Gingko Library Submissions Guidelines
for the
BIPS Persian Studies Series

The Gingko Library publishes monographs of an academic nature that present original research on topics within the whole range of Persian and Iranian studies. It also considers volumes of collected articles that have been submitted at academic conferences or for festschrifts. Work that is submitted for consideration will initially be assessed by the series editors, then peer-reviewed by our academic advisors and other scholars as appropriate, before being accepted for publication. Submission guidelines are discussed below:

Manuscript Format

All manuscripts should be submitted in Word .docx format, preferably using a generic font such as Arial or Times New Roman, to allow editing. They should also submit the whole work as a .pdf for reference. Authors should avoid the use of complex formatting for headings and subheadings, as these might ultimately be changed in the typesetting process. Submissions should be in English. Authors should provide a title, and an English language abstract of around 100 words.

General rules

Please follow the Chicago Manual of Style http://www.chicagomanualofstyle.org/16/contents.html for numerals and dates; AD and BC rather than BCE and CE, and AH or hijri for the Muslim lunar calendar. Use 15th century not fifteenth century.

The main requirement in these and any other aspects of the style adopted is consistency.

Reference Style

All references should be given as footnotes according to the 'notes and bibliography' style rather than the author-date system; they should be indicated in the text using Arabic numerals, not Roman. Footnotes should include references to page, or pages, followed by additional comments where required. A full list of all cited texts should appear as a consolidated bibliography at the end of the work.

Please follow the examples below, noting capitalisation (for books but not for articles), the treatment of numerals, and punctuation. There is no requirement to identify the publisher, just the place and date of publication.

Book
First reference:
Willem Floor, *Safavid Government Institutions* (Costa Mesa, CA, 2001), 99-100.

Subsequent reference (short title)
Floor, *Safavid Government Institutions*, 16-17, 109-10.
In bibliography
Floor, W. *Safavid Government Institutions* (Costa Mesa, CA, 2001).

Editor, Translator, or Compiler instead of Author
First reference
Judith Pfeiffer, ed. *Politics, Patronage and the Transmission of Knowledge in 13th-15th century Tabriz* (Leiden, 2014), 100-101.
Subsequent reference (short title)
Pfeiffer, ed. *Politics, Patronage and the Transmission of Knowledge*, 102-3.
In bibliography
Pfeiffer, Judith, ed. *Politics, Patronage and the Transmission of Knowledge in 13th-15th century Tabriz* (Leiden, 2014).

Article in a Journal
In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

First reference
Mehran Mazinani, "On liberty in Talebof's thought", *Iranian Studies* 49/3 (May 2016), 38687.
Subsequent reference (short title)
Mazinani, "On liberty", 392-3.
In bibliography
Mazinani, M. "On liberty in Talebof's thought", *Iranian Studies* 49/3 (May 2016), 383-404.

Article in a collected/edited volume
Sheila S. Blair, "Tabriz: international entrepôt under the Mongols", in *Politics, Patronage and the Transmission of Knowledge in 13th-15th century Tabriz*, ed. Judith Pfeiffer (Leiden, 2014), 330-31.

Subsequent reference (short title)
Blair, "Tabriz: international entrepôt", 345-51.
In bibliography
Blair, Sheila S. "Tabriz: international entrepôt under the Mongols", in *Politics, Patronage and the Transmission of Knowledge in 13th-15th century Tabriz*, ed. Judith Pfeiffer (Leiden, 2014), 321-56.

Article Online
Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL.

Charles Melville and ʿAbbās Zaryāb, "Chobanids", in *Encyclopaedia Iranica*, V (1991), 496502, http://www.iranicaonline.org/articles/chobanids-chupanids-pers, accessed 30 June 2016.

Manuscript Submission

Manuscripts, along with illustrations (where necessary), should be submitted digitally to the series editor, and the Gingko Library by email to the addresses below:

Series Editor, Professor Andrew Peacock (acsp@st-andrews.ac.uk) and aran@thegingkolibrary.com.

Images

Printed size for images can be up to 115 x 150 mm (portrait). Up to 20 figures may be included if they are warranted, or by further negotiation with the editor. Maps, drafted drawings, and photographs can be submitted in either digital or hard copy. For digital submissions, greyscale images should be provided in .tif format at 600 dpi, and line drawings should be bitmap images in .tif format at no less than 1200 dpi. These images should be submitted by file transfer not by email. Hard copy images that are submitted should be produced to these specifications. Original photos should be crisp. Complex figures should be submitted as the author would like them to appear in print and sized correctly. Illustrations that do not meet these requirements may not be considered for publication.

Information Relating to Colour Images

Authors may wish to submit colour illustrations with their papers. However, for colour illustrations to appear in the final issue, authors will be required to pay a subvention to cover the additional printing costs. There are two scales of costs – one price for printing between 1 and 8 colour images, and another for printing between 9 and 16 colour images: For between 1 and 8 colour images, the cost is £410.00. For between 9 and 16 colour images, the cost is £550.00.

For images that are not yet out of copyright, or where the copyright is not held directly by the contributor, it is responsibility of the contributor in each case to clear permission for the reproduction of all images submitted for publication.

Translation and Transliteration Guide

Notes on Translation

1) Translations must be provided for all foreign-language terms and phrases (including book and article titles) that appear in the main body of the article, unless their meanings are widely known in English or they are cognate words whose meaning can be discerned with reasonable ease by English readers.

2) Translations should be composed artfully in clear, polished, idiomatic English. Unless the original text was written awkwardly according to the style conventions of the language in which it was written, it is not a skilful translation to put it in awkward English style, even if it is more "direct." If you are deliberately attempting to translate linguistic infelicities present in the original text, use "[sic]" or an explanatory note in the text or a footnote to make that clear.

Transliteration

Correct transliterations are the responsibility of the author or volume editor. Please review the guidelines below and the appropriate transliteration chart before submitting any material with transliterated text. Sloppy and inconsistent transliteration is high on the list of things most likely to annoy peer reviewers and to waste hours of sub-editors' time.

For Arabic, Persian and Turkish, use the IJMES transliteration system as on the chart found [here](#).

If followed consistently, it may be more appropriate to use the vowels *e* and *o* for 'short' *i* and u when transcribing Persian words, especially if the text deals with the modern period and better represents modern pronunciation.

The use of macrons on vowels and diacritics on consonants should be restricted to technical terms (see below) the first time they appear in text (with a translation in brackets), or words and phrases that require formal transliteration to make a linguistic point. Names of authors and book titles should be transliterated fully only in the bibliography, not in the text or footnotes. If necessary, to avoid confusion or to make a point, names of people or places can be fully transliterated (in brackets) in the Index.

Words and letters found in both Arabic and Persian but transliterated differently (notably w/v, d/z, dh/z, th/s) should be transliterated according to the context in which they are found, e.g. *Jāmi' al-tawārīkh* is an Arabic phrase, so not *tavārīkh; Athar al-wuzara* but *Asar-i Milli* (or *Asar-e Melli*).

General Transliteration Guidelines

1) If an English term exists for a word, use it.

2) All technical terms from languages written in non-Latin alphabets must be italicized and translated the first time they are used, e.g. *tasawwuf/tasavvuf* (Sufism). A technical term is defined as a word for which there is no English equivalent and that is not found in Collins Oxford English Dictionary, or a multi-word phrase, excluding names and titles as detailed in point 4 below. They should be fully transliterated with diacritical marks (macrons and dots) in the Index (*taṣawwuf*/*taṣavvuf*) – using a Unicode font (see: http://mamluk.uchicago.edu/keyboards/).

3) Words found in *Collins Oxford English Dictionary* 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, masjid, sheikh.

4) Diacritics should not be added to personal names, place names, names of political parties and organizations, or titles of books and articles (except in the Bibliography). These words should be spelled in accordance with the transliteration system but without diacritics. However, *ʿayn* and *hamza* should be preserved in all these cases (except for initial and terminal *hamza*, which are dropped), thus ʿAbbas <u>not</u> Abbas, Ismaʿil <u>not</u> Ismail. Do not italicize transliterated proper names, including titles of organizations. Use italics for titles of books and journals only.

5) Names of prominent political or cultural figures can be spelled according to "accepted English spellings", e.g., Gamal Abdel Nasser (Jamal 'Abd al-Nasir), Imam Khomeini (Khumaini). Names of living individuals and authors should be spelled according to their preferred English spelling or as printed.

6) Place names with accepted English spellings should be spelled in accordance with English norms, for example, Baalbek, Damascus, Tehran.

7) Follow the capitalization rules of the language in question, e.g. for French or German; noting that the Arabic script does not have capital letters, so that only the first word of a sentence or title may be capitalized, or a proper name within a title: *Ahsan al-tawarikh, Tarikh-i rijal-i shahr-i Mashhad.*

8) Avoid Anglicized plurals on fully transliterated words if possible: for example, *fuqahā*, not *faqīhs*. Exceptions may be made if there is a good reason for it, such as when comparing numbered quantities or currencies. Anglicized plurals may be used on words that are found in Collins and thus not fully transliterated, e.g., muftis.

9) When in doubt, follow the spelling of the term in the script of the original language, not its oral pronunciation. There are only a few exceptions (e.g., *iḍāfa* constructions, see below).

10) For colloquial transliterations, refer to an English-colloquial dictionary for that language. Use a consistent colloquial transliteration system, preferably one that is as close as possible to the system detailed here.

Detailed Transliteration Guidelines

• The Arabic *tāʾ marbūṭa* is rendered *a* (not *–ah*) and also in Persian (*khāna*). In Arabic *iḍāfa* constructions, it is rendered *at*: for example, *thawrat 14 tammūz*.
The Persian *izāfa* (ezafé) is rendered *-i*: for example, *vilāyat-i faqīh*. In both cases, if the more phonetic system is used throughout, *khana < khaneh* and the ezafé becomes *-e.*

• The nisba ending is rendered *-iyya* in Arabic and Persian (e.g., *miṣriyya*, Sultaniyya/Soltaniyyeh).

• Elision. When one of the inseparable prepositions, conjunctions, and other prefixes is followed by *al*, the *a* will elide, forming a contraction rendered as wa'l-, bi'l-, li'l-, and la'l-. The preposition *fī* is not an inseparable prefix in the Arabic script and thus is not treated as one. Example*: fī al-Shām wa'l-'Irāq.*

• Initial and final *hamza* is always dropped, but *'ayn* is always indicated, e.g. 'ulamā not 'ulamā'; *waqā'i'.*

• The definite article (e.g., the Arabic al-) is lowercase everywhere, including titles, except when the first word of a sentence. 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, ibn, etc.—are lowercase only when preceded by a name, e.g., Usama bin Ladin, but Bin Ladin, Ibn Khaldun, etc.

Referring to Persian and Arabic texts

In footnotes:

'Ali Yazdi, *Zafarnama*, ed. Sayyid Sa'id Mir Muhammad Sadiq and 'Abd al-Husain Nava'i, 2 vols (Tehran, 1387/2008), 116-17. [note: less preferred alternative, as spelled on the book itself: Saiyid Sa'eed Mir Mohammad Sadegh and 'Abd al-Hosayn Navāyi]

Subsequent reference:

'Ali Yazdi, *Zafarnama*, 100-101.

In bibliography:

Yazdī, 'Alī. *Ẓafarnāma*, ed. Sayyid Sa'īd Mīr Muḥammad Ṣādiq and 'Abd al-Ḥusain Navā'ī, 2 vols (Tehran, 1387/2008).