

International Journal of Middle East Studies

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Reminder: If you have played a significant pre-publication role for a book (e.g. reviewing for the press or offering substantive advice), please recuse yourself from reviewing it for *IJMES*.

Please send your review by _____. Length should not exceed four double-spaced pages. The review should be returned to the book-review editor who assigned it, not the central office. We prefer files be sent via e-mail in order to retain formatting. However, if you must send a diskette, please format it for a PC.

Questions to Be Considered in a Book Review

1. What is the principal thesis of this book?
2. Are the author's style and organization of the material effective in the presentation of the thesis?
3. Is the scholarship sound, accurate, well-balanced and thorough?
4. Does the author appear to rely on appropriate sources?
5. Is the book a contribution to our present knowledge of the subject or field? Does it overlap with other books?
6. Would the book benefit from additional research, expansion, condensation, or omission?
7. As a reader interested in this subject, would you recommend to your colleagues? To your library?
8. What do you think the audience for this book would be?
9. If appropriate, comment on the index and/or bibliography, or lack thereof.
10. Do you have any additional comments or reflections on the book?

Instructions for Preparation

The entire manuscript should be double-spaced in 12 point font with 1" margins on all sides—**without** headers, footers, or page numbers.

- Publication Data

Example: **John Doe, The Title of the Book, Series Title (Place of Publication: Publisher, Date of Publication). Pp. 364. \$35.95 cloth, \$16.95 paper.***

*Number of pages should include the preface—not Pp. xiv + 350 but Pp. 364. If the price is not clear on the review copy or accompanying material, it is acceptable to use the price given at the publisher's website.

- Reviewer's Data

Example: **Reviewed by Jane Doe, Department of Linguistics, University of Arkansas, Fayetteville, Ark.; e-mail: jdoe@uark.edu**

- Text

Text starts flush left and is double-spaced. All other paragraphs are indented. At the end of the review, please type the name of the reviewer and the address to which offprints should be sent. **If this address is not included, offprints may be sent to an incorrect address or not at all.**

Reviews should not require notes. If any are absolutely necessary, please see the *IJMES* submission guidelines for instructions. The publishers reserve the right to copyedit and proof all articles accepted for publication.

***IJMES* Transliteration Guide**

**for specifics and exceptions, see the evolving *IJMES* word list at our editorial website:
<http://www8.georgetown.edu/departments/history/ijmes/index.html>**

- 1) *IJMES* follows a modified *Encyclopedia of Islam* transliteration system. See chart.
- 2) *IJMES* guidelines apply to Arabic, Hebrew, Persian, and Turkish. Follow the age of your sources in deciding between transliteration of Ottoman Turkish and modern Turkish orthography. Be consistent. Note: we use ā for words of Arabic/Turkish origin, not â.
- 3) Definite article al- is lowercase everywhere, except when the first word of a sentence, an endnote, or a title.
 - When an Arabic name is shortened to just the surname, the al- is retained. For example, Hasan al-Banna becomes al-Banna. Connectors in names—such as bin, ben, abu, etc.—are lowercase only when preceded by a name. Ex. Osama bin Laden, but Bin Laden, Ibn Khaldun, etc.
- 4) Inseparable prepositions, conjunctions and other prefixes are connected with what follows by a hyphen. Ex. bi-, wa-, li-, la-
 - Elision. When one of the above prepositions or conjunctions is followed by al-, the A will elide, forming a contraction rendered as wa-l-, bi-l-, li-l-, and la-l-.
- 5) Use diacritical marks and italics only on **technical** terms. Ex. °ashā°. Distinguish hamza from an apostrophe and use an °ayn marking. If possible put the document in a diacritical-friendly unicode fonts such as Jaghbub Unicode, available at <http://www.smi.uib.no/ksv/Jaghbub.html>, or Free Serif and Gentium, available at http://www.mcgill.ca/islamicstudies/students/arabic_unicode_font/
 - No words that appear in *Webster's Collegiate Dictionary* shall be treated as technical terms. They should have no diacriticals, nor should they be italicized. Ex. mufti, jihad, shaykh. See our word list for exceptions that add °ayn and hamza. Ex. Qur°an, shari°a, °ulama°, and Ka°ba.
- 6) Place names and names of political leaders or cultural figures with accepted English spellings should be spelled in accordance with English norms, including cities of publication. Ex. Damascus, Baalbek, Yasir Arafat. See word list for exceptions and preferences among common spellings.

- When names and place names do not have a common English spelling, add *‘ayn* and hamza but do not italicize and do not add diacriticals.
 - Similarly, titles of organizations are capitalized, with no diacriticals and no italics. Do add *‘ayn* and hamza, however. This rule covers proper names, such as Majlis al-Shura, al-Ikhwan al-Muslimun, and publishing houses, such as Dar Dimashq.
- 7) When a foreign book or journal title occurs in text, its first mention should be italic with the English translation (u/lc) in roman inside parentheses. Poems and articles require quotation marks instead of italics. In notes we require only the transliterated title, with translation an optional addition.
- Follow English capitalization rules for transliterated titles. Capitalize all terms—with the exception of articles, prefixes, coordinating conjunctions, and prepositions. Use italics to indicate a book, newspaper, or periodical. Do NOT add diacritical marks, but do add *‘ayn* and hamza. Ex. *Ma‘alim fi al-Tariq, Faysal al-Tafriqa bayn al-Islam wa-l-Zandaqa.*
- 8) For colloquial Arabic, refer to a dictionary. For Egyptian and related dialects, the source of choice is Martin Hinds and El-Said Badawi, comp. *A Dictionary of Egyptian Arabic: Arabic-English* (Beirut: Librairie du Liban, 1986).