

Guidelines for preparing your paper

Participants are expected to make two submissions: a short paper on April 15, and a complete paper on July 15.

The short paper, 2000–2500 words, is your paper for verbal presentation at the conference. Formal referencing is not required for this version and will not be included in the word count.

The long paper, 5000-6000 words, is your complete paper for publication. Referencing is required for this version and will be included in the word count. Only long papers will be considered for inclusion in the post-conference publication and be blind reviewed. Please adhere to the following guidelines in the preparation of your long paper.

MAIN THEMES, LANGUAGE & STRUCTURE

Please keep your paper closely related to the conference themes. Papers explicitly related to the main themes are more likely to be accepted by the organising committee and publisher for inclusion in the post-conference publication.

The paper must have a title inserted at the top of the document, underneath insert your name and affiliation. All left aligned.

Next insert a strictly 100-word abstract (not included in the word count) at the beginning of your paper. This should give the crux of what the paper is about. Insert an empty line (i.e. extra return mark) before and after your summary.

The University of Adelaide Press (possible publisher) recommends: 1) using active voice rather than passive voice wherever possible; 2) limiting jargon to essential use; and 3) ensuring that expression is clear and concise; reconsider sentences over 20 words long.

FORMATTING

Word length: 5000-6000 words, including endnotes.

Endnotes: use endnotes rather than footnotes.

Format: A4, portrait, single-sided, all margins 2cm, 1.5 line spacing, and pages are consecutively numbered; page number centered at the bottom.

Illustrations: no more than 8 images, colour or black and white, are to be included. All images must be inserted in-text. All credits must be shown in the captions.

Font, main text: Times New Roman 12.

Font, captions & endnotes: Times New Roman 10.

Word emphasis: use *italics* only, no **bold** or underline.

Paragraph Format

Text, All headings and subheading must be left aligned.

Do not indent the first line after the title or a heading; otherwise, indent the first line of paragraphs through the use of a set tab - *not* spaces. Do not include line spaces between paragraphs.

Headings within the body of the text

Main headings: bold, upper and lower case; align left; leave empty line before it; no empty line after it.

Subheadings: the same as main headings but italicised

Transliterations

Please ensure that all transliteration, style, and formatting follow the IJMES standards (<http://ijmes.chass.ncsu.edu/authorresources.htm>).

Please add diacritical marks as needed, following IJMES standards, with one exception: Names of prominent political or cultural figures are not spelled according to the IJMES transliteration system, but rather according to common conventions (often provided in the IJMES word list: <http://ijmes.chass.ncsu.edu/docs/WordList.pdf>).

Dates

Please: 1) do not spell out century numbers, instead write “16th century” and note that there is no superscript for the suffix; and 2) Please use CE or BCE for dates.

Quotations

Do not italicise quotations or change their font size. Quotation in the text—less than 60 words—should be identified by single quotation marks. Use double quotation marks for quotation within quotation.

Quotations of more than 60 words should be typed as a separate, indented paragraph set off by a blank line before and after it. No quotation marks should be used at the beginning and end of such quotations.

Illustrations

Your illustrations must bear clear relevance to your argument and be captioned with a descriptive title. Illustrations should be referred to as “Figure” and referenced as a caption in the following style:

Fig. 1. The shrine of the prophet Yahya (St. John the Baptist) in the prayer hall of the Umayyad Great Mosque of Damascus. (Author’s photo)

Please note that papers accepted for inclusion in the post-conference publication will require high-resolution digital copies of images to be sent separately. Images obtained from third parties must have copyright permission in writing.

References and bibliography

Use endnotes rather than footnotes. Follow *The Chicago Manual of Style*, 16th edition, for the formatting of citation and referencing. Use author date style for both the bibliography and endnote as shown in the examples below.

Bibliography is required at the end.

Examples:

Book

Rosenthal, Franz. 2006. *Knowledge Triumphant: The Concept of Knowledge in Medieval Islam*. Leiden: Brill, rev. ed.

Edited Book

Cantor, Geoffrey *et al.*, eds. 2010. *Science and Religion: New Historical Perspectives*. Cambridge: Cambridge University Press.

Book Chapter

McGinnis, Jon. 2011. "Natural Knowledge in the Arabic Middle Ages," in Harrison, Peter *et al.* eds. *Wrestling with Nature: From Omens to Science*. Chicago: University of Chicago Press, 59-82.

Journal Articles

Webb, Peter. 2012. "The Familiar and the Fantastic in Narratives of Muhammad's Ascension to the Heavenly Spheres." *Middle Eastern Literatures* 15, 3: 240-56.

Online Encyclopedia

Bearman, P. *et al.* 2015. "ʿIlm," in Bearman, P *et al.* eds. *Encyclopaedia of Islam, Second Edition*. Brill Online <http://referenceworks.brillonline.com.proxy.library.adelaide.edu.au/entries/encyclopaedia-of-islam-2/ilm-SIM_3537> (31 Aug. 2015).

Manuscript (unpublished)

Al-Nābulusī, ʿAbd al-Ghanī. "Zahr al-Ḥadīqa fī Tarājim Rijāl al-Ṭarīqa." Damascus: Zāhiriyya MS 7191.

Thesis (unpublished)

Sparnon, Perri. 2015. "Revelation and Reason: The Development of Islamic Cosmology, 7th-19th Centuries." Unpublished Honours thesis, The University of Adelaide.

Endnotes

Use author surname, date, page number.

Please use 'Ibid' when citing the same reference multiple times in a row. 'Ibid.' should always be followed by a page number even if it was the same as the preceding citation.

Examples:

1. Rosenthal, 2006, 4.

2. Ibid., 4.

3. Webb, 2012, 245-48.

4. Bearman, 2015, <http://referenceworks.brillonline.com.proxy.library.adelaide.edu.au/entries/encyclopaedia-of-islam-2/ilm-SIM_3537>.