

*Proceedings of
the Seminar for Arabian Studies*

Editorial Guidelines

Revised 26 October 2017

**Compiled by Janet Starkey, Harry Munt and Julian Jansen Van Rensburg,
based on previous Guidelines compiled by Michael Macdonald**

The Seminar for Arabian Studies website: www.arabianseminar.org.uk

The British Foundation for the Study of Arabia: www.thebfsa.org

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1 a. Processing papers: a numbered sequence

These are the stages that are used by the Editors to process any paper for the *Proceedings* and relevant Dropbox folders are numbered in this sequence to reflect the process.

A similar sequence is followed by the Editor of the *Supplement* who should also liaise with the Editors of the *Proceedings* to ensure that these Guidelines are followed.

The Editors of the *Proceedings* and of the *Supplement* also keep an Excel or Word table to monitor progress at each stage and share this information with the Seminar's Editorial Committee throughout the process.

<i>Code</i>	<i>Action</i>
X00	Papers not being submitted, rejected.
01	<p>Call for Papers and Submission of Papers. The Editors prepare a list of authors who have yet to submit their papers following the Call for Papers and submission of Posters for selection (Item 2, below and Poster Guidelines). Note: there should only be one corresponding author for any paper.</p> <p>Meanwhile the Editors draw up a list of possible peer reviewers, two for each paper (one being a back-up) to be approved electronically by the Seminar Editorial Committee in September or early October.</p>
02	Paper submitted and awaiting peer review. Probably awaiting rest of paper if bits are missing
03	Peer Review. Paper being peer reviewed. (Item 3 , below)
04	<p>Authors' responses to Peer Reviews. Peer review received and comments are then processed by the Editors, who should inform the author of any decision and of any changes to be made as a result of the peer review. Awaiting authors' response to peer review comments sent on to the authors by the relevant Editor. These comments remain strictly anonymous.</p> <p>If a paper is rejected by the first peer reviewer, the Editor should seek the opinion of a second peer reviewer. If there are disputes about the decision, the paper may need to be referred to the Seminar's Editorial Committee.</p> <p>If the paper is rejected at this stage assign code X00 on chart.</p>
05	Response to Peer Reviews. Revised papers as returned by authors in response to peer review comments.
06	<p>Editors' Checking. Revised or acceptable version being checked by the relevant Editor before being sent to a Professional Copy-Editor (Item 4, below, hereinafter called Copy-Editor) via Dropbox 07. Editors should ensure that the paper conforms to the PSAS Guidelines before sending the paper to the Copy-Editor. It is the Editors' responsibility to ensure all the transliterations are in the correct form and that relevant place names are also provided in transliterated form and that the editorial styles are observed (Item 5, below). The Editors should ensure that all queries from Editors and peer reviewers have been answered, and that rewrites following peer review comments etc. have been completed satisfactorily. If in doubt, a paper can be referred back to the peer reviewer(s) again.</p>
07	<p>Professional Copy-Editing. The folder containing the relevant edited paper and figures is sent from the Editor to the Copy-Editor via Dropbox 07. A Copy-Editor (Item 4, below) is employed to go through all papers that the relevant Editor(s) have edited. The Copy-Editor and Editor are encouraged to use the Word Comments facility.</p>

08	<p>Editors checking Copy-Edited Paper. The copy-edited paper is sent to the Chief Editor by the Copy-Editor via Dropbox 08. The Editor should identify any problems that might have arisen as a result of the copy-editing and editing process.</p> <p>Any issues that relate to the Figures are marked on them by the Copy-Editor and returned to the Editors and Authors electronically using Dropbox annotations.</p>
09	<p>First Proof (PDF format). The Editors send a PDF of the copy-edited and checked paper and summary with keywords to the author to check the copy-edited text. This is sent as a PDF and the authors should use the Comments facility to add their corrections or any minor changes at this stage. They are usually given a maximum of ten days to complete this task.</p> <p>In addition, any queries that relate to the Figures are sent either as marked-up images via Dropbox or as email queries from the Editor to the author. Replacement or improved images may be requested from the author, as appropriate and these will be checked carefully.</p>
10	<p>Authors return their copy-edited First Proof PDF with their Comments. They also send any replacement images. The relevant Editor rechecks all images for quality, relevance, sequences etc.</p>
11	<p>Copy-edited PDF files that have been returned by authors are then used by the Editors to mark up the copy-edited Word text, i.e. the version at Level 08; any interim queries are also answered by authors to the relevant Editor. The marked-up Word text is usually checked again by the Copy-Editor to make sure new entries and/or corrections have been made correctly (this applies to References in particular)</p> <p>Some authors try to send a new Word version at this stage. This is not acceptable as it would mean we may need to begin the whole process again (!) so they should be politely asked to mark up the First Proof (PDF).</p>
12	<p>Second Proofs (Indesign). The paper is typeset by an Indesign expert at Archaeopress. The relevant Editor sends all Figure files plus Word versions of (1) the Text with its Summary and Keywords and (2) its Captions file to Archaeopress via Dropbox 12. Archaeopress can then prepare the Second Proofs (Indesign) of that paper.</p> <p>Queries are sent from Archaeopress to the Editors of the <i>Proceedings</i> (or <i>Supplement</i>), as appropriate.</p>
13	<p>Cover Designs. About the same time as Item 12, the Editors, in association with Archaeopress, select images for the back and front covers of the volume. The selection should be shown to the Seminar's Editorial Committee for their approval.</p>
14	<p>The resulting Second Proofs (Indesign) are sent by Archaeopress to the Editors of the <i>Proceedings</i> (or <i>Supplement</i>) via Dropbox 14 for the Editors to check.</p>
15	<p>Second Proofs (Indesign) are sent by the relevant Editor to the author for checking. Ideally the proof should be sent via a Dropbox folder set up and shared by the relevant Editor and the author.</p>
16	<p>Marked-up Second Proofs (Indesign) from Authors are returned to the relevant Editor by authors, ideally via the same Dropbox folder set up and shared by the relevant Editor and authors at Level 15.</p> <p>The Editors then mark up all authors' and their own comments and move the resulting files to Dropbox 16 for comments from a language specialist if necessary.</p>

	They also ensure that the latest list of officers is sent to Archaeopress, along with their preface and lists of papers given at the Seminar as well as posters presented there.
17	Collating Marked-Up Second Proofs (Indesign) including those comments from the authors, Editors and language specialists. These are then finally checked and marked up by the Copy-Editor who then sends the marked-up second proof to the relevant Editor to make a thorough check via Dropbox 17.
18	The fully marked-up Second Proofs (Indesign) is sent by the relevant Editor to Archaeopress via Dropbox 18.
19	<p>Third Proofs (Indesign) are produced by Archaeopress for authors only in exceptional circumstances (e.g. images are in the wrong place, problems with fonts etc.) and sent to the relevant Editor to forward to the relevant author. If this proof has been checked and marked up, return it to Dropbox 16.</p> <p>Normally only one Second Proofs (Indesign) and a Final Corrected Proofs of the whole Volume (see Item 20, below) are produced.</p>
20	Final Proof of the whole Volume. Archaeopress send these to relevant editors, Editors of the <i>Proceedings</i> and the Chair of the Seminar via Dropbox 20 for a final glance: e.g. to check all the papers sent are included and in the right sequence; no images are misplaced etc.
21	<p>Editors of the <i>Proceedings</i> (or <i>Supplement</i>), as appropriate, sends Archaeopress the approved and signed-off volume proofs, via Dropbox 21.</p> <p>The Editors of the <i>Proceedings</i> (or <i>Supplement</i>) then sends Archaeopress a list of email addresses for all contributors so that relevant PDFs of their papers can be sent to them by the October after the Seminar date.</p>

1 b. Processing poster-papers: a numbered sequence

<i>Code</i>	<i>Action</i>
X00	Papers not being submitted, rejected.
01	Call for Poster-Papers and Shortlist of Poster-Papers. N.B. Only six poster-papers & only one per project; deadline one week after the poster presentation. The Editors prepare an Excel sheet of authors who presented their poster at the <i>Seminar</i> . Authors who do not wish to publish a poster-paper or who do not reply are marked accordingly and placed at the bottom of the list. Authors who wish to publish are marked accordingly and placed at the top of the list; their submissions are collected and placed in a Dropbox folder.
02	<p>Selection of Poster-Papers from Shortlist. The Chair of the Posters Sub-Committee sends the Excel sheet and Dropbox folder to the two other members of the sub-committee. Each selects the six poster-papers she / he feels should be published. There should be a minimum of three members to allow a majority vote in cases where there is disagreement. The Chair then contacts the authors of the chosen six poster-papers to invite their 2,000-word / 5-figure article by 30 September.</p> <p>Meanwhile the Posters Sub-Committee draws up a list of possible peer reviewers, two for each paper (one being a back-up) to be approved electronically by the Seminar Editorial Committee in September or early October.</p>

03	Paper submitted and awaiting peer review. Probably awaiting rest of paper if bits are missing
04	Peer Review. Paper being peer reviewed. (Item 3, below) Peer Reviewing
05	<p>Authors' responses to Peer Reviews. Peer review received and comments are then processed by the Editors, who should inform the author of any decision and of any changes to be made as a result of the peer review. Awaiting authors' response to peer review comments sent on to the authors by the relevant Editor. These comments remain strictly anonymous.</p> <p>If a paper is rejected by the first peer reviewer, the Editor should seek the opinion of a second peer reviewer. If there are disputes about the decision, the paper may need to be referred to the Seminar's Editorial Committee.</p> <p>If the paper is rejected at this stage assign code X00 on chart.</p>
06	Response to Peer Reviews. Revised papers as returned by authors in response to peer review comments.
07	Editors' Checking. Revised or acceptable version being checked by the relevant Editor before being sent to a Professional Copy-Editor (Item 4, below , hereinafter called Copy-Editor) via Dropbox 07. Editors should ensure that the paper conforms to the PSAS Guidelines before sending the paper to the Copy-Editor. It is the Editors' responsibility to ensure all the transliterations are in the correct form and that relevant place names are also provided in transliterated form and that the editorial styles are observed (Item 5, below). The Editors should ensure that all queries from Editors and peer reviewers have been answered, and that rewrites following peer review comments etc. have been completed satisfactorily. If in doubt, a paper can be referred back to the peer reviewer(s) again. Checklist for the Detailed Guidelines: Editing
08	Professional Copy-Editing. The folder containing the relevant edited paper and figures is sent from the Editor to the Copy-Editor via Dropbox 07. A Copy-Editor (Item 4, below) is employed to go through all papers that the relevant Editor(s) have edited. The Copy-Editor may use Word Comments.
09	<p>Editors checking Copy-Edited Paper. The copy-edited paper is sent to the relevant Editor by the Copy-Editor via Dropbox 08. The Editor should identify any problems that might have arisen as a result of the copy-editing and editing process.</p> <p>Any issues that relate to the Figures are marked on them by the Copy-Editor and returned to the Editors and Authors electronically using Dropbox annotations.</p>
10	<p>First Proof (PDF format). The Editors send a PDF of the copy-edited and checked paper and summary with keywords to the author to check the copy-edited text. This is sent as a PDF and the authors should use the Comments facility to add their corrections or any minor changes at this stage. They are usually given a maximum of ten days to complete this task.</p> <p>In addition, any queries that relate to the Figures are sent either as marked-up images via Dropbox or as email queries from the Editor to the author. Replacement or improved images may be requested from the author, as appropriate and these will be checked carefully.</p>
11	Authors return their copy-edited First Proof PDF with their Comments. They also send any replacement images. The relevant Editor rechecks all images for quality, relevance, sequences etc.

12	Copy-edited PDF files that have been returned by authors are then used by the Editors to mark up the copy-edited Word text, i.e. the version at Level 08; any interim queries are also answered by authors to the relevant Editor. Some authors try to send a new Word version at this stage. The marked-up word Word text is usually checked again by the Copy-Editor to make sure new entries and/or corrections have been made correctly (this applies to References in particular). This is not acceptable as it would mean we may need to begin the whole process again (!) so they should be politely asked to mark up the First Proof (PDF).
13	Second Proofs (Indesign). The paper is typeset by an Indesign expert at Archaeopress. The relevant Editor sends all Figure files plus Word versions of (1) the Text with its Summary and Keywords and (2) its Captions file to Archaeopress via Dropbox 12. Archaeopress can then prepare the Second Proofs (Indesign) of that paper. Queries are sent from Archaeopress to the Editors of the <i>Proceedings</i> (or <i>Supplement</i>), as appropriate.
14	Cover Designs. About the same time as Item 12, the Editors, in association with Archaeopress, select images for the back and front covers of the volume. The selection should be shown to the Seminar's Editorial Committee for their approval.
15	The resulting Second Proofs (Indesign) are sent by Archaeopress to the Editors of the <i>Proceedings</i> (or <i>Supplement</i>) via Dropbox 14 for the Editors to check.
16	Second Proofs (Indesign) are sent by the relevant Editor to the author for checking. Ideally the proof should be sent via a Dropbox folder set up and shared by the relevant Editor and the author.
17	Marked-up Second Proofs (Indesign) from Authors are returned to the relevant Editor by authors, ideally via the same Dropbox folder set up and shared by the relevant Editor and authors at Level 15. The Editors then mark up all authors' and their own comments and move the resulting files to Dropbox 16 for comments from a language specialist if necessary. They also ensure that the latest list of officers is sent to Archaeopress, along with their preface and lists of papers given at the Seminar as well as posters presented there.
18	Collating Marked-Up Second Proofs (Indesign) including those comments from the authors, Editors and language specialists. These are then finally checked and marked up by the Copy-Editor who then sends the marked-up second proof to the relevant Editor to make a thorough check via Dropbox 17.
19	The fully marked-up Second Proofs (Indesign) is sent by the relevant Editor to Archaeopress via Dropbox 18.
20	Third Proofs (Indesign) are produced by Archaeopress for authors only in exceptional circumstances (e.g. images are in the wrong place, problems with fonts etc.) and sent to the relevant Editor to forward to the relevant author. If this proof has been checked and marked up, return it to Dropbox 16. Normally only one Second Proofs (Indesign) and a Final Corrected Proofs of the whole Volume (see Item 20, below) are produced.
21	Final Proof of the whole Volume. Archaeopress send these to relevant editors, Editors of the <i>Proceedings</i> and the Chair of the Seminar via Dropbox 20 for a final glance: e.g. to check all the papers sent are included and in the right sequence; no images are misplaced etc.

22	<p>Editors of the <i>Proceedings</i> (or <i>Supplement</i>), as appropriate, sends Archaeopress the approved and signed-off volume proofs, via Dropbox 21.</p> <p>The Editors of the <i>Proceedings</i> (or <i>Supplement</i>) then sends Archaeopress a list of email addresses for all contributors so that relevant PDFs of their papers can be sent to them by the October after the Seminar date.</p>
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Useful Guides

Butcher J., Drake C. & Leech M. 2006. *Butcher's copy-editing: the Cambridge handbook for editors, copy-editors and proof-readers*. Cambridge: Cambridge University Press.

Ritter R.M. (ed.). 2003. *The Oxford style manual*. London: Oxford University Press (hereinafter *OSM*)

Ritter R.M. (ed.). 2005a. *The new Oxford dictionary for writers and editors*. Oxford: Oxford University Press.

Ritter R.M. (ed.). 2005b. *New Hart's rules*. Oxford: Oxford University Press.

See also APA Style: www.apastyle.org/

For a list of common symbols used in copy-editing and proof-reading see, for example,
<http://web.ics.purdue.edu/~blakesle/515/copyediting.PDF>

2 Initial Call for Papers

This is a template for the message that is sent out to colleagues in the first week after the Seminar.

	Date
Dear Colleagues,	
<p>We very much enjoyed hearing all your presentations at the recent Seminar for Arabian Studies held at the British Museum in July 201* and we very much look forward to receiving your papers for the <i>Proceedings of the Seminar for Arabian Studies</i> vol. ** (to be published in early summer 201*). Please note that only those papers that were presented at the Seminar in the summer of 201* and posters exhibited there are eligible for inclusion in these <i>Proceedings</i>.</p>	
<p>Papers for the <i>Proceedings</i> should be submitted electronically to the Editors of the <i>Proceedings</i> (e-mail: psas@thebfsa.org) and those for the <i>Supplement</i> to the Supplement Editor, ***** (e-mail address) by the 30 September 201*. As there are very tight production deadlines, the Editors would be grateful if you could keep to this schedule. If you have any problems about the deadline (or do not wish to submit a paper to the <i>Proceedings</i> vol.**) please let us know as soon as possible, thank you. Acceptance of papers depends on favourable peer reviews.</p>	
<p>Owing to limitations of space, only six poster-papers will be published in the <i>Proceedings of the Seminar for Arabian Studies</i>. Please note that we can only publish one poster-paper per project. Authors wishing to publish in the <i>Proceedings</i> must submit PDFs of their posters within one week of their presentation at the <i>Seminar</i>. The six best posters will be chosen by a committee and their authors invited to prepare a poster-paper for publication due 30 September.</p>	
<p>We are looking forward to working with you on the <i>Proceedings</i> vol. **/Supplement ***. Please do not hesitate to contact us if you have any other queries about the <i>Proceedings</i> during any stage of the production. Some brief notes for contributors, providing information about the production process and a copy of the relevant Guidelines for Authors (https://www.thebfsa.org/publications/psas-guidelines/) are attached below for your reference.</p>	
We look forward to working with you	
Best wishes	
[*****]	
Editors of the <i>Proceedings</i>	

3 Peer Reviewing

Guidelines for refereeing papers for the *Proceedings* or any *Supplement* are sent to all peer reviewers: —

In the first instance, please could you comment on the paper that you have been asked to review, stating whether it should be published in the *Proceedings* (201*) ** (or its *Supplement*). You will find the relevant PDF of the paper and figures as submitted by an author for your consideration are shared with peer reviewers via Dropbox 03. Only PDF copies will be sent to referees because they will contain any diacritical marks as the authors have written them. The relevant Editor will aim to ensure that the PDF is 'activated for comments' so you can add any minor comments directly onto the PDF. Remember to keep a copy of your marked-up script and review in case of any electronic hiccups. Via Dropbox 03, you will also be sent for consideration all the relevant Figures as submitted by authors. Your review does not need to be too long (or short!) or exhaustive. Please return your comments to us by email as soon as possible, and **ideally within ten days of receipt of the paper and Figures**.

Please consider the following options when you write your review:

- 1) **If it is to be published**, please could you send a very brief report setting out your overall view on whether the paper is publishable in the *Proceedings* and highlight any significant revisions that you consider ought to be made before the paper can be published.
 - a) Highlight any major changes, additions and omissions (such as the need for better quality illustrations, a map, a better conclusion or more/less full bibliographical details) that might be appropriate for this publication. Alert the relevant Editor if there are incomplete **Citations** or **References** so that author can be asked to provide these as soon as possible if the paper is to be accepted.
- 2) If you feel you are **not competent to judge the paper**, please alert the Editors of the *Proceedings* (or *Supplement*) as soon as possible and provide the names of two other scholars who could be asked to referee it (two, in case one cannot do it).
- 3) If, after reading the paper, you feel **we should not publish it**, you should give reasons which can be sent to the author, as well as reasons for the Editors' eyes only. Please suggest the name and email address of another specialist to whom the paper can be sent in case further support is needed. In very exceptional circumstances, if two reviewers strongly disagree, we could ask a third reviewer to comment.
- 4) If you think that the paper would be **publishable only if substantial changes and/or corrections** were made, please detail these in the initial report to the Editors who will pass the comments on to the author so that the paper can be revised and resubmitted.
- 5) If the referee thinks that the paper would be **publishable only if substantial changes and/or corrections** were made, the reviewer should detail these in the initial report to the Editors who will pass the comments on to the author so that the paper can be revised and resubmitted.

For your information, the *Guidelines for Authors* are available online at on the Foundation website and on www.arabianseminar.org.uk/ *Editorial Guidelines* are available on the Seminar website. We welcome any feedback on these instructions, so we can make any appropriate changes and additions.

We are also attaching a WORD template for you to use if you find it useful. If you use this, please return the completed form to the Editors of the *Proceedings* as an email attachment or return your completed form to the Dropbox folder (03) that is shared with you.

With many thanks in advance. Please do not hesitate to contact us if you have any queries on this matter. We look forward to working with everyone again this year!

Best wishes [*****]
Editors of the *Proceedings*

PEER REVIEW FORM

Title of Paper	
Author(s) of paper	
Name of peer reviewer	Date of review
Should this paper be published?	Yes No
1. If yes, please provide a brief report setting out your overall view on why the paper is publishable.	
2. If you do not feel you are competent to judge the paper , please provide the names of two alternative reviewers, with their email addresses:	
3. If you feel that we should not publish the paper , please provide the names of an alternative reviewer, with email address:	
4. If you feel that it would be publishable only if substantial changes and/or corrections were made, please detail these here. If the author(s) make the suggested changes would you be willing to review the revised paper?"	
5. If the style and/or language will need major revision by a native speaker before it can be published, please alert the Editors of the <i>Proceedings</i> (or <i>Supplement</i> Editor) here.	
Any other comments. Please feel free to continue your comments on another page if necessary.	

4 Summary: A Checklist for Editors

- Although the contributions to the *Proceedings* are copy-edited, Editors have an important input to its production. Full details are available in Section 5 and we recommend Editors apply those Guidelines carefully. Here is a brief checklist to aid the process.
- **Content and Copyright.** Although it is the authors' responsibility to ensure that the paper has not been published elsewhere, Editors should confirm that papers submitted to the *Proceedings* are to the best of their knowledge original contributions and that the content has not been or will be published elsewhere, whether by the same author or another. In addition, Editors should check to see if a draft version has been posted on www.academia.edu/ and similar web platforms. If it has been posted it should have been clearly stated therein that it was a paper presented at the Seminar but either not reworked for publication in the *Proceedings*, or, that the final version will be published in the *Proceedings*.
- **Editing.** Editors will edit the Word text after a paper has been accepted for publication. Editors should read the paper for accuracy of content, consistency of argument and clarity of expression. If there are problems with any of these elements, Editors should explain in blue within [] and these can be checked by the Chief Editor who will then take up the points with the author.
- **Headings.** Editors should mark up the level of heading or subheading throughout a paper. Put [A], [B], or [C] etc. in red against the headings and subheadings.
- **Language and Style.** Editors should correct the English or French in a paper where necessary so that it reads clearly and unambiguously. They should clarify or mark up passages which are ambiguous or incomprehensible.
- **Editorial additions, corrections,** etc. should be given in red and comments in blue on any paper that they are editing. Editors can use the 'Comments' feature but should try to avoid using the 'Track changes' feature from Word's Tools menu.
- **Transliteration and Fonts.** Editors should check that the authors have followed the Guidelines for Authors. Many papers will arrive in Times New Roman. At the copy-editing stage (Item 7-8), the Chief Editor and/or Copy-Editor will change the papers into Times Semitic New symbols and check the result against the transliterations given by the author in his/her PDF version to ensure that the Times Semitic New symbols are correct. (See Appendix of the Guidelines for Authors for details on both).
- **Standard Spellings.** Editors should ensure that those Arabic (or other foreign) words which have entered the English (or French) language as standard spellings, appear in that spelling in roman not italic type, though preferred spellings given in the Guidelines for Authors should be used. The third edition of the *Oxford Dictionary of English* (Oxford: Oxford University Press, 2013) is the edition currently used as standard.
- **Names.** Editors should check that place names and personal names have been correctly spelt as far as is possible. A list of relevant place names has recently been prepared by Orhan Elmaz and is now available on the Seminar website at <https://www.thebfsa.org/publications/psas-guidelines/> and we recommend that this is used in the first instance. There are several online and published gazetteers available too. Use Geonames (www.geonames.org/) or GoogleEarth.
- *The index of proper names of the Encyclopaedia of Islam* edited by E.J. van Donzel (Leiden: Brill, 1996) is also useful.

- **Illustrations** will be sent to Editors or peer reviewers for academic review by the Editors of the *Proceedings* via a shared Dropbox folder (03) or via We Transfer: <https://wetransfer.com/>. Editors should check that all illustrations, tables, maps, and photographs have been sent and all are of good quality, of high enough resolution but not too large and should highlight any problems during the peer review and editorial process. Editors should also check to ascertain if the Figures are appropriate and relevant to the paper.
- Editors should check that the Figures are numbered in a continuous sequence in the order in which they are mentioned in the text. They should ensure that they are not numbered as Fig. 1a, 1b etc. (for example); but in numerical sequence Fig. 1, Fig. 2, etc. Tables should also be numbered as a Fig. numbers in the same sequence as the rest of the Figures and not labelled as Table 1, 2 etc. If an Editor re-numbers any Figures they should give the original Figure/Table numbers in [] after the new number in case it is necessary to track the changes during the editorial process.
- **Captions** for Figures (i.e. photographs, line-drawings, graphs, tables, etc.) should have been supplied electronically as a separate Word file by the authors and not been placed on the illustrations themselves. Editors should make sure Captions read in coherent English (or French, as relevant), are not too long and include relevant copyright acknowledgements. Editors should ensure that the Captions and Figures match too!
- **References.** Ideally, Editors should check that all works mentioned in the text are listed in the Sigla and/or References and vice versa; contain all necessary information and conform to the Guidelines. If there is more than one work by the same author in the same year, make sure that e.g. Kennet 1990*a* is the first one mentioned (either in the text or a note), e.g. Kennet 1990*b* is the next, and so on. If anything is missing make a note in blue or add a Word comment and refer the queries to the author when they check the Copy-edited version of the paper.
- **Procedures.** When Editors and the Copy-Editor return any edited version please could they rename the edited file with their initials, e.g. they might receive 'PSAS48Kennet Paper', a paper written by Derek Kennet Once edited by, say Rob Carter (RAC), he would rename his edited file as 'PSAS48KennetRAC Paper' and so on.

5 Checklist for Professional Copy-Editors

File copies for the Copy-Editor

Ensure that the following separate electronic files have been received from the author via the Editors of the *Proceedings* (or *Supplement* Editor):

1. The text of the paper, with the summary;
 2. the list of Captions;
 3. all relevant Figures (in a Dropbox folder dedicated to Figures for that specific paper);
 4. A PDF version of the paper with correct diacritics etc.
- Every author has been asked to give some indication of their name in the file names of their Figures, of their (1) Text and Summary file, and on their (2) Caption file and summary file e.g. carterpaper, carterfig01, carterfig02, cartercaptions, cartersummary, etc:
 - Make a copy of the document before you edit it.
 - Check that you have put '*Proceedings of the Seminar for Arabian Studies*' number (date) in the top left-hand corner of the first page, e.g. *Proceedings of the Seminar for Arabian Studies* ** (20**)

Order of items and Authors' addresses

The order should be

- Title and subtitle of the paper or poster-paper
- List of all authors
- **[A]Summary** (c.200–300 words)
- **Keywords** 5 items separated by commas
- followed by the **Text**

Check that the order *following the text* is

[A]Acknowledgements

[A]Sigla

[A]References (please do not call this 'Bibliography') and that these are followed,

Details for all contributors should be included at the bottom of the last page, by *Author's address* or *Authors' addresses* (subheading here in italics, and fill in details of the name and postal address in roman) and put *e-mail* (in italics) on a separate line (with the e-mail address in roman). On a separate line any relevant website addresses.

Check Formatting

- The 'Language' in WORD is 'English (UK)' or 'French (France)'
- The whole document (including headings) should be in Times Semitic New 12 point, left justified, double spacing with 12-point line space before paragraphs and 0 space after.
- Margins are 2.45 cm all round and the paper A4 size.
- Sentences are separated by a single space only.
- All indentations are removed at the beginning of paragraphs.
- See use of inverted commas (below)
- All dashes used as parentheses are em-dashes (—) rather than an en-dash (–) in the text itself and each one is preceded and followed by a space. En-dashes are used between ranges of numbers, e.g. (1264–1282).
- All single letter abbreviations of measurements (e.g. m for metres) are separated from the preceding number by a non-breaking space, so that they do not end up on a separate line

Titles and names

- The **title** is centred and in bold and upper case initial letters are used only in the first word and where they would be found in a normal English sentence;
- The **author's name** appears below the title and is centred and in bold;

Headings

- All **headings** (except the title and author's name) are *not* centred, are in bold, and initial capital letters are used only in the first word and where they would be found in a normal English sentence;
- All headings (including Notes, Sigla and References, but not the title and author's name) have been *graded* in size, A, B, C, D, etc. in [] to the left of the heading without a space and highlighted in red, for instance, **[A]Introduction**;

Figures

- All **illustrations** (including tables) are referred to in the text and are numbered in sequence (Figure 1 is the first to be mentioned, Figure 2 is the second, etc.);
- A note says **[Insert Fig. 1 near here]** etc. at the optimum position for each illustration (ideally just before the beginning of the paragraph in which it is first mentioned);
- Every siglum used in the text appears in the **Sigla**, and every siglum in the Sigla is used in the text;

Citations, Sigla and References

All citations in the Text, the Sigla or in the Captions appear in the References, and every work in the References is cited either in the Text or in the Sigla or in the Captions;

- spelling of authors' names and dates of publication is identical in the citations, Sigla and References;
- Layout of the References is as follows:

Beeston A.F.L. 1987. Pre-Islamic Yemeni inscriptions. Pages 99–103 in W. Daum (ed.), *Yemen. 3000 years of art and civilisation in Arabia Felix*. Innsbruck: Pinguin.

- The items in the References are in alphabetical order according to the Guidelines (below) and that each one is complete;
- There is *no* comma between an author's surname and his initials (but see the Guidelines for medieval Arabic texts).
- There is a full stop (but not a space) after each initial, after the date and at the end of the reference.
- '&' not 'and' is used between the names of authors or Editors or publishers in the Citations and References.
- When two or more works by the same author with the same date appear in the References, they are numbered Smith G.R. 1996a, 1996b, etc., *in the order in which they are cited in the text or footnotes*;
- When the References section contains successive works by the same author, the author's name is not repeated.
- Do global replacements of 'space + return' to 'return', as many authors press the space bar at the end of a paragraph.
- Remove a return between paragraphs by a global replacement of 'return+return' to 'return'.

Summary for the Copy-Editor: Sequence of items in the References

See 'Part 6. Editorial Guidelines' below for more detail

Book	Author's surname initials. '(ed.)'. Date. <i>Title</i> . (Number of volumes)/vol. number. (edition). (Series, number). Place of publication: Name of Publisher. '[In Arabic]'. ['Reprint' + date]. NB. '[In Arabic]' is used when the title is given in the English translation only and it isn't otherwise clear that the book is in Arabic.
Contribution in a book	Surname Initials. Date. Title of contribution. Page numbers as a range 'in' Initials Surname of Editor '(ed./eds)', <i>Title of Book</i> . (number of volumes)/vol. number (edition). (Series, series number). Place of publication: Name of Publisher.
Article in a journal	Surname initials. Date. Title of article. <i>Journal title</i> volume number/part number: page numbers. '[English section]'.

6 Detailed Guidelines: Editing the papers

Headings

All headings need to be arranged in a hierarchy within a paper, which will be shown by differences of type (small capitals, bold, italic, etc.) when the paper is formatted by Archaeopress. Authors are asked to rank their headings using this method and this will be checked by the relevant Editor(s) and the Copy-Editor. (Note: few authors bother to rank their headings so the responsibility falls on the Editors!)

To try to achieve consistency of usage throughout the volume, all headings in each paper (except the title and author, and author's address) need to be graded as follows:

[A] a major heading (including [A]Introduction, [A]Acknowledgements, [A]Sigla and [A]References).

[B] is the next most important heading within a section introduced by an [A] heading;

[C] the next most important heading within a section introduced by a [B] heading, etc.

Editors should mark each heading in the paper with the appropriate letter in [] and highlighted in red. The letter in its brackets should be placed immediately before the heading with *no space* between them.

Thus,

[A]Introduction

Abbreviations

These Guidelines generally follow *OSM*.

In italics:

c. (for *circa*) no space before a number, space before a letter, e.g. *c.30*, (but note the spacing in the following example:
c. AD 30
in situ
s.v.
et alibi (and elsewhere) give in full as '*et alibi*' in italics.
passim
sic
 According to *OSM*, *et alii* [and others] should be in italics if written in full (i.e. *et alii*) and in roman when abbreviated (et al.).
scil. (abbreviation for 'scilicet')

In roman type:

AD	BC	MA
[N.S.]. (= 'new series')	PhD MPhil (note, no full stops)	UAE (note, no full stops)
ap. J.-C.	av. J.-C.	[n.p.] (= publisher not known)
cf. (NB this means 'compare, not 'see')	e.g.	etc.
i.e.	[n.d.] (= 'no date'); ([s.d.] 'sans date' in French)	ibid.
n. (= 'note')		viz.

Even if a footnote begins with one of these abbreviations, the first letter should be in lower case.

ed. (eds)	fig. (figs)	no. (nos)
pl. (pls)	vol. (vols)	col. (cols)

Note. No full stop after the plurals because the 's' is the last letter of the word

p.	pp.	f. (after a page number = 'one following page') (but avoid this and use proper page range instead)	ff. (after a page number = 'two or more following pages') (but avoid this and use proper page range instead)
----	-----	--	--

Note: The Copy-Editor should ensure that a space is inserted between the abbreviations for page(s) (p., pp.), line (rather than l.) and lines (rather than ll.) and their following numbers (OSM 2.4.5)

Note that these plurals are followed by a full stop

fol. (pl. 'fols') (*before* a number = 'folio' when citing a manuscript). Do not use 'f.' or 'ff.' for 'folio(s)' as this can be confusing.

It may also be useful to identify recto and verso separately when referring to manuscripts:

'r' (= recto, i.e. the front of the leaf) 'v' (= verso, i.e. the back of the leaf).

These follow the folio number and should not be in italics, e.g. fol. 121r

Use 'transl.' for translated by, not 'tr.' or 'trans.'

Use 'revised by' not 'rev'

Use 'see' rather than 'cf.' or 'cp.' [see above]. Use 'voir' in French texts, rather than 'v'.

Avoid Latinate abbreviations e.g. *vide*, when an English equivalent will do.

Punctuation

English or French punctuation is used as appropriate. Other forms of quotation marks should not be used if the basic text is in English.

Apostrophe and inverted commas

- They should both be curly, and inverted commas should be single.
- Double inverted commas (""") should only be used within single for quotations within quotations.
- In English, inverted commas and note numbers should *follow* full stops, commas, etc, if the full stops, etc. are part of the quotation.
- For latitude and longitude use straight symbols. e.g. [Salalah N 17° 0' 54"](#) [E 54° 5' 32"](#)

Spacing in French

In French, use (« ... ») rather than inverted commas, with a non-breaking space after the opening and before closing the *guillemets*. (If the language is set to French in Word, this is done automatically.)

In French, except for commas and full stops, all punctuation (colons, semicolons, exclamation points and question marks and including quotation marks, *guillemets* (« »)) are preceded as well as followed by a non-breaking space.

In the *Proceedings* note numbers follow other punctuation even in articles in French.

e.g. [Y a-t-il eu des mouvements migratoires à la fin du II^e millénaire ? À l'origine, par « Arabes »,² les sources ...](#)

Hyphenation

Word's automatic hyphenation should not be used. If in doubt about the hyphenation of English words, check the latest version of the *Oxford Dictionary of English* (2013).

mud-brick	This is always hyphenated when it is used adjectivally, e.g. a mud-brick house, otherwise it should be mud brick (‘mud-brick’ is not to be found in the concise <i>OED</i>).	
north-east	south-western	cooperate
North West Semitic	South East Asia	coopt
post hole	NOT posthole or post-hole but grave-goods rather than grave goods	

Hyphenation at line-breaks:
Editors and/or the Copy-Editor need to check the Second Proofs (Indesign) to check that any hyphenation at line breaks is correct. We do not allow automatic Word hyphenation whatever happens.

Different languages have different rules so, if in doubt, please ask a native speaker to check your hyphenation.

- Russian and German compound words can be huge, so correct hyphenation is critical.
- French rules for hyphenation at line-breaks are different from those in English.
- Rules such as the prohibition against breaking within double consonants such as the Spanish *ll* (but note that in French this would be the correct place to make a break) or the French *gn* should be observed. See also *OSM* Chapter 11 on Languages.

Brackets

Round brackets should always be used for parentheses, including for correctly transliterated place names added by the relevant Editor to any popularly transliterated form.

Square brackets should generally only be used to enclose authorial or editorial additions within a quotation, a parenthesis within a parenthesis (see examples below), and (in consultation with the author) to mark restorations or comments in a text.

Double brackets should be eliminated if possible. The normal convention is ([]), except where this might cause confusion, e.g. within a quotation where [] would normally mark an addition by the person quoting. In such cases, (()) should be used.

Type

Normally a word should not be both in italics and within inverted commas. Avoid using bold apart from indicating headings. Do not use underline.

Numerals

Arabic numerals

These should be used throughout unless there is a risk of ambiguity, with the following exceptions: —

Roman numerals

These should only be used for the volume numbers of multi-volume books (see below) and if they are essential to avoid ambiguity (e.g. to distinguish a citation from the preface or introduction of a work from one from the main text in which case lower-case Roman numerals are used, or if a work has two sequences of illustrations, e.g. one in colour numbered in Roman and one in black-and-white numbered in Arabic, etc.).

Roman numerals which are part of a title or the name of a publication should not be converted to Arabic numerals but volume numbers of journals should be given in Arabic numerals (see examples below)

Roman numerals given for plates, tables etc. in References in the text should be converted to Arabic:
e.g. pl. VIII becomes pl. 8

Numbers

- Lower-case l (the letter ‘ell’) should not be used for the number 1 — nor upper-case O (the letter) for number 0 (zero).
- Always use figures for page numbers, measurements and dates.
- *Ranges of numbers*. All numbers should be given in full: 23–24, 136–147, 1592–1593, etc.
- In the text, always spell out all numbers under a hundred except for page numbers, measurements, percentages and dates, Thus,
- ‘Eleven percent of the animal bones’ should be written ‘11% of the animal bones’
- ‘Twenty of the thirty skeletons’
- Seventh century, eleventh century, eighteenth century, twenty-first century
- Note: 3000 BC but 10,000 BC
- If figures are used for *ordinal numbers* (e.g. in quotations), the ‘st’, ‘nd’, ‘rd’ and ‘th’ should never be superscript and should not be written with a full stop.

Measurements

A non-breaking space should be used for m (metre): e.g. 50 m

- Use, for example, ‘cm’ not ‘cms’
- There are no full stops after ‘mm’, ‘cm’, etc

Examples:

2 mm	3.5 cm	6.3 x 0.75 cm
1.5 m	205 km	5 ha
6 m ² (not 6 square metres)	1 kg	3 kg
4%	21%	
6 cal.		

Note: No space between the number and the % sign.

Note. ‘7 to 8 m high’ or ‘7–8 m high’ (not ‘7/8 m high’).

‘The area of the courtyard (10 x 16 m)’

Calendar Dates

- Give a range of dates in full, e.g. 1700–1756 with an en-dash (–) between dates.
- ‘AH’ and ‘AD’ should be omitted if both are presented. If only the Christian date is given then AD is not always necessary.
- According to the *Guidelines for Authors* the *Proceedings* uses only BC/AD, and not CE (Common Era) and BCE (Before the Common Era).

Dates should always be in figures and the ranges given in full, for example:

1992–1994	1359–1333 BC	24 BC–AD 40
AD 250	1 March 1779	rather than 1 st March 1779

BUT

up to the fourth or fifth centuries	NOT fourth/fifth centuries	(to avoid any possible confusion with dates given according to the <i>hijri/miladi</i> calendars.
during the sixth and seventh centuries		the first century BC to the first century AD

If Hijri (Islamic) dates are used, they should always be coupled with the corresponding dates in the Christian calendar but use Christian dates only in preference. The Islamic date should be given first, followed by an oblique stroke followed by the Christian date. Hijri dates should always be combined with the *miladi* date, without ‘AH’ and ‘AD’:

386/996

1 Muharram 1294/16 January 1877

seventh/thirteenth century

eighteenth century NOT 18th century

Radiocarbon dates

Use ‘¹⁴C’ rather than C-14 (always capital C).

¹⁴C dates should be given with the statistical margin of error.

- State if they are calibrated.

When citing ¹⁴C dates, the following information must be included as a minimum:

- Lab Code
- ¹⁴C age
- nature of sample
- INTCAL dataset used
- Program for calibration
- sigma calibrated date
- It may also be useful to include measurements of the stable carbon isotope ¹³C as an indication of the level of discrimination against ¹⁴C.

Points of the compass

The initial letter should be in *lower* case (north, south, east, west, southern, easterly, etc.) and the intermediate points should be hyphenated (north-east, south-south-west, etc.) as should their adjectives (north-eastern, south-westerly, etc.).

When they are preceded by the definite article, the initial letter should be *lower* case. Thus, ‘the north’ rather than ‘the North’, ‘the south-west’, ‘a northerner’. The only time when ‘the West’ should be used is to indicate the concept ‘the West’ (i.e. Western Europe and/or the United States and Canada) versus ‘the East’ or ‘the Orient’, give as ‘the West’, etc.

Similarly, if they form part of the official name of a region (‘the East Indies’) or of a historical cultural area e.g. ‘South Arabia’ (in a historical context) — as opposed to ‘southern Arabia’ (meaning simply the southern part of the Peninsula).

Figures (illustrations)

All illustrations (half-tones, line-drawings and tables) within papers in the *Proceedings* are to be referred to as ‘Figures’ (note the capital F).

- Note: when referring to a ‘figure’ provided by an author use ‘Fig.’ when in brackets, ‘Figure’ when included in a sentence, e.g. ‘(see Fig. 1)’ BUT ‘this can be seen in Figure 1’.

Line drawings must be good quality digitized or computer-generated graphics and submitted in electronic form only.

- Line drawings should be saved as TIFF files with a minimum resolution of 600 dpi up to a maximum of 1200 dpi for plans with fine lines. They should not be embedded in a Word file.
- They can also be submitted as Illustrator, PDF and Photoshop files.
- Every effort made to ensure spellings of place names correspond to those given in the text of the paper.
- Lines and lettering should be sufficiently large and clear to take further reduction in the publication.
- A scale in metric units should be included and, in the case of maps and plans, a north point.

Photographs should be good quality, unframed *greyscale* or colour digitized images (see *Guidelines for Authors* for further details).

Tables and charts should be ready for reproduction, and submitted electronically in a separate Word file format.

- They should be numbered *within the same sequence as the Figures*, in the order in which they are mentioned in the text, but the number should not appear on the table itself.
- If the author has included some Figures (e.g. tables) within the text, these should be removed and put in a separate WORD file in the order in which they occur in the Text. If they are embedded in the Word Text, ask the author to resubmit the Text and Figures as separate files. They should be numbered within the continuous sequence of Figures and their Captions placed in their correct position in the sequence in the Captions file.

Orthography

Titles of papers

Upper-case initial letters should be used only in the first word and where they would be found in a normal English sentence.

Upper/Lower case in periods and places

Capital initials are used in the following cases: —

- contemporary English to indicate God and all associated and substitute names e.g. the Virgin, the Apostles; religious denominations, e.g. Protestant, Muslim.
- pronouns referring to the Deity do not need initial capitals, nor do ‘who’, etc., if referring to the Deity.
- proper names e.g. William Shakespeare.
- adjectives and nouns derived from names, e.g. Victorian, but note Bible and biblical *but* see Qurʾān below.
- geographical and geological names e.g. Paris;
- political and geographical divisions, e.g. East Germany; political parties and associations, e.g. Labour; legislative, administrative and corporate bodies, e.g. the Church, the State.
- for titles or ranks accompanying proper names or used as substitutes for them, e.g. the Prime Minister, the Imām of Yemen.
- to indicate a special meaning e.g. Second World War;
- **biological names**, names of general families, orders, class whether nouns or adjectives, take a capital. In zoology specific and sub-specific names do not, e.g. *Periplaneta americana*; Golden Eagle, but oak, newt, etc.

Avoid the overuse of capitals. Examples:

the ancient Near East	the pre-Islamic period (<i>not</i> Pre-Islamic period); late Islamic period (<i>not</i> Late Islamic period)	Early Bronze Age
the classical authors		Babylonian empire
Emirate of Sharjah	Arabian Peninsula	BUT Oman peninsula
ancient north Arabia (region),	ancient North Arabian (culture, person),	Ancient North Arabian (name of a language group; in full rather than abbreviated)
south-east Arabia	southern Arabia (the region),	South Arabia (the historical cultural area)
Ancient South Arabian (collective name of several languages; in full rather than abbreviated)		

Upper/Lower case in transliterations from Arabic

In line with JMES and other journals, the usual rules about capitalization that apply to English should be used i.e. capitalize the first letter of a sentence, and of personal and place names. This is to aid indexing and because many PSAS readers are not language specialists.

For referencing author names and work titles, the standard practice is to capitalize author names and the first word of the title of a book (and any proper nouns that follow) in line with current library practice

- The ‘a’ of ‘al-’ should always be written lower case, except at the beginning of a sentence.
- A capital should be used for the initial letter of an Arabic personal or place name, excluding *al-*, when they stand alone in English or French text,
e.g. ‘We find in al-Hamdānī’s work...’, but at the beginning of a sentence ‘Al-Hamdānī tells us...’.
Kitābāt ṣafawiyyah jadīdah fī mathāfay Dimashq wa-Tadmur (i.e. not *dimashq wa-tadmur*)

The initial letters of the names of Arab authors should be in upper case, for example:

Ibn Ḥajar, Shihāb al-Dun Abū al-Faḍl Aḥmad b. ‘Alī al-‘Asqalānī/ed. ‘A. al-Bajāwī.
Abu-Duruk Ḥ.I. 1996
‘Abd al-Malik S.S. 1998
al-Muaikel Kh.I. 1994

Note: If an author provides their own spelling of their name in Latin script, then that spelling should be followed. If the name is only provided in Arabic script, then PSAS transliteration rules should be followed.

Transliteration

Single words or letters, as well as passages, of right-to-left scripts in the middle of roman text cause considerable formatting problems. Therefore, authors have been asked to restrict the use of Arabic and Hebrew scripts to circumstances where it is vital for the sense of the text.

Diacritical marks

- For the purposes of the *Proceedings* and *Supplement*, accents should always be retained on all capitals in foreign languages, including É and À.
- Authors have been asked to transliterate into the Roman alphabet all names, words and quotations in languages using non-Roman scripts.
- Editors should mark up any errors on the script.
- Editors should use the **Times Semitic New** font symbol set in Microsoft Word 2007 (available on the Seminar and Foundation websites).

Arabic place names

- Place names should be given in the English rather than the French form, unless the paper is in French.
- Names of sites, archaeological periods and various types of pottery that have entered archaeological usage in particular forms should be used in those forms: Umm an-Nar, Julfar ware, Mleiha, Rumeila, etc.
- We encourage authors to use the correct transliterated form of any place name although we recognize that some disciplines traditionally use ‘gazetteer’ spellings, i.e. those traditionally given in authorities such as J.B. Kelly. 1964. *Eastern Arabian Frontiers*. London: Faber and Faber. The Editors will provide the correct transliteration in round

brackets after the first instance of a place name in a paper, to help with cross-referencing and searches when the *Proceedings* and *Supplement* go online.

Authorities

- For variations in the spelling of many place names see Orhan Elmaz's list of place names Seminar website at <https://www.thebfsa.org/publications/psas-guidelines/>
- Geonames, a worldwide geographical database with a search function, browsable maps, and downloadable data files, is available free on www.geonames.org/ though it is not yet always useful for archaeological sites. Another useful website is Google Earth (<http://earth.google.co.uk/>). Earlier sources include cartographic material in the *Official Standard Names Gazetteers* for each country, prepared by United States, Office of Geography, Department of the Interior.

French personal names

In French proper names (personal or place), do not abbreviate Saint, Sainte, though hyphens can be used e.g. Saint-Claude.

M. (Monsieur). Note, Mr and M for Monsieur are not used, except in special circumstances.

Words and names which have entered the language of the paper (i.e. English or French)

Apart from the following examples, correct transliteration of Arabic words should be provided whenever possible.

- Whenever the plural of a Middle Eastern word is given, provide the correct plural and give the singular in round brackets. Avoid the practice of adding an 's' (or 'es') in roman font to transliterated words given in italics. For example, do not use *falajes* but use the correct plural form: *aflāj*. Likewise, do not use *qanats* but instead use the correct form: *qanawāt*.
- Arab proper names already established in Western languages — be it by fame or as authors of books in Latin alphabet, such as Said, Antonius, but also Zaidan.
- Place names of major cities and other geographical locations such as Cairo, Damascus etc. should always appear in their usual Latin form.
- These include personal names, toponyms and other words which have entered English or French in particular forms (e.g. Islam, imam, qadi, Ramadan, Riyadh, sharif, wadi, etc.), and should be used in that form when they occur in an English or French sentence, unless they are part of a quotation in the original language, or of a correctly transliterated name or phrase. In the latter cases, they should be correctly transliterated, even when they occur in an English or French sentence. Thus,

the wadi bed	BUT	in Wādī Mayfaḥ	the mosque in	BUT	the mosque in Medina
			the <i>madīnah</i>		
the imam went	BUT	Imām ʿAlī went to the	he travelled in	BUT	he visited the Himyarite
to the mosque		mosque	Dhofar		capital Ṣafār *
the qadi gave a	BUT	Qāḍī ʿAbd al-ʿAzīz gave a	the sultan	BUT	Sulṭān ʿAbd al-Ḥamīd
judgement		judgement	defeated his		defeated ...
			enemies		
The word occurs	BUT	the word occurs in <i>sūrat al-</i>			
in two suras		<i>baqarah</i>			

* Ṣafār is a different place from Dhofar, not simply a different spelling!

i) Arabic Names and words which have been Anglicized or Gallicized by the addition of English or French endings should not be written with diacritical marks. Thus,

Hadramitic	<i>rather than</i>	Ḥaḍramitic	Himyarite	<i>rather than</i>	Ḥimyarite
Madhabic	<i>rather than</i>	Maḍābic	Quranic	<i>rather than</i>	Qurʿanic, quranic

Safaitic	<i>rather than</i>	Ṣafaitic	Thamudic	<i>rather than</i>	Thamūdīc
<p>Note: ‘Hadhramitic’ is very rarely used today and the more common form is ‘Hadramitic’. This is the term used to describe the Ancient South Arabian language of Ḥaḍramawt, while ‘Ḥaḍramī’ refers to the people or culture of both the ancient kingdom and the modern region.</p>					
(ii) Other preferred spellings are					
Ḥimyar	<i>rather than</i>	Himyar	hijrah	<i>rather than</i>	hijra
jabal/Jabal	<i>rather than</i>	jebel/Jebel	Muḥammad	<i>rather than</i>	Mohammed, Muhammed, etc unless the form is used by a living person
mihrab	<i>rather than</i>	<i>miḥrāb</i>	Mecca	<i>rather than</i>	Makkah
minbar	<i>rather than</i>	<i>minbar</i>	Medina	<i>rather than</i>	al-Madīnah
Qurʾān	<i>rather than</i>	Koran or Quran (but see Quranic above)			
sharia (or the French ‘charia’)	<i>rather than</i>	<i>sharīʿah</i>	Shaykh	<i>rather than</i>	Sheikh
late medieval period	<i>rather than</i>	late mediaeval period			
<p>Apart from the examples above, terms that have not been anglicized should be shown in italics. Diphthongs instead of long vowels should not be used: e.g. Mansūr, not Mansour.</p> <p>The abstract or feminine adjectival ending, such as in ‘<i>al-kullīyyah</i>’ should always be written with double ‘yy’ (not as <i>-īya</i> or <i>-īyah</i>)</p>					
English spelling					
<ul style="list-style-type: none"> Spellings and punctuation should be British-English rather than American-English. <i>-ize</i> (rather than the <i>-ise</i>) spelling, e.g. aggrandize, Anglicized, colonize, civilization, criticize, recognize, etc., but, of course, <i>-ise</i> is correct in e.g. advise, analyse, compromise, exercise, improvise, paralyse, etc. If in doubt, check the <i>Oxford English Dictionary</i> (2013). ‘æ’ and ‘œ’ are used where appropriate, e.g. ‘cœur’ rather than ‘coeur’, if the paper is in French but otherwise unpack to ‘ae’, ‘oe’ etc. 					
Footnotes					
<ul style="list-style-type: none"> The automatic footnote-numbering systems in Word should be used. The notes should be set in Times Semitic New in 10-point single spaced without spaces above and below, left justified and numbered using Arabic numerals only. In French, the footnote number should follow punctuation (full stop, comma etc.) as in English without a space in between in the text. 					
Citations and References					
<i>Volume numbers of journals and of series</i>					
These should be in Arabic numerals: 1, 2, 3, etc.					

The numbers of parts of volumes should normally be omitted unless they have separate pagination, in which case the volume and part should be separated by a solidus (e.g. 34/2).

The volume number should be separated from the page number(s) by a colon followed by a space, for example:

Le Muséon 64/1: 92–108

volume numbers in multi-volume books

These should be in lower-case Roman numerals: i, ii, xxix, etc. and should follow the date, being separated from it by a comma + space.

The volume number should then be followed by a colon + space + the page numbers. Example:

(Potts 1990, i: 283)

page and figure numbers

Page and figure numbers should normally be in Arabic numerals.

Page numbers should follow the date + colon + space in Citations. Examples:

(Smith 1996: 22–24)

(Winterbotham 1984: 53, fig. 2)

or the volume number + colon + space, Example:

(Potts 1990, i: 283)

Note: In **References**, page and figure numbers should follow the journal volume number + colon + space. Example:

Le Muséon 65: 78–79

Note. If a page reference is in Roman figures, it probably refers to the introduction of the work. In this case, it should be in *lower case* Roman characters, thus,

(Littmann 1943: xxii, 22–45)

This indicates page xxii of the introduction and page numbers 22 to 45 of the main text. Contrast this with, e.g. ‘(Littmann 1943, xxii: 22–45) — This would be pages 22 to 45 of volume xxii of Littmann 1943.

Citing Figures

In a citation, use lower-case initial letters:

fig.
figs

pl.
pls

table
tables

If items on one figure or plate are individually numbered, the reference should appear as fig. 64/2, figs 73/6–74/3

References to the Qur’ān

These should be in the form ‘16. 103’ (with a space after the full point, in line with *OSM*). If the author cites only the name of the *sūrah*, the numerical reference should be given immediately after the name, enclosed in brackets and followed by a full point. Thus

‘al-Baqarah 173’ becomes ‘al-Baqarah 2. 173’.

Note. There should be a space after the full point.

In the *Guidelines for Authors*, authors have been asked to use the verse numbering of the Egyptian (not Flügel's) edition of the Qur'ān. This numbering is the one used in most modern English translations. Editors should check that this has been done.

A table for conversion of verse numbers from one edition to the other will be found in

Bell R. & Watt W.M. 1970. *Bell's introduction to the Qur'ān*, rev. W. Montgomery Watt. Islamic Surveys, 8. Edinburgh: Edinburgh University Press: 202–203.

References to the Bible and other sacred works

These should be in the form

Genesis 25: 15
2 Chronicles 36: 18–23
1 Corinthians 15: 54–58

Note. A space between the number *before* the name and the name itself, *with a space* after the colon.

The names of the books should not be abbreviated beyond the forms 1 Kings (for 'The First Book of Kings'), 3 John (for 'The Third Epistle of St John'), etc.

The *OSM* provides useful guidelines: 13.8.1 The Bible; 13.8.2 Jewish scriptures; 13.8.3 the Qur'ān and other Islamic texts.

Sigla

Sigla (i.e. abbreviations followed by the number of the individual inscription and associated detail) for editions of inscriptions, poems, historical texts, etc; are a useful way to avoid cluttering the text. *Sigla* used in the paper must be listed immediately before the list of references in the form, for example:

RACA Rock drawings in Anati 1968–1974.
WH Safaitic inscriptions in Winnett & Harding 1978.

The full details of works listed in the Sigla should be included in the References.

Where an author has published many inscriptions in different places under one siglum (usually an abbreviation of his name, e.g. Ry for G. Ryckmans, or Ja for Jamme), the work(s) containing the particular inscription(s) must be cited in the *Sigla* in each case, e.g.

Ja 550–851 Sabaic inscriptions in Jamme 1962.
Ja 894 Qatabanic inscription in Jamme 1963.

Authors who cite dictionaries extensively may reduce their titles to sigla. For example,

<i>Citations in the text as</i>	<i>in the List of Sigla as</i>
(WKAS, i: 223b)	WKAS Ullmann 1970–.
(Lane: 1898c)	Lane Lane 1865–1893.
(<i>Lisān</i> , xv: 56a)	Lisān Ibn Manẓūr 1955–1956.
(SD: 72)	SD Beeston et al. 1982.

Please check that the works cited in the List of Sigla are listed in full in the References. The only works whose full details should be included in the Sigla are collections such as the *Corpus Inscriptionum Semiticarum*, the *Répertoire*

d'épigraphie sémitique, or the *Supplementum Epigraphicum Graecum*, as these are not normally cited under the names of individual Editors. Thus,

CIH *Corpus Inscriptionum Semiticarum*. iv. *Inscriptiones himyariticas et sabaicas continens*. Paris : Imprimerie nationale, 1889–1932.

References and Citations

Citations in the text

All citations must include page references, unless the whole work is being cited. Citations without page references are useless to the reader. The editors must be quite firm about this.

These should always be enclosed in brackets and should be of the form:

Citation form

(Beeston 1964: 51)

(Breton 1998a)

(Wissmann 1962: 26)

(Peters 1999)

(Euting 1914: 71)

(Wilkinson TJ 1988: 22)

(Grey 1999, this volume)

(Jones 1985: fig. 2)

(Bartholomew 1996: pl. 1/g–h)

Guidelines

No punctuation between name and date; single space after the colon

The first to be mentioned in the text or notes of several works by Breton published in 1998. Note the ‘a’ is in roman.

Not ‘von Wissmann’, see the section on particles

Though Peters is the Editor of this multi-author work this is not stated in the citation, only in the References.

Though this work of Euting’s was edited posthumously by E. Littmann this is not noted in the citation though it is in the References.

When more than one author with the same surname is cited in the paper. Note no full stops after the initials.

Page numbers not available to author. Note the comma.

For citation of a figure only.

For citation of two consecutive items on a plate only.

Until a work is published it should not be given a date (see p.000)

Note: ‘p.000’ is a reminder to Editors and Copy-Editors not to overlook this at the final review when the ‘000’ is replaced by the correct page number(s)

In a reference as complex as the following example it is advisable to repeat ‘fig.’ each time:

(Grey 1993: 22, 30–35, fig. 2/4–5, fig. 4/6, 8–10, figs 24–30)

This is a citation for Grey 1993 pages 22 and 30 to 35, plus items 4 to 5 on figure 2, items 6, and 8 to 10 on figure 4, and all the figs 24 to 30. Note that commas always separate items within a single reference.

(Grey, personal communication)

NOT (Grey, pers. com.) or any other alternative

(Biddle 1960: 3–10, figs 16, 20–21; 1984: 28–34, fig. 60)

Note that Biddle 1960 and Biddle 1984 are separated by a semi-colon.

(White 1993: 3 fig. 1/7)

No comma. This is item 7 on figure 1 on page 3.

<p>(Robin 1994: 102 n. 4) (Bloggs 1989: 64 and n. 23) (Brown 1995, ii: 46) (Beeston 1984: §M 28:3) (Cleuziou & Vogt 1983: 10) (Uerpmann & Uerpmann 1998: 29) (Van Neer & Uerpmann M 1996: 61)</p> <p>(Grave, Bird & Potts 1996: 77) (King et al. 1995: 70)</p> <p>(al-Muaikel 1994: 197) (al-Muʿayqil 1996: 22) (al-Hamdānī 1884–1891, i: 24, line 15) (British Library Add. MS 25900 fol. 121v) (Pliny <i>Historia Naturalis</i> 6.33.167)</p>	<p>Note: A Copy-Editor won't know if the comma was simply missed out. It is up to the author to get it right in the first place as it would be impossible for the Copy-Editor to query this every time.</p> <p>This is note 4 on page 102. i.e. 'note' is abbreviated as 'n.'</p> <p>This is page 64 and note 23, which is on a different page.</p> <p>This is volume two, page 46.</p> <p>This is paragraph M 28:3 in Beeston's <i>Sabaic Grammar</i>.</p> <p>Always use '&' between authors.</p> <p>Two authors with the same name writing together.</p> <p>One of the two authors with same name (both of whose works are cited in the paper) writing with someone else.</p> <p>Note, no full stop after the initial. See example above for one of two authors with the same name writing alone.</p> <p>Three authors.</p> <p>More than three authors use 'et al.' (in roman) here (see above) but cite all names in the References unless there are more than eight (see examples below).</p> <p>Modern Arab author. Note, this is his own transliteration of his name when writing in English.</p> <p>The same author when writing in Arabic, i.e. a strict transliteration of his name.</p> <p>Medieval Arab author in a printed edition. Note 'line' or 'lines' not 'l.' or 'll.'</p> <p>Reference to a manuscript, folio 121 verso.</p> <p>Reference to a classical text. Note all Arabic numerals and no spaces between them. Note: if referring to a printed edition, give the date of publication as normal.</p>
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Examples of citations in the text

If the name of an author is used within a sentence and it is followed by the reference, either immediately or at the end of the sentence, the name does not have to be repeated unless there is a risk of ambiguity. Thus, for example,

'Jones states that the domestic architecture had changed significantly since the beginning of the occupation (1992: 137–139).'

Although two authors in a citation should be joined by '&', if their names are used in a sentence they should be joined by 'and'. Thus, for example,

'It was no longer used as a fort in the first century AD (Gachet & Salles 1993: 23)'

BUT

'Gachet and Salles believe that it was no longer used as a fort in the first century AD (1993: 23)'

Within a sentence, separable particles are placed before the name. Thus,

'Both de Cardi (1984: 57) and von Wissman (1963: 582) have argued that ...'

However, in the References, they should appear as 'de Cardi B.' and 'Wissman H. von', respectively. For the treatment of particles in names see below.

Citations: page numbers etc: within one reference should be separated by a comma, and references to different works within the same set of brackets should be separated by semi-colons. Example:
(Potts 1994: 456, 248; 1995: 20; Cleuziou 1997: 59; de Maigret 1988: 69)

References

Names

First names and initials

- All first names of authors (even modern Arab writers) should be reduced to initials and these should be placed after the author's name.
- There should be no punctuation between the name and the initials, just a single space.
- Each initial should be followed by a full stop, but there should be no spaces left between the initials. Thus,

Beeston A.F.L.

Ibrahim M.M.

Particles before names

- Those that are detachable are written with the initial letter in lower case.
- Those that are retained have the initial letter in upper case, except for some English, American, Italian and Portuguese names.

<i>Arabic</i> retained: (initial letter always upper case)	al-	al-Sudairi A.A. <i>or</i>
	Al-	Al-Sudairi. A.A. (i.e. when respecting the person's preferences)
	ʿAbd	ʿAbd al-Raḥmān B
	Abū	Abū Khalaf A.A.
<i>Dutch/Flemish</i> retained	Ibn	Ibn Kammūna
		Saʿd b. Maṣṣūr
	De	De Boer L.
	Den	Den Heijer G.
(NOTE. lower case)	Des	Des Prés J.
	Op't	Op't Land M
	T'	T'Serstevens A.

However, the following are detached:

't	Heeght B. aan 't
ten	Brundel H. ten
ter	Woort S. ter
van	Gogh V. van

van der Waal K. van der

[In Dutch names 'van den' and 'van der' are usually in lower case and detachable, but in Belgian names they are often upper case and retained (but this also means that some Belgian names are not!). The editors would need to know the author's nationality and it is in fact almost impossible to determine how the author's name should be treated.]

<i>British/American</i> retained:	de	de Cardi B. (This should be listed under D in the References).
	de la	de la Mare W.
	du	du Pré J.
	Note: in the three examples above, lower case even though retained	
	Dos	Dos Passos J.R.
	Fitz	Fitz Maurice H.
	Mac	Mac Donald D.
	Mc	Mc Donald P. (even when separated from the rest of the name by a space)
	M'	
	O'	O'Casey S.
Titles where the initial of the given name is known		Charteris of Amisfield M. Saye and Sele N.T.A.
<i>French</i> detached	de	Vogüé M. de
	d'	Alembert J. d'
<i>French</i> retained	Du	Du Mesnil du Buisson R.
	des	des Fosses
	L', Le, La,	La Fontaine J. de
	Les	
<i>French</i> double surnames		Louis Maurice Linant de Bellefonds is placed under 'L' and given as Linant de Bellefonds L.M.
<i>German</i> detached	an	
	auf	
	von	Wissmann H. von
	von der	
	zu	
<i>German</i> retained	Am	
	Im	
	Vom	Vom Rath E
	Zum	
	Zur	
<i>Italian</i> retained (Note. lower case even though retained)	d'	d'Annunzio G.
	da	da Vinci L.
	dall'	
	de	de Maigret A.
	degli	
	dei	
	del	del Sarto A.
	dell'	
	della	
	di	
	lo	
<i>Portuguese</i> retained	a	
	da	da Gama V.
	das	
	de	
Note capitalisation here:–	Dos	Dos Santos J.E.
<i>Scandinavian languages</i> detached	af	

<p><i>Scandinavian languages</i> retained <i>Spanish</i> detached</p>	<p>av von De de del de las de les de los las los</p>	<p>Linné C. von Angeles de las Ortega y Gasset J.</p>
<p><i>Example of the treatment of particles in the References</i></p> <p>Van der Meulen D. & Wissman H. von. 1932. <i>Ḥaḍramaut, some of its mysteries unveiled</i>. Leiden: Brill.</p>		
<p><i>‘Double-barrelled’ surnames</i></p> <p>These should be placed under the initial letter of the first element in the alphabetical sequence, even if the name is hyphenated:</p> <p>E. During Caspers N. Stanley-Price R. Du Mesnil du Buisson</p> <p>This should be listed under ‘D’ This should be listed under ‘S’ should be listed under ‘D’ (see Particles (French) above).</p>		
<p><i>Personal Titles</i></p> <ul style="list-style-type: none"> Titles, both before the name (Sir, The Hon., Lord, Comte, Freiherr, Graf, Amīr, al-Ḥājj, etc.) and after it (Bey, Pasha, etc.) should be omitted unless the author is generally known only by his title. Note the comma after the name in the following examples (‘Belhaven,’ ‘Luynes,’) and the full stop after ‘of’, ‘de’, etc: <p>The Master of Belhaven Lord Belhaven</p> <p>should appear under ‘B’ as under ‘B’ as (rather than being ‘translated’ into ‘Hamilton A.’)</p> <p>Belhaven, The Master of. Belhaven, Lord.</p> <p>Le Duc de Luynes</p> <p>should appear under ‘L’ as</p> <p>Luynes, Duc de.</p> <p>On the other hand, where the author published under his given name + surname or the name of his title, ‘Lord/Count/Duke’ etc. can be omitted. Thus,</p> <p>Le Marquis Melchior de Vogüé John Julius (Viscount) Norwich Lord David Cecil Max Freiherr von Oppenheim Aḥmad Zakī Pasha</p> <p>becomes becomes becomes becomes becomes</p> <p>Vogüé M. de. Norwich J.J. Cecil D. Oppenheim M. von. Zakī A.</p>		
<p><i>Names of modern Arab authors</i></p> <p>A name such as</p> <p>Khalīl b. Ibrāhīm al-Muaikel</p> <p>becomes</p> <p>al-Muaikel Kh.I.</p>		

Arabic ‘surnames’ preceded by ‘al-’ retain the al- in Citations and References, but if the ‘al-’ is hyphenated or separated by a space from the name which follows, it is ignored for the purposes of alphabetical listing; if it is *not* hyphenated or separated by a space from the name which follows, it is treated as the first letter of the name. Thus:

al-Muaikel Kh.I. 1994	listed under ‘M’
Al Rasheed M. 1991	listed under ‘R’
ElMahi A.T. 1998	listed under ‘E’, despite the capital ‘M’. This is how the author spells his own name.

On the other hand, the initial letters of all other prefixed elements in Arab names are treated as the beginning of the name. Thus,

Abū ʿAssāf ʿA. 1997	Listed under ‘A’
Abu-Duruk Ḥ.I. 1996	Listed under ‘A’
ʿAbd al-Malik S.S. 1998	Strict transliteration if the work is in Arabic
Abd-el-Jalil J.-M. 1946	This is the author’s own transliteration of his name when he is writing in a European language and should be used when the work is not in Arabic
ʿAbd al-Jalīl J.M. 1950	The same author when writing in Arabic

Note. The *ism*, + the father’s name and any other names are all reduced to initials, as if they were the equivalent of Western ‘given names’. Thus,

Ḥusayn b. ʿAlī Dakhīl-illāh Abū al-Ḥasan *Becomes* Abū al-Ḥasan Ḥ ʿA.D.

Arabic compound names

Arabic compound names such as ‘ʿAbd al-Raḥmān’ should normally be reduced to the initial ‘ʿA.’ (if the work is in Arabic) or A. (if it is not), *unless* the author himself reduces it to ‘A.R.’, in which case his wishes should be respected. Thus, ‘ʿAbd al-Raḥmān al-Ṭayyib al-Anṣārī publishes in English under the name ‘A.R. al-Ansary’ rather than ‘A.T. al-Ansary’.

Authors of medieval Arabic or Persian texts

These should be listed under (a) the name by which he is generally known (his *ʿurf*), followed by a *comma*, followed by (b) a selection from his other names: (i) *laqab* (‘nickname’) if this is not the name under which he is listed; (ii) *kunyah* [i.e. *Abu* or *Umm* N]) if this is not the name under which he is listed; (iii) *ism* + b. + patronym (even when this is also the *ʿurf*); and (iv) *nisbah* [*al-N-ī*], if this is not the name under which he is listed.

When the text is cited in a printed edition, the last of these names should be followed by a solidus [/] ‘ed.’ (even if there is more than one Editor) + space + the Editor’s initials + space + surname + full stop + space + the date of the edition + full stop, i.e.

Example 1

<i>ʿurf</i>	<i>laqab</i>	<i>kunyah</i>	<i>ism</i>	<i>patronym</i>	<i>nisbah</i>	<i>Editor etc.</i>
Ibn Ḥajar,	Shihāb al-Dīn	Abū al-Faḍl	Aḥmad	b. ʿAlī	al-ʿAsqalānī	/ed. ʿA. al-Bajāwī. 1965

Thus:
Ibn Ḥajar, Shihāb al-Dīn Abū al-Faḍl Aḥmad b. ʿAlī al-ʿAsqalānī/ed. ʿA. al-Bajāwī. 1965.

This will be under ‘I’ in the alphabetical listing in the References.

Example 2. Where the patronym is used as the *ʿurf* and repeated in its proper position

<i>ʿurf</i>	<i>laqab</i>	<i>kunyah</i>	<i>ism</i>	<i>patronym</i>	<i>nisbah</i>	<i>Editor etc.</i>
Ibn Saʿd,	(No laqab here)	Abū ʿAbd allāh	Muḥammad	b. Saʿd	al-Baṣrī	/ed. E. Sachau. 1905–1928

Thus:

Ibn Saʿd, Abū ʿAbd allāh Muḥammad b. Saʿd al-Baṣrī/ed. E. Sachau. 1905–1928.

Example 3. The *nisbah* is used as the *ʿurf* and **so is not repeated**. Note that this will appear under ‘H’ in the alphabetical listing.

<i>ʿurf</i>	<i>laqab</i>	<i>kunyah</i>	<i>ism</i>	<i>patronym</i>	<i>nisbah</i>	<i>Editor etc.</i>
al-Hamdānī,	(No laqab here)	Abū Muḥammad	al-Ḥasan	b. Aḥmad	[al-Hamdānī] Not repeated	/ed. D.H. Müller. 1884–1891.

Thus,

al-Hamdānī, Abū Muḥammad al-Ḥasan b. Aḥmad/ed. D.H. Müller. 1884–1891.

Classical authors

Pliny/ed. and transl. H. Rackham. 1969. *Historia Naturalis*. (Loeb edition). London: Heinemann.

Edited text in a modern European language

Broecke P. van den/ed. W.P. Coolhaas. 1962–1963. *Pieter van den Broecke in Azië*. (2 volumes). ‘s-Gravenhage: Nijhof.

Sequence in the References

These should be alphabetical by the authors’ surnames, ignoring separable particles (see above). Note that the sequence is strictly alphabetical.

‘Make sure that all names are correctly spelt according to the bearers’ preference, even when this is unusual: take particular care with such variants as *MacDonald*, *Macdonald*, or *McDonald*; *Mueller* or *Müller* ... treat *Mc* as *Mac* and *St* as *Saint*.’ (OSM, 15.17.2), e.g. McDonald comes before MacFlinty.

The only items which are ignored for alphabetical purposes are initial *hamzah* and *ʿayn* when the name’s position in the alphabetical list will be based on the following vowel, e.g. ʿAbd al-Raḥmān goes under ‘A’.

The sequence within the works of one author, regardless of the date:

author alone

author with one collaborator author with two collaborator authors with three collaborators, etc.

If two works by the same author, or combination of authors, have the same date, they should be marked 1958a, 1958b, etc. according to the order in which they are mentioned in the text.

The sequence within one author’s works should be: published items, then ‘in this volume’, ‘in press’, ‘forthcoming’, ‘in preparation’:

Citation	Reference	
	Green A.B. 1996.	
	Green A.B. 1997a.	the first Green 1997 to be mentioned in the text
	Green A.B. 1997b.	the second Green 1997 to be mentioned in the text
	Green A.B. (his volume).	use this only if the page numbers are not yet known so that it cannot be cited as a full reference
(Green, in press)	Green A.B. (in press).	When the book is actually in the process of production: typesetting/printing and/or binding. Note the comma in the citation.
(Green, in press, a)	Black D.C. (in press, a).	Ditto, but the first to be mentioned of two or more of his works in the press. Note the comma and 'a' in roman
(White, forthcoming)	White A.B. (forthcoming).	accepted by publisher but not yet in press. Note the comma in the citation
(Frantsouzoff, forthcoming, chapter 2)	Bloggs A.B. (ed.) (forthcoming).	note the two sets of brackets
(Frantsouzoff, forthcoming, b)	Green A.B. (forthcoming, a).	As no page numbers are available the reference is to the chapter.
(Brown, in preparation)	Green A.B. (in preparation).	note the comma and 'a' in roman
(Brown, in preparation, a)	Green A.B. (in preparation, a).	Note the commas and 'a' in roman
		Work in progress. Note the comma and full stop
		note the comma and 'a' in roman
<p>Within a category the order should be <i>alphabetical</i>. Thus,</p> <p>Green A.B. & Brown B.C. 1987.</p> <p>Green A.B. & White C.D. 1985.</p> <p>Green A.B., Brown B.C. & White C.D. 1982.</p> <p>Green A.B., White C.D. & Brown B.C. 1981.</p> <p>Green A.B., Black D.E., White C.D. & Brown B.C. 1980.</p> <p><i>PSAS</i> is now following the APA reference style, in that 'All authors should be given when there are 6 or 7 authors. If a source has 8 authors or more, place three ellipsis points between the sixth and final author names to indicate that some names have been omitted.' This means we no longer use 'et al.' in such circumstances. For example, the list is given in full:</p> <p>Rasmussen M., Guo X., Wang Y., Lohmueller K.E., Rasmussen S., Albrechtsen A. ... Lindgreen S. 2011.</p> <p>not as Rasmussen M., Guo X., Wang Y., Lohmueller K.E. et al. 2011.</p>		
<i>Editors</i>		
<p>If the work is cited under the name of the overall Editor(s), then (ed.) or (eds) should be placed after the initials. Thus,</p> <p>Peters F.E. (ed.). 1999. <i>The Arabs and Arabia on the eve of Islam</i>. (The Formation of the Classical Islamic World, 3). Aldershot: Ashgate.</p> <p>Dodgeon M.H. & Lieu S.N. (eds). 1991. <i>The Roman Eastern Frontier and the Persian Wars (AD 226-363). A documentary history</i>. London: Routledge.</p>		
<i>Works edited on behalf of the author</i>		

If the work of an author has been edited (e.g. posthumously) by another, it should be cited under the name of the original author, thus

Euting J. 1914. *Tagbuch einer Reise in Inner-Arabien*. ii. (ed. E. Littmann). Leiden: Brill.

Wissmann H. von. 1982. *Die Geschichte von Saba*. ii. *Das Grossreich der Sabäer bis zu seinem Ende im frühen 4.Jh. v. Chr.* (ed. W.W. Müller). Vienna: Österreichische Akademie der Wissenschaften.

Note: we normally always give the English version of the place name even when the title is in another language: thus 'Wien' would be changed to 'Vienna'.

NB This does not apply to articles in French where the French version of the place name is given.

Dates of publication

The date should follow immediately after the author's initials (or, in the case of medieval Arabic texts, his/her final name or that of the Editor) and be separated from them/it by a full stop + space. This will normally be the full stop which follows the last initial. Note the space after the colon.

The date should be followed by a full stop + space separating it from the title which follows (and not on a separate line), as in the following two examples:

Beeston A.F.L. 1954. A Safaitic hunting scene. *Bulletin of the School of Oriental and African Studies* 16: 592.

al-Hamdānī, Abū Muḥammad al-Ḥasan b. Aḥmad/ed. D.H. Müller. 1884–1891. *Geographie der arabischen Halbinsel*. Leiden: Brill.

Note: In the last example above, we have dropped the publishers' initials and given the publisher as Brill rather than E.J. Brill. However, there may be some instances where a publisher insists on using initials, but it's easy to check them online.

Undated works

If the work was published without a date, but the date is known (e.g. from a library catalogue), the date should be put in square brackets + full stop + space. Thus,

Bloggs T.D. [1990]. *The un-go-throughsomeness of stuff*. Oxford. Oxford University Press.

If the work was published without a date, and the author of the paper has not been able to discover it, '[n.d.]' + full stop + space should be put in place of the date. Thus,

Bakhtiyar S.N. [n.d.]. *Shahs I have known*. Paris: Geuthner, [n.d.].

If the work is not yet published, (in press), (forthcoming), etc. [note the lower case] should take the place of the date, i.e. preceded by full stop + space and followed by full stop + space. Thus,

Wolf B.B. (forthcoming). *The true story of Little Red Riding Hood*. Nottingham: Forest Press.

Titles of works: type face

The general principle is that the titles of works which are part of a larger work (articles in a journal, chapters or contributions in a book, etc.) are in roman type.

- Thus, titles of articles should be in roman type (not italics).
- Titles of unpublished works, including theses should be in roman type (though note guidelines for German theses, below).
- The titles of independent works (books, single lectures, and journal titles) are in italics.

‘Capitalization’ of initial letters in titles

Arabic

There are no capital letters in Arabic but to make the text easier to read the initial letters of all proper names, the beginning of a sentence and of a book title should begin with a capital letter; everything else should be in lower case (see also *OSM* 11.6.2.2)

If either *hamzah* or *‘ayn* is the first letter of the title, the following vowel should be capitalized. Examples:

1. *Nuqūsh ‘arabiyyah janūbiyyah*

2. *‘Arab al-shamāl wa-‘Arab al-janūb* [showing the vowel following *‘ayn* or *hamza* as a capital]

Persian, Turkish and other languages

You may find the guidelines in chapter 11 of the *OSM* useful, including 11.35 on Persian and 11.43 on Turkish.

English

Initial capitals in titles should be used with restraint as they look very old-fashioned: if in doubt, use lower case. An excess of capitals can hinder reading instead of helping and it makes an untidy-looking page. PSAS therefore now follows the APA Reference Style, where there is an initial capital for the first word, and the rest in lower case (except for proper names), and an initial capital for first word after colon (or full point) in a title: For example,

The un-go-throughsomeness of stuff: Further thoughts

For titles of papers in the *Proceedings* itself, see under Orthography, above.

Capitalization in European languages

The use of capitals in French is more limited than in English. In French titles it is normally only the initial letters of the first words and of proper nouns which are capitalized. If the first word is the definite article, the following noun and any preceding adjectives also take an initial capital. e.g. *La Folle Journée* (preceding article), but *l’Âge ingrat* (following adjective).

Use lower case after Un/Une or De/Des, etc. e.g. *Un catéchisme esthétique, De la terre à la lune.*

English-style title capitalization in a French (or Italian) text, like *À la Recherche du Temps Perdu* or, worse still, *À La Recherche Du Temps Perdu*, looks odd.

In the titles of institutions, journals, series, etc. there is a tendency to put the ‘important words’ in upper case, as often in English, e.g.

Académie des Inscriptions et Belles-Lettres (always)

Institut d’études sémitiques (always)

Maison de l’Orient M/méditerranéen (varies from publication to publication)

Revue du monde musulman et de la Méditerranée

Maison méditerranéenne des sciences de l’homme

	<p>Musée du Louvre</p> <p>If in doubt, only capitalize the initial letters of names for the names will be checked by a French speaker. See also <i>OSM</i> 11.20 for useful guidelines on French.</p> <p>German</p> <p>In German all nouns (including names) have initial capital letters. Everything else is in lower case. The small number of exceptions includes: das Altes (Neues) Testament; Heilige Geist (Stuhl, Vater, Land, Schrift), BUT der heilige Antonius (St Anthony), and some institutions, e.g. Deutsche Morgenländische Gesellschaft</p> <p>Capitalization of German phrases such as <i>die Amerikanische presse</i> instead of the correct <i>die amerikanische Presse</i> would be incorrect. See also <i>OSM</i> 11.23.</p> <p>Italian and Spanish</p> <p>Capitalize only the first word and proper nouns (e.g. personal or place names) in titles of books and journals, as French, above. See also <i>OSM</i> 11.28 on Italian; 11.36 on Portuguese; 11.42 on Spanish.</p>
	<p><i>Numbers in titles</i></p> <p>If the title of an article/contribution or book contains a number, this should be treated as part of the title, i.e. you should not separate it from the words by punctuation (unless this is in the original) and it should be in the same type (i.e. either roman or <i>italics</i>) as the rest of the title. The number should be in Arabic or Roman numbers as is in the original. Thus Beeston A.F.L. 1954. Notes on Old South Arabian lexicography VI. <i>Le Muséon</i> 67: 311–322.</p> <p>However, this type of number should be clearly distinguished from <i>volume numbers</i> which should be in lower case Roman numerals and should follow the title + full stop + space. e.g. Potts D.T. 1990. <i>The Arabian Gulf in Antiquity</i>. ii. Oxford: Clarendon.</p>
	<p>Journals</p>
	<p><i>Journal titles</i></p> <p>All journal titles should be written <i>in full</i> and should be in <i>italics</i>. Authors have been asked to give the titles in full and most acronyms can now be ‘Googled’, and there are online lists of the common abbreviations and full titles, e.g. see www.all-acronyms.com/tag/journal/.</p>
	<p><i>Journal volume numbers</i></p> <p>The volume number should follow the journal title, separated from it only by a single space. The number should be in Arabic figures and should be followed by a colon. If a volume appeared in parts, authors may sometimes put the part number i.e. if each part has a separate pagination. Thus, Author. Date. Article Name. <i>Arabian Archaeology and Epigraphy</i> 11/1 (i.e. volume 11, part 1)</p> <p>If the journal has no volume numbers, then the page numbers should follow the journal title separated from it simply by a space. Thus, Author. Date. Article Name. <i>Comptes rendus de l’Académie des Inscriptions et Belles-Lettres</i> 23–57.</p>

Journal series

Some journals start a new series from time to time. Since volume numbering usually restarts at the beginning of each series, it is important to include the series number. Thus,

Journal of the Royal Asiatic Society 3rd series 6: 57–64.

Journal Asiatique 7^e série 10: 258–300.

Some journals run the original (or previous) series concurrently with the new series. In this case ‘N.S.’ + space + volume number in square brackets should be placed after the volume number of the original series, for example,

Annali dell’Istituto Orientale di Napoli 34 [N.S. 24]: 421–428.

Page numbers in a journal article

Page numbers are placed at the very end of the reference, after vol. number + colon + space. Thus,

Jamme A. 1971. The Safaitic inscriptions from Wādī Ruṣaydī. *Bibliotheca Orientalis* 28: 6–9.

Different language sections

If the Arabic section and the European language sections of a journal volume have separate paginations, then ‘[Arabic section]’ or ‘[English section]’ should be placed after the page numbers, for example,

Ḥalabī M.M. 1994. Naqsh jadīd min al-Zāhir (al-Jawf). *Raydān* 6: 104–110 [Arabic section].

Contribution in someone else’s article

Title of the contribution + full stop + space + ‘Pages’ + numbers + ‘in’ + initials of author of whole article + space + surname + comma + space + title of article, etc.

Beeston A.F.L. 1995. Addendum. Page 81 in K.A. Kitchen, A royal administrator in Nashqum and Najran under the Himyarite King Shammar Yuhar’ish, c. AD 290, and a squire from Sanaa. *Proceedings of the Seminar for Arabian Studies* 25: 75–81.

al-Ansary A.R. 1990. Kitābāt min alāb. Pages 113–124 in M. al-Hazmi & A.R. al-Ansary, Wādī al-alāb. *Bulletin of the Faculty of Arts, University of Riyadh* 1: 99–124 [Arabic section].

Ryckmans J. 1991. Le rôle de la paléographie dans la datation des inscriptions. Pages 25–35 in C.J. Robin, L’Arabie antique de Karib’il à Mahomet. Nouvelles données sur l’histoire des Arabes grâce aux inscriptions. *Revue du monde musulman et de la Méditerranée* 61/3.

Examples of articles in journals

1 author: Beeston A.F.L. 1954. Notes on Old South Arabian lexicography VI. *Le Muséon* 67: 311–322.

2 authors, forthcoming, a: Naumkin V. & Porkhomovsky V. (forthcoming, a). The grasshopper in Socotran folklore. *Arabian Archaeology and Epigraphy*.

3 authors, in press: Frantsouzoff S., Robin C.J. & Sedov A. (in press). Nouvelles données sur l’archéologie et l’épigraphie de Raybūn. *Yemen* 3.

More than 3 authors: King G.R.D., Dunlop D., Elders J., Garfi S., Stephenson A. & Tonghini C. 1995. A report on the Abu Dhabi Islands Archaeological Survey (1993–1994). *Proceedings of the Seminar for Arabian Studies* 25: 63–74.

More than 4 authors	Bewley R., Wilson A.I., Kennedy D., Mattingly D., Banks R., Bishop M. ... Zerbini A. 2016. Endangered archaeology in the Middle East and North Africa: Introducing the EAMENA project. Pages 919–932 in S. Campana, R. Scopigno, G. Carpentiero & M. Cirillo (eds), <i>CAA2015. Keep the revolution going: Proceedings of the 43rd Annual Conference on Computer Applications and Quantitative Methods in Archaeology</i> . Oxford: Archaeopress.
<i>Work taking up a whole issue of a journal</i>	
Although this is the equivalent of a book, the fact that it was published as a volume of a journal means that the title should be in roman type.	
Robin C.J. 1991. L'Arabie antique de Karib'il à Mahomet. Nouvelles données sur l'histoire des Arabes grâce aux inscriptions. <i>Revue du monde musulman et de la Méditerranée</i> 61/3.	
Books and contributions in books	
<i>Title</i>	
The titles of books should always be in <i>italics</i> . Thus Harding G.L. 1964. <i>Archaeology in the Aden Protectorates</i> . London: HMSO.	
Unpublished works: theses, circulated reports, lectures, etc.	
<i>Unpublished theses (apart from German theses, see below)</i>	
Carter R. 1998. Defining the Late Bronze Age in south-east Arabia: Ceramic evolution during the second millennium BC. PhD thesis, University College, University of London. [Unpublished]. Velde C. 1992. Die spätbronzezeitliche und früheisenzeitliche Siedlung und ihre Keramik in Shimal/Ras al-Khaimah (Vereinigte Arabische Emirate). MA dissertation, University of Göttingen. [Unpublished].	
However, please note that many universities are now placing PhD theses online. In which case, add the relevant website address. In addition, leave out [Unpublished] in such cases and treat the them in the same way as German PhD theses, below.	
<i>German PhD theses</i>	
In Germany, all PhD theses must be made available to the public in a small print-run by a specialist printer/publisher. Thus, they cannot be said to be '[unpublished]', but they are not the equivalent of a thesis which is truly published (i.e. reworked as a book). Thus, contrast a thesis of this type: Abdallah Y.M. 1975. Die Personennamen in al-Hamdānī's al-Iklīl und ihre Parallelen in den altsüdarabischen Inschriften. Ein Beitrag zur jemenitischen Namengebung. Dissertation zur Erlangung des akademischen Grades Doktor der Philosophie des Fachbereichs Altertums- und Kulturwissenschaften der Eberhard-Karls-Universität zu Tübingen.	
with a truly published (ex-)PhD thesis: – Maraqten M. 1988. <i>Die semitischen Personennamen in den alt- und reichsaramäischen Inschriften aus Vorderasien</i> . (Texte und Studien zur Orientalistik, 5). Hildesheim: Olms.	

Circulated report

Cleuziou S., Reade J. & Tosi M. (eds). 1990. The Joint Hadd Project, summary report of the third season (1987–1988). Paris: ERA 30/Rome: Istituto Italiano per il Medio ed Estremo Oriente (IsMEO).* [Unpublished circulated report].

*Note: This and similar titles should be given in full, if necessary followed by the abbreviated form in rounded brackets.

Vogt B. [n.d.] Report on the excavation of an Umm an-Nar Tomb at Hili (Tomb M). [Mimeographed].

Unpublished lecture

Magee P. 1994. The Iron Age sequence from Tell Abraq: New light on the late second and first millennium BC in the Oman Peninsula. Paper delivered at the Seminar for Arabian Studies 1994. [Unpublished].

Work whose title is cited in a language different from that of its text

Marcus J. 1933. *Treasures of poetry and piyyut*. New York: [n.p.]. [In Hebrew].

Multi-volume works

If the work is in more than one volume, the number of volumes (in ‘Arabic’ numerals) + ‘volumes’ enclosed in brackets followed by a full stop + space should be placed immediately after the title. Thus,

Löfgren O. 1936–1950. *Arabische Texte zur Kenntnis der Stadt Aden im Mittelalter*. (2 volumes). Uppsala: Almqvist & Wiksells/Leiden: Brill.

If one or more volumes of the work is split into several ‘parts’/‘heften’, etc. and only one of these is cited, the volume number in lower case Roman numerals should be followed by / + the part number in ‘Arabic’ numerals, Thus,

Pirenne J. 1977. *Corpus des inscriptions et antiquités sud-arabes*. i/2. Louvain: Peeters.

Editions/Reprints

Ideally, if a work is cited in anything other than the first edition, the number of the edition should be placed in brackets after the full stop + space following the title and before the number of volumes (if applicable) or the place of publication. This should be followed by a full stop + space. Thus

Grunebaum G.E. von. 1953. *Medieval Islam. A study in cultural orientation*. (Second edition). Chicago: University of Chicago Press.

Nöldeke T. 1909–1938. *Geschichte des Qorāns*. (Second edition). (3 volumes). Leipzig: Dieterich [originally published New York: Harper, 1837].

On the other hand, if the book is simply a reprint with the *same pagination* as the original edition this does not need to be stated, but the *original* place of publication and, if possible, publisher (not those of the reprint) should be given. However, if the author has provided the date of the reprint, this should be placed at the very end (after publisher, see below) in the form ‘[Reprint, 1987]’. Checking this information is the author’s responsibility and Editors should not spend much time trying to find such information.

Works reprinted with new pagination in, say, the books edited by Philip Ward should appear as e.g.

Sirḥān b. Sa‘īd b. Sirḥān/transl. E.C. Ross. 1874. *Annals of Oman*. Calcutta. [Reprinted under the same title but with new pagination by P. Ward. Cambridge: Oleander, 1987].

Miles C.B. 1896. Journal of an excursion in Oman, in south-east Arabia. [Reprinted from the *Geographical Journal* as pp. 109–126 in P. Ward, *Travels in Oman on the tracks of the early explorers*. Cambridge: Oleander, 1987].

Early works edited and reprinted should be shown thus:

Stephens J.L. 1970. *Incidents of travel in Egypt, Arabia Petraea, and the Holy Land*. Edited, and with an introduction by V.W. von Hagen. Norman, OK: University of Oklahoma Press.

Contributions to an edited work or encyclopaedia

The title of the contribution is in roman type followed by a full stop. This is immediately followed by a space + ‘Pages’ + the page numbers + ‘in’ + the initials and name of the Editor(s)/author(s), followed by ‘(ed.)’/‘(eds)’ + comma + title of the book. The initials of the Editor/author of the book come *before* the surname. Note that in the following second example, Højlund & Andersen are the authors not the Editors and therefore ‘(eds)’ is not given:

Beeston A.F.L. 1987. Pre-Islamic Yemeni inscriptions. Pages 99–103 in W. Daum (ed.), *Yemen. 3000 years of art and civilisation in Arabia Felix*. Innsbruck: Pinguin.

Højlund F. 1994. Summary and conclusions. Pages 463–481 in F. Højlund & H.H. Andersen, *Qalaʿat al-Bahrain. i. The northern city wall and the Islamic fortress*. (Jutland Archaeological Society Publications, 30/1). Aarhus: Aarhus University Press.

Jamme A. 1971. Safaitic inscriptions from the country of ʿArʿar and Raʿs al-ʿAnānīyah. Pages 41–109, 611–637 in F. Altheim & R. Stiehl (eds), *Christentum am Roten Meer. i*. Berlin: De Gruyter.

If more than two contributions to the same work are cited in the References, the work itself should be listed and the contributions shown thus,

Beeston A.F.L. 1987. Pre-Islamic Yemeni inscriptions. Pages 99–103 in Daum 1987.

If the work is in several volumes the contributions should be shown thus,

Højlund F. 1994. Summary and conclusions. Pages 463–481 in vol. i of Højlund & Andersen 1994.

Articles in Encyclopaedias

Beeston A.F.L. 1960. Abraha. Pages 102–103 in *The Encyclopaedia of Islam*. (New Edition). i. Leiden: Brill.

Robin C.J. 1996. Sheba. 2. Dans les inscriptions d’Arabie du Sud. Cols 1047–1254 in *Supplément au Dictionnaire de la Bible*. xii. Paris: Letouzey.

Works on CD-ROM

Citation:

Encarta 2004 Reference Library. 2003. CD-ROM.

Reference:

Encarta 2004 Reference Library. 2003. CD-ROM. Microsoft.

A more detailed example in the References:

Córdoba J. M^a & Mouton M. 2001. Al Madam (Sharjah, UAE). In M. Mouton & W. Yasin al-Tikriti (eds), *The architectural remains of the Iron Age sites in the UAE and Oman*. (CD-ROM: Lyon 22). Al-ʿAyn: Department of Antiquities and Tourism/Lyon : Maison de l’Orient.

Internet sources using doi

It is no longer necessary to provide the Digital Object Identifier (doi) as a standard part of a citation unless the journal or book is only available online when it may be useful to have this and in which case give the date accessed. Note, however, that TOPOI are giving dois to images and datasets (for further information see https://edition-topoi.org/pdf/201701_EdT_Guideline-ResearchData2.pdf).

Example

Barca D., Lucarini G. & Fedele F.G. 2011. Provenance of obsidian artefacts from the Wādī Ath-Thayyilah 3 Neolithic site (Eastern Yemen plateau) by LA-ICP-MS Method. *Archaeometry* 21 December: 1–20.

Series

If a book is published in a series, the name of the series should be placed in brackets immediately after the full stop + space which follows the title of the book (or, if applicable, the edition and/or the number of volumes). The name of the series should be in roman type (not italics) and followed by a comma and then the number (in Arabic numerals) within the series. If the number is divided into several parts, the volume number should be followed by a forward slash then the part number.

Example 1

Chelod J. (ed.). 1984–1985. *L'Arabie du Sud: histoire et civilisation*. (3 volumes). (Islam d'hier et d'aujourd'hui, 21, 22, 25). Paris: Maisonneuve & Larose.
Frifelt K. 1991. *The island of Umm an-Nar. i. Third millennium graves*. (Jutland Archaeological Society Publications, 26/1). Aarhus: Jutland Archaeological Society.
McClure H.A. 1988. Late Quaternary palaeogeography and landscape evolution of the Rub' al-Khali. Pages 9–13 in D.T. Potts (ed.), *Araby the blest: Studies in Arabian archaeology*. (Carsten Niebuhr Institute Publications, 7). Copenhagen: Museum Tusculanum.

Example 2

In the following example this is 'Mémoire 37' in the series 'Recherche sur les Civilisations', so the comma comes before the word Mémoire.

de Cardi B. 1984. Survey in Ras al-Khaimah, UAE. Pages 201–216 in R. Boucharlat & J.-F. Salles (eds), *Arabie orientale, Mesopotamie et Iran méridional de l'Age du Fer au début de la periode islamique*. (Recherche sur les Civilisations, Mémoire 37). Paris: ADPF.

Example 3

When each Supplement is attached to a volume of the journal, the volume number of the journal is placed first, then 'Supplement' (with the Supplement number if relevant). In this example, there is only a number for the Proceedings and not the Supplement:

Nehmé L. 2010. A glimpse of the development of the Nabataean script into Arabic based on old and new epigraphic material. Pages 47–88 in M.C.A. Macdonald (ed.), *The development of Arabic as a written language*. (Proceedings of the Seminar for Arabian Studies 40, Supplement). Oxford: Archaeopress.

Example 4

The title of the series is 'Journal of Oman Studies Special Reports', so the comma comes before the number:

Arnold E.N. 1980. The reptiles and amphibians of Dhofar, southern Arabia. Pages 273–332 in S.N. Shaw Reade, J.B. Sale, M.D. Gallagher & R.H. Daly (eds), *The scientific results of the Oman flora and fauna survey 1977 (Dhofar)*. (Journal of Oman Studies Special Report, 2). Muscat: Office of the Government Adviser for Conservation of the Environment.

Example 5

When a series is divided up into different subsections, they should be separated in the following ways:

al-Selwi I. 1987. Jemenitische Wörter in den Werken von al-Hamdānī und Nashwān und ihre Parallelen in den semitischen Sprachen. (Marburger Studien zur Afrika- und Asienkunde, Serie B: Asien 10). Berlin: Reimer.

[‘Asien’ is a subsection of Serie B]

Högemann P. 1992. *Das alte Vorderasien und die Achämenide*. (Beihefte zum Tübinger Atlas des Vorderen Orients, Reihe B, Nr. 98). Wiesbaden: Reichert.

[This is no. 98 of section B]

Littmann E. 1943. *Safaitic inscriptions*. (SYRIA. Publications of the Princeton University Archaeological Expeditions to Syria in 1904–1905 and 1909. Division IV Semitic Inscriptions: Section C). Leiden: Brill.

[‘Semitic Inscriptions’ is the title of Division IV. ‘Section C’ is a subdivision of Division IV and so separated from it by a colon]

Grohman A. 1963. *Arabien*. (Handbuch der Altertumswissenschaft 3.1.3: Kulturgeschichte des alten Orients, 3.4). München: Beck.

[Note that this represents (Handbuch der Altertumswissenschaft. 3. Abteilung, 1. Teil, 3. Band Kulturgeschichte des alten Orients, 3. Abschnitt, 4. Unterabschnitt)].

Multiple ‘levels’ of publication information

Example 6

Multiple series of which only the last (the publication series) should be put in brackets:

Sartre M. 1993. *Pétra et la Nabatène méridionale du wadi al-Hasa au golfe de ‘Aqaba*. [series 1] *Inscriptions de la Jordanie*, IV. [series 2] *Inscriptions Grecques et Latines de la Syrie*, 21.4. [series 3] (*Bibliothèque archéologique et historique*, 115). Paris : Guethner.

Example 7

Two parallel publication series, so both are put in brackets:

Phillips J. 2000. Pottery and clay objects. Pages 303–337 in D.W. Phillipson, *Archaeology at Aksum, Ethiopia, 1993–97*. ii/2. [series 1] (*British Institute in Eastern Africa, Memoir 17*). [series 2] (*Reports of the Research Committee of the Society of Antiquaries of London*, 65). London: British Institute in Eastern Africa/Society of Antiquaries.

Salvatori S. 1996. Death and ritual in a population of coastal food foragers in Oman. Pages 205–222 in [level 1] G. Afanas’ev, S. Cleuziou, J.R. Lukacs & M. Tosi (eds), *The prehistory of Asia and Oceania*. [level 2] *Colloquium XXXII: Trade as a subsistence strategy, post-pleistocene adaptations in Arabia and early maritime trade in the Indian Ocean*. [level 3] *XIII International Congress of Prehistoric and Protohistoric Sciences*. Forlì: Abaco.

[Here there are three ‘levels’ of publication information, *not* series, so none are enclosed in brackets. Note that the Roman numerals are part of the publication titles and so are not changed to ‘Arabic’ figures.]

Place of Publication

This is an essential element of any reference. It should be placed after the title (or number of volumes, edition, series/publication level, whichever is the final item). It should be preceded by a full stop + space.

Names of American cities should be followed by a comma + space + the abbreviation of the State (online at www.50states.com/abbreviations.htm), unless they are well-known, e.g. New York, Chicago, Los Angeles. The abbreviation of the State should only be shown where there could be confusion (e.g. Cambridge UK and Cambridge, MA) or if the place is little known and to show it is in the USA, not in the UK. Thus,

Ann Arbor, MI: University Microfilms International Cambridge, MA: Harvard University Press

If the author has provided *two* places of publication, e.g. 'London/New York', these should be retained and put in this form, though when more than two are given they should be reduced to two.

Works where the place of publication cannot be discovered should appear as
[n.p.]: Global Press

Publishers' names

This is an essential element of any reference. Authors *should provide* the name of the publishers for any books cited in their paper and should be encouraged to search and provide this information, rather than take up the Editors' valuable time. It should follow the place of publication + colon + space and be followed by a full stop.

Where there are two places of publication each with its own publisher these should be listed as follows:
Jerusalem: Magnes/Leiden: Brill

Works which were privately printed should appear as
Washington, D.C. [privately printed].

Works where the publishers' name is not known should appear as
Washington, D.C.: [n.p.].

Many publication details are now recorded on COPAC (<http://copac.ac.uk/>) or the Karlsruhe Virtual Catalog KVK, a meta-search interface that allows you to access more than 500 million books and serials in library and book trade catalogues worldwide (http://services.bibliothek.kit.edu/kvk_en.html)

Probable date of publication, etc.

- When no date of publication, distribution, etc., copyright date, or date of manufacture can be found for the material, give a probable date or span dates of publication. Give any needed explanation in a footnote in the main text.
- As a last resort for items for which no date can be conjectured, use the abbreviation [n.d.] in square brackets.
- When the year of publication or printing is known to be fictitious or incorrect, or has been misprinted, record it as given and follow it by the abbreviation 'i.e.' and the correction in square brackets.