

Simple Guide for Authors*

We are trying to follow the IIIT style-sheet for our publications (slightly changed form to make it easier in few cases). For details, please follow the book by IIIT ("A Guide for Authors, Translators and Copy-editors: IIIT Style-sheet", *The International Institute of Islamic Thought (IIIT)*, London office, UK, ISBN 1-56564-282-1 paperback, 2002).

We would urge the authors to give special attention to the followings:

1. The list of words which must be spelled in a certain way regardless of usage elsewhere.
These words must not be italicized:
 - Write:
 - Allah, Muhammad, Makkah, Madinah
 - please do not use other variant spellings.
 - Common nouns of Arabic origin which have a unique referent are written with initial capitals and, in most cases, will take the definite article:
 - the Qur'an
 - Qur'anic
 - the Sunnah (meaning the Sunnah of the Prophet)
 - the Shari'ah (meaning the Islamic Law)
 - the Hadith (meaning the whole corpus of hadiths)
 - the Ka'bah
 - the Ummah
 - the Hijrah (meaning the hijrah of the Prophet from Makkah to Madinah)
 - Common nouns not of Arabic origin but mostly translations of Arabic/Qur'anic concepts will take definite article with initial capital:
 - the Revelation (meaning the Qur'an)
 - the Law (meaning the Shari'ah)
 - the Garden (meaning Paradise)
 - the Fire (meaning Hell)
 - the Last Day, the Day of Judgment
 - the Hour, the Day (meaning the Last Day)
 - Months of the Islamic Calendar, Festivals:
 - Muharram, Safar, Rabi' I, Rabi' II, Jumada I, Jumada II, Rajab, Sha'ban, Ramadan, Shawwal, Dhu al-Qa'dah, Dhu al-Hijjah, 'Id al-Fitr, 'Id al-Adha
 - Names of Schools, Sects, Dynasties:
 - Mu'tazilites (not Mu'tazilah), Umayyads, Abbasids, Ottomans, Kharijites, etc.
 - Common nouns of Arabic origin, in general usage – are not italicized, nor written with initial capitals or diacritical marks:
 - 'alim ('alims), dhikr, fatwa (fatwas), fiqh, hadith (hadiths), hijrah, hajj, ijma, Ijtihad, imam (imams), jihad, jinn, mufti (muftis), Qiblah, salah, surah (surahs), Zakah
 - Use Muslim (not Moslem or others), Ramadan, etc.

- The names of the prophets should be given in the established English spelling and give the Qur’anic name in round brackets after first occurrence of the English name. For example: Noah (Nūh).
 - Author names might have different in different sources and try to follow the popular spelling. If the book contains different style of the author, then use braces to clarify. For example: al-Mawdūdi (Mawdoodi), etc. It is preferable to name the famous persons properly.
2. IIT publications and we follow standard American (U.S.) conventions, rather than British. For example, the American practice retains the full-stop if the abbreviation contains the last letter of the word, like: ed. (editor), eds. (editors), edn. (edition). A list of some of the most common words spelled differently than in British English is given below:

behavior benefit, benefiting, benefited
 caliber center color, coloring, colored cooperate/cooperation
 defense (noun), defenseless dialog/dialogue
 epilog/epilogue
 favor, favorable, favoring, favored flavor, flavored
 fulfill, fulfilling, fulfilled
 gray (**not** grey)
 honor, honorable, honoring, honored
 installment
 jail judgment
 labeled level, leveling, leveled
 marvelous meager meter, centimeter, kilometer, etc. modeling
 offense (noun)
 practice (verb and noun), practicing program
 signaled skeptic(al) skillful, skillfully, skillfulness succor
 unraveled
 valor
 worship, worshipping, worshiped, worshiper

3. **Italics:** Generally, try to avoid the use of italics whenever possible. To indicate emphasis of a word in the sentence – you may use italics. For bibliographical information, italics must be used for the titles of books and journals. Author names, titles of articles in journal or title of chapter, title of essay, etc. can not be italicized.
4. **Quotations:**
- Short quotations (less than three lines) must be enclosed within double quotation marks and set within the main text.
 - Long quotations or ‘excerpts’ (three lines or more) must be set off from the main text as a distinct paragraph and indented from both the left and right margins.
 - Ellipses (omissions from quoted text) must be indicated by three consecutive unspaced dots, and without the addition of spaces either side of the dots.

- Quotations from the Qur'an may be selected from one or more reliable, existing translations, and archaic forms ('thee', 'ye', etc.) in existing translations should not be reproduced.
 - Quotations from the Qur'an will be in round brackets, i.e. (2:228) - (**not** (*surat al-Baqarah*: v.238) or other variations).
 - To indicate a range of numbers, use the en dash.
 - To indicate multiple references, separate them by a semi-colon (;), not by a comma. The full stop (period) of a sentence that ends a short Qur'anic quotation is written **after** the brackets, like:
Allah (SWT) says: "Whoever doeth right..." (16:97).
5. Regarding name with 'ibn': start with capital, midway small, like: Ibn Taymiyyah or Ahmad ibn Taymiyyah.
 6. The word 'prophet(s)' must be used without an initial capital unless it follows a proper name. For example:
All the prophets brought the same message.
The Prophet (PBUH) said... Prophet Muhammad (SAAS) said...
 7. 'the Prophet' by default now means 'Prophet Muhammad'.
 8. You may use 'PBUH' or 'SAAS' after Prophet Muhammad within braces. Similarly, you may use 'SWT' in braces after Allah.
 9. For referencing, try to use 'humanities style', not the 'author-date style'.

We need to keep in mind that not only Muslims will read your article or book, but also many non-Muslims or people who do not aware of the Islamic vocabularies. Therefore, we urge to consider this in mind.

Once you submit your manuscript, you give the right to the Editorial Board in order to edit or reduce the size of your manuscript (up to a limit when necessary). For major change in content, we will inform you. Please use proper referencing and citation these within the text.

May Allah guide us to be careful in doing our deeds with the best-possible way.

*Abridged version from the book mentioned above.