 CHP (Republican People's Party)
 CMES (Center for Middle Eastern Studies)
 CSPC (Caucasus Stability and Cooperation Platform)
 CUMH (*Cumhuriyet Halk Partisi*)
 DSP (*Demokratik Sol Parti*)
 DTP (*Demokratik Toplum Partisi*)
 ECC Economic Consultative Council
 ECHR (European Court of Human Rights)
 EFF (extended fund facility)
 FIRDOS (Fund for Integral Rural Development of Syria)
 FP (Virtue Party)
 FPM (Free Patriotic Movement)
 FTA (free trade agreement)
 GCC (Gulf Cooperation Council)
 GO-NGOs (government-organized NGOs)
 HDI (Human Development Index)
 IEO (Independent Evaluation Office)
 IMF (International Monetary Fund)
 IP (internet protocol)
 IT (information technology)
 IOs (international organizations)
 JASBP (Jordan Arab Social Ba'th Party)
 JDP (Justice and Development Party)
 LBCI (Lebanese Broadcasting Corporation International)

LL (Lebanese Lira)
LNM (Lebanese National Movement *Al Jabha al Wataniya al Lubnaniya*)
MBC (Middle East Broadcast Center)
MG (*Milli Gorus*)
MGK (National Security Council)
MHP (Nationalist Action Party, *Milliyetçi Hareket Partisi*)
MNCs (multinational corporations)
MSA (Modern Standard Arabic)
MTV (Murr Television)
NF (National Front *Jabhat al Khalas al Wataniya*)
NFO (National Film Organization)
NGO (non-governmental organization)
NOC (
NOM (National Outlook Movement)
NPF (National Progressive Front)
NSC (National Security Council)
PKK (Kurdistan Worker's Party)
PLO (Palestinian Liberation Organization)
PRSPs (Poverty Reduction Strategy Programs)
PSP (Progressive Socialist Party)
QIZ (Qualifying Industrial Zone)
ROTC (Reserved Officers' Training Corps)
RPP (Republican Peoples' Party)
SDK (Sosyalist Düşünce Derneği)
SHP (*Sosyal Demokrat Halkçı Parti*)
SLA (South Lebanese Army)
SSNP (Syrian Socialist National Party)
TARC (Turkish-Armenian Reconciliation Commission)
TESEV (*Türkiye Ekonomik ve Sosyal Etudler Vakfı*)
TUSIAD (Association of Turkish Industrialists and Businessmen)
UK [no full stops]
UNDP (United Nations Development Program)
US [no full stops]
USAID (United States Agency for International Development)
VGIK (Russian State Institute for Cinematography)
WATS (Workshops for Armenian/Turkish Scholarship)
WMD (weapons of mass destruction)
WP (Welfare Party of the National Outlook)
YATF (The Young Arab Theatre Fund)
YÖK (Higher Educational Council)

Capitals

Article [as in Article 8 of the xxxxx Treaty]

Cold War

Facebook

Internet
the Net [as in the Internet]
Rosary
Web [as in the World Wide Web]
White Revolution
World Values Survey
World War I or First World War [either OK, but whichever style is chosen, it must be consistent throughout the article]

Italics

ad infinitum
coup d'état
coup de grace
de facto
de jure
en masse
fait accompli
inter alia
modus operandi
qua
quid pro quo
raison d'être
sine qua non
status quo
vis-à-vis

Numbers & Dates

- dates: American style, ie November 11, 1914
- 9/11
- 1,000, 4,250; ie, use the decimal marker
- One to nine in words, 10 and up in numerals
- Centuries written out, ie eighteenth century, not 18th century
- no superscript after numbers, ie 12th
- 'percent', both in text and fns; % in tables or figures

Punctuation & Lists

- capital letter after colon, if what follows is a grammatically complete sentence (ie American style); but if not grammatically complete, then small letter
- serial comma, if it aids understanding
- unspaced em-dashes for parenthetical injections, eg she said to Bob—while turning and winking at me—that she would never leave him

- commas and fullstops inside quote marks

Text Treatment

- American spelling
- unspaced ellipses, but spaced each side, ie she said ... hoping that
- spaced initials, eg J. R. Bloggs (not J.R. Bloggs)
- italics for emphasis, not bold
- single quote marks, but double for a quote within a quote (but if it is a displayed quote, then single for the quote within a quote)
- no elision of numbers in page nos in fns
- one editor = ed. – 2 or more editors = eds [note no fullstop] – one tran. and 2 trans [translators]
- edition = edn
- figures and tables:
 - In text: Figure 1, Table 1, etc.
 - Figure caption: **Figure 1.** Caption text lower case, no full point at end
 - Table caption: **Table 1.** Caption text lower case, no full point at end
 - The words “Notes” and “Source” should be roman.
 - Use (roman) superscript “a”, “b”, etc. for table footnotes.
- Book reviews/essays:
 - Review essays, not book reviews.
 - Review Essay section heading at top of each article.
 - Normal article title and by-line style
 - Book reviewed placed underneath-
 - Title** in bold
 - Author
 - Place of Publication: Press, Year of publication* in italic.
- Publications received:
 - Altoma, Salih J. (2010) *Iraq’s Modern Arabic Literature: A Guide to English Translations since 1950* (Lanham, MD: Scarecrow Press).
 - xxvii + 129 pages. Appendices to p. 138. Index to p. 154. \$65.00, cloth.
- Where there is a reference in the text to a page number in a work that is being discussed, or a quote from that work, ‘(pp. 23–26)’
- In text references (Harvard style), eg (Bloggs 2006: 15), (Bloggs 2006; Smith 2008; Brown 2010)
- Film titles in italics; episodes in a series in quote marks
- No quote marks after so-called; eg the so-called Iron Lady, **not** the so-called ‘Iron Lady’
- **Quotations:** Short quotations within the text should appear within quotation marks; longer quotations should be indented about 2 cm along the left margin.

Words, punctuation, or italicisation not present in the original should be contained within square brackets or noted as 'emphasis added.'

- **Acknowledgments:** A-head section directly before reference list.

Footnote reference/citation style

In reference list:

Journal article:

Tezcur, G. M., Azadarmaki, T. & Bahar, M. (2006) Religious Participation Among Muslims: Iranian Exceptionalism, *Critique: Critical Middle Eastern Studies*, 15(3), pp. 217–232.

Pokrant, B. & Reeves, P. (2003) Work and Labour in the Bangladesh Brackish-water Shrimp Export Sector, *South Asia: Journal of South Asian Studies*, 26(2), pp. 359–389.

Book:

Young, L. A. (ed.) (1997) *Rational Choice Theory and Religion* (New York: Routledge).

Mitchell, T. R., & Larson, J. R., Jr. (1987) *People in Organizations: An Introduction to Organizational Behavior*, 3rd edn. (New York: McGraw-Hill).

Australian Bureau of Statistics (1991) *Estimated Resident Population By Age and Sex in Statistical Local Areas, New South Wales, June 1990*, No. 3209.1 (Canberra, Australian Capital Territory: ABS).

Gibbs, J. T. & Huang, L. N. (eds) (1991) *Children of Color: Psychological Interventions with Minority Youth*, Rev. ed. (San Francisco: Jossey-Bass).

Koch, S. (ed.) (1959–1963) *Psychology: A Study of Science*, Vols. 1–6 (New York: McGraw-Hill).

Gazely, V. R. (1973) *Smelling the Roses*, Brown, G. & Blair, A. (trans) (London: Hardcore Politics).

Book chapter:

Bjork, R. A. (1989) Retrieval Inhibition as an Adaptive Mechanism in Human Memory, in: Roediger III, H. L. & Craik, F. I. M. (eds) *Varieties of Memory & Consciousness*, pp. 309–330 (Hillsdale, NJ: Erlbaum).

Auerbach, J. S. (in press) The Origins of Narcissism and Narcissistic Personality Disorder: A Theoretical and Empirical Reformulation, in: J. M. Masling & R. F. Bornstein (eds) *Empirical Studies of Psychoanalytic Theories: Vol. 4. Psychoanalytic*

Perspectives on Psychopathology (Washington, DC: American Psychological Association).

Online source:

Murphy, P. (2009) Selling refrigerators to the Eskimos. Available at: <http://www.tandf.co.uk/journals>, accessed April 24, 2003.

Binkley, C. (2009) Victoria Day menus. *Globe & Mail*. Available at: <http://www.globeandmail.ca>, accessed May 18, 2009.

Theses:

Cat, B. (2009), Why I don't like dogs, PhD thesis, University of Animals.

Newspaper article:

Smith, J. (2009) The Call for a Fall Election: What the Party Leaders are Saying, *Globe & Mail*, August 19, 2009, pp. A1, A3. [if it is not obvious/not likely to be known where the newspaper is published, then add the city, in brackets, after the name of the newspaper]

In footnote citations:

NB: A footnote that refers to a particular reference in the reference list should be in full on the first citation and then abbreviated on subsequent citations

Journal article:

G. M Tezcur, T. Azadarmaki & M. Bahar (2006) Religious Participation Among Muslims: Iranian Exceptionalism, *Critique: Critical Middle Eastern Studies*, 15(3), pp. 217–232.

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Book:

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T. R. Mitchell & J. R. Larson, Jr. (1987) *People in Organizations: An Introduction to Organizational Behavior*, 3rd ed. (New York: McGraw-Hill).

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C. Binkley (2009) Victoria Day menus. *Globe & Mail*, Section F. Available at <http://www.globeandmail.ca>, accessed May 18, 2009.

Theses:

B. Cat (2009), Why I don't like dogs, PhD thesis, University of Animals.

Newspaper article:

J. Smith (2009) The Call for a Fall Election: What the party Leaders are Saying, *Globe & Mail*, 19 August 2009, pp. A1, A3. [if it is not obvious/not likely to be known where the newspaper is published, then add the city, in brackets, after the name of the newspaper]

Also:

- In fns and biblio only, use square brackets for English translation of a title (to avoid confusion with publication details in round brackets (however, in text, round brackets for English translations); the translations of book titles are not italicized