Fons Vitae Style Guide for Authors and Translators

Preparation of Manuscripts

Please prepare your manuscripts in the simplest way possible, with little or no formatting. Do not use custom styles for headings and subheadings, avoid bold, special spacing, small caps, and italics (except where indicated below). Note that "formatting" your document will prolong the publication process, as it takes time for the editors and typesetters to undo this formatting. The use of a unicode font (see below) is *extremely* important; if you need such a font, or would like more information on using shortcuts (in the event that your manuscript has numerous transliterations), please contact your editor at Fons Vitae. The typesetter will design and layout the book in keeping with the Fons Vitae house style. You *will* have an opportunity to look at and comment on the book during the editing process, after it is typeset, and before it is printed.

Notes and Bibliographies

You will inevitably come across references that do not fall within the guidelines below. In this event, please include as much information as possible. For example, if you are uncertain if using Ibid. is appropriate, list the full citation information. It is *always* easier for an editor to delete information than to contact you and request that you locate it. If you have reference information that is not mentioned below (such as unpublished works, theses, etc.), include all the information you have, and your editor will put it into the proper format.

Please do your utmost to adhere to the guidelines that follow. If you have any questions, do not hesitate to contact Fons Vitae for clarification. For general style matters, Fons Vitae follows *The Chicago Manual of Style*, 15th edition (with some exceptions); for rules of transliteration, Fons Vitae adheres to Brill (as outlined below).

Fons Vitae House Style Guidelines

Font: use a unicode font (Arial Unicode MS or Palatino on the Mac is useful). Please contact Fons Vitae before starting on your manuscript if you are unclear about this, or need a font.

[Note that your manuscript will not be typeset in this font; use of this font is expedient during the preparation process only.]

Spelling: use American English (the *Oxford American Dictionary* is preferred).

Foreign words and expressions listed in the *Oxford American Dictionary* are considered naturalized English words and need not be italicized.

Place names: use *Merriam Webster's Geographical Dictionary* (Third edition). Names of institutions, buildings, and geographical locations should be in roman.

Foreign place names: only transliterate names that are not known in English, or have not been Anglicized (for example, Riyadh *not* Riyāḍ).

Capitalization: Aside from the standard case in which capitals are required or customary (such as the names of God, al-Raḥmān, al-Raḥīm), please use discretion when capitalizing terms. For example, if one meaning is clearly intended (heaven, hell, paradise, divine), refrain from capitals, as overuse makes reading difficult.

Commas and periods: place these within quotations (either single or double).

Use the serial comma (apples, oranges, and bananas).

Quotations: use the "American style" for quotations within quotations: double, single, double.

Use smart quotes: " and '

Block indent quotations of 45+ words [or note with {BQ} before and after the quotation].

Quotations from the Qurʾān are treated differently than quotations from ordinary books. These should be in italics (not bold) and should not have quotation marks. Please clarify what English translation/interpretation is being used; avoid Old English (i.e., change thee and thou to modern pronouns). For citation style, see below.

Abbreviations: Avoid using abbreviations in the text; use abbreviations sparingly in parenthetical material.

Use standard abbreviations (ed., vol., no., and pp.) in bibliographies (as below).

Page numbers: use p. and a space before the number (p. 15 and pp. 15–27).

Write out inclusive numbers: pp. 166–167 and use en-dash between them.

Dates: AH and CE. Use small caps without periods. Use only when necessary to avoid ambiguity, placing AH first, then CE: (AH 61/650 CE).

For regnal dates: (r. 1112–1124 CE)

Circa: use c. only (not ca, not italics): (d. c.650/1252) [note no space between c. and the date].

For death dates: (d. 650/1252) [for an accurate date converter, see

http://www.calendarhome.com/converter/]

For modern dates, use the following forms:

24 February 1625 and February 1625

1620s [note no apostrophe]

1624–1626

Numbers: Write out numbers up to and including one hundred, as well as any numbers that can be written in two words. (The exception to this rule occurs when a heavy cluster of numbers appears within a single sentence or paragraph, in which case numerals should be used.) Spell out fractional amounts (e.g., two-thirds). Some examples:

2,345 (but: p. 2345)

5 million, 50 million (no hyphen), $50 million

2d, 3d

5 percent

fifty miles

nineteenth century (*not* 19th century), for AH and CE centuries: (second/eighth century)

fifty-four years

Footnotes and Endnotes: please use the automatic features in Word to insert footnotes or endnotes. Do not be concerned about the formatting of the note number, indentation, etc., as this will be handled by the typesetter.

Transliteration: as written, not as pronounced (i.e., *al-shams* and not *ash-shams*).

Arabic names: Use al- with names (al-Ṭabarī) and do not capitalize al- unless it is at the beginning of a sentence.

Write compound names with Allāh as one word: ʿAbdallāh and Hibatallāh, and other compound names as two words: ʿAbd al-Raḥmān.

No initial hamza: *al-amr*.

Elide according to the rules of classical Arabic: *wa-l-kitāb*, *fī l-masjid*, Muḥyī l-Dīn (per Brill transliteration system).

Avoid English suffixes such as –ite and –ism. For example, use Shīʿa (for nouns) and Shīʿī (for adjectives).

For the customary blessings upon prophets, you may use an abbreviation and your editor will arrange to have the typesetter insert the appropriate glyph (please be consistent in whatever abbreviation is used).

Foreign words should be translated and the original word transliterated and italicized and placed between parentheses at first occurrence, for example, piety (*taqwā*), wherever possible. Thereafter the English translation should be used.

Arabic words that cannot be accurately translated into English should be transliterated and used in italics at each occurrence.

Persian and Turkish names and terms: contact Fons Vitae for a transliteration table for Persian, Ottoman and modern Turkish.

Contemporary names (i.e., figures who lived the majority of their lives after 1900–):

If an author writes only in Arabic, Persian, or Turkish, transliterate.

If an author has been published in English or has had a work translated into English, use what is in print.

Ibn: Use in this form (written out) *only* if it is part of the commonly known proper name, for example, Ibn Sīnā.

Within a name, change ibn to b. and bint to bt. (ʿUmar b. al-Khaṭṭāb and ʿĀʾisha bt. Abī Bakr).

English or Arabic? Preference is given to English names for angels, prophets (Jesus rather than ʿĪsā), and God (rather than the Arabic word Allāh). Please remember that our aim is to make the work accurate and readable, and easily accessible to native English speakers. If there is no benefit to using a foreign term, choose the English (for example, between Ṣaḥāba and Companion, the English is preferred).

Foreign names: For names with particles, use the following list when possible (also see *CMS* chapter 8).

Part of the name and **capitalized**:

Flemish and Dutch	De, Den, Ten, Ter, Van, Ver
French	L', La, Le, Les, Des, Du
Italian and Spanish	Della, La, Las, Lo, Los

Not part of the name and **not capitalized**:

Flemish and Dutch	het, s, t', van
French	d', de
German	am, an, im, in, von , zu, zum, zur
Italian	da, dal, de, de', degli, dei, di
Portuguese	da, das, de, do, dos, as, os
Spanish	da, das, de, do, dos

References to the Qur’ān:

References to the Qur’ān should appear in the text (rather than in the footnotes or endnotes) whenever possible. Please write these as Q. followed by a space, then the chapter number in Arabic numerals, followed by a colon and the verse number, also in Arabic numbers: Q. 3:21.

In text, there is no need for the Q. if it is clearly a quotation from the Qur’ān. Place the citation between parentheses and followed by a period: *Truly it is God who causes the grain and the fruit-kernel to sprout* (6:95).

If the quotation is longer than forty-five words and indented, place the citation after the period, in parentheses with no following punctuation, as below.

> *Truly it is God who causes the grain and the fruit-kernel to sprout. He brings forth the living from the dead and brings forth the dead from the living. Such is God. So where are you tending in error? It is He who causes the dawn to split forth, and has ordained the night for repose, and the sun and the moon for reckoning time All this is determined by God the Almighty, the All-Knowing.* (6:95–96)

Ḥadīth references:

Please contact your editor for a list of preferred editions and abbreviations for the major *ḥadīth* works. It is not sufficient to cite, for example, Bukhārī, and a book number, or a *ḥadīth* number. The specific printed edition must be cited. For formatting, see notes on citing volumes.

Footnotes and Endnotes:

Do not invert the name.

Standard format (occurs on first citation only, thereafter write in shortened form):

> First Last, *Title* (City: Publisher, year of publication), p. 45.

> Sewell Wright, *Evolution and the Genetics of Populations*, vol. 2, Theory of Gene Frequencies (Chicago: University of Chicago Press, 1969), p. 129.

Shortened note form: Last, *Shortened Title*, p. 45. For the above title:

> Wright, *Evolution*, p. 135.

Ibid. should appear in roman with a period. If it is followed by a page number, then Ibid., p. 54.

Please be careful to use ibid. *only* after a single citation appears above. If it is likely that the manuscript will undergo substantive changes and footnotes may be moved, do not use ibid., write out the shortened form. [Please do not use op. cit. and loc. cit., use the shortened note form instead.]

Bibliographies

Prepare your bibliography in the form of a double-spaced list. Works should be arranged alphabetically by the last name of the author; multiple works by a single author should be listed in alphabetical order.

Information needed:

1. Titles of works in full, include subtitles if they are informative. Italicize all titles.

2. Specify the edition if it is other than the first. Note if you are citing a reprint or a revised edition.

3. Give the number of volumes of multivolume works. Give the volume number, where appropriate, for works in a series.

4. Give names of editors and translators in full.

5. Give place, name of publisher, and date of publication. (If this is unavailable, substitute N.p. for No place, and n.d. for no date.)

Standard form:

Last, First. *Title*. City: Publisher, year of publication.

Pelikan, Jaroslav. *The Christian Tradition: A History of the Development of Doctrine*. Vol. 1, The Emergence of the Catholic Tradition. Chicago: University of Chicago Press, 1971.

Sample Bibliography Entries:

[Foreign book titles]

For works cited from European languages, capitalize all words of the title and italicize.

In non-European languages, capitalize only first word and italicize all, e.g., *Futuḥāt al-makkiyya*.

[Translation]

Cassirer, Ernst. *The Philosophy of the Enlightenment.* Translated by Fritz C. A. Koelln and James P. Pettegrove. Princeton: Princeton University Press, 1951. English translation of *Die Philosophie der Aufklärung,* first published in 1932.

[Multivolume book]

Gay, Peter. *The Enlightenment: An Interpretation.* 2 vols. New York: Knopf, 1966–1969.

[Edited collections and articles in edited collections]

Porter, Roy, and Mikulas Teich, eds. *The Enlightenment in National Context.* Cambridge, U.K.: Cambridge University Press, 1981.

Haakonssen, Knud. "Natural Jurisprudence in the Scottish Enlightenment: Summary of an Interpretation." In *Enlightenment, Rights, and Revolution: Essays in Legal and Social Philosophy,* edited by Neil MacCormick and Zenon Bankowski, pp. 36–52. Aberdeen: Aberdeen University Press, 1989.

Wood, Allen W., "The Enlightenment." In *The Encyclopedia of Religion,* edited by Mircea Eliade, et al., vol. 5, pp. 109–113. New York: Macmillan, 1986.

Multiple works by one author: please list full author name for each title. Your editor will format this according to the house style.

Arabic names: invert, for example, Ṭabarī, Ibn Jarīr al-.

Translations of published book titles should appear in italics and caps:

Trans. Mostafā Badawī, *The Book of Assistance*.

For translations of unpublished works, use roman and lowercase: *Kitāb al-bukhalāʾ* [The book of misers].

Periodical Literature

Information needed:

 1. Give the title of the article in quotation marks in roman.

 2. Give full titles of periodicals in italic.

 3. Give volume number in Arabic numerals; give the year in parentheses.

 4. Give the entire page range of the article.

[Journal article standard bibliography form]

  Tomaselli, Sylvana. "The Enlightenment Debate on Women." *History Workshop* 20 (1985): 101–125.

Electronic sources: should be used only in addition to printed books. Electronic sources are not accepted on their own (exceptions may be made for sources that are not published and only available online).

Transliteration Table

Arabic letter	English [unicode]
ء	ʾ 02be
ا	ā 0100 / Ā 0101
ب	b
ت	t
ث	th
ج	j
ح	ḥ 1e25 / Ḥ 1e24
خ	kh
د	d
ذ	dh
ر	r
ز	z
س	s
ش	sh
ص	ṣ 1e63 / Ṣ 1e62
ض	ḍ 1e0d / Ḍ 1e0c
ط	ṭ 1e6d / Ṭ 1e6c
ظ	ẓ 1e93 / Ẓ 1e92

Arabic letter	English [unicode]
ع	ʿ 02bf
غ	gh
ف	f
ق	q
ك	k
ل	l
م	m
ن	n
ه	a [Sunna]
ة	a / at
و	w
ي	y
ى or ا	ā [*taqwā*]
و	ū / uww 016b / Ū 016a [Mūsā, *nubuwwa*]
ي	ī / iyy 012b / Ī 012a [Ibn Taymiyya]
وَ	aw [*ṣawm*]
َي	ay [*khayr*]

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Unicode Font Table

On a Mac, select the Unicode Hex Input, or use a Unicode font such as Arial Unicode or Palatino (and Option).

On a PC, use Alt (instead of Option) and the numbers from the numeric keypad.

Ā = Option + 0100	Ḍ = Option + 1e0c
ā = Option + 0101	ḍ = Option + 1e0d
Ī = Option + 012a	Ḥ = Option 1e24
ī = Option + 012b	ḥ = Option + 1e25
Ū = Option + 016a	Ṣ = Option + 1e62
ū = Option + 016b	ṣ = Option + 1e63
ʾ = hamza = Option + 02be	Ṭ = Option + 1e6c
ʿ = ayn = Option + 02bf	ṭ = Option + 1e6d
	Ẓ = Option + 1e92
	ẓ = Option + 1e93