

# AKU–ISMC Style Guide

## Abbreviations

- Use full words rather than abbreviations in the body of the text.
  - ‘for example’ rather than ‘e.g.’
  - ‘that is’ instead of ‘i.e.’
  - ‘and so on’ instead of ‘etc.’
- If you are using abbreviations, use full stops where appropriate.
  - For example: i.e., etc., et al.
- Contractions ending with the same letter as the original word do not take a full stop.
  - For example: Mrs, Dr
- No full stops should be used in upper-case abbreviations.
  - For example: US, UK
- Abbreviated units of measurement should be SI standard. These do not have full stops and do not take a plural ‘s’.
  - For example: 1km, 2kg, 3L

## Accents, diacritics and special characters

- When you are typing your manuscript, use Unicode for all special characters, including letters with accents or diacritics.
- To select a Unicode character in MS Word, go to the ‘Insert’ tab and click on ‘Symbol’, and choose it from there.
  - The commonest fonts include single precomposed characters. Use these rather than combinations of characters and symbols.
  - For example: for ‘ū’, use the character of u with a bar above it from the Symbol menu, instead of combining the letter u with a macron.
- Do not copy and paste special characters from the internet or a pdf document: this introduces hidden code gremlins that cause problems during typesetting and might delay publication of your book.
- Highlight in yellow the first occurrence of letters with accents and diacritics and any foreign, special or IPA characters.

## Ayn (‘) and hamza (’)

- Use curly apostrophes for ayn and hamza.

See also: *Transliteration for non-Roman alphabets*

## Bibliography and citation style

- The most important thing is to use one style consistently throughout your book.
- The style AKU-ISMC favours is modeled on the APA style.  
Examples

Book:

Cashmore, Ellis (2014), *Celebrity Culture*, 2nd edn, New York: Routledge.

Book article:

Harvey, Graham (2004), 'Performing and Constructing Research as Guesthood in the Study of Religions', in L. Hume and J. Mulcock (eds), *Anthropologists in the Field: Cases in Participant Observation*, New York: Columbia University Press, pp. 168–82.

Repeated year entry:

Harvey, Graham (2014a),...

Harvey, Graham (2014 b),...

Journal/Magazine article:

Dusuki, Asyraf Wajdi, and Nurdianawati Irwani Abdullah (2007), 'Maqasid al-Shari'a, Masalaha, and Corporate social Responsibility', *The American Journal of Islamic Social Science* 24(1), pp. 25–45.

Thesis:

El Kohly, Samha Amin (1953), 'The Function of Music in Islamic Culture (in the period up to 1100 AD)', PhD thesis, Edinburgh University.

Blog/online pub:

Yusuf, Sami (2006), 'Open Letter from Sami Yusuf to Yvonne Ridley', <https://turn-toislam.com/community/threads/open-letter-from-sami-yusuf-to-Yvonne-rdiley.4215/#post-20713> (last accessed 5 July 2021).

Video:

TRTWorld (2016). Interview with Maher Zain and Mustafa Ceceli on the programme 'Showcase', 24 June, <https://www.trtworld.com/video/showcase/showcase-exclusive-maher-zain-Mustafa-ceceli/5a40bcc441736a1f528aca4d> (last accessed 11 February 2019).

- Citations should be formatted as footnotes
- References in the citations should, whenever possible, refer back to an entry in the Bibliography (the idea being that all the bibliographic nitty gritty is contained there).
- Citation style should be: Name, date, and page numbers (if relevant, and if not already mentioned in the bibliographic entry).

Examples:

Cashmore 2014.

Harvey 2004: 32.

TRTWorld 2016; Harvey 2014a; Dusuki and Nurdianawati 2007: 26.

See also: *Notes*

## Capitalisation

- Keep capitals to a minimum.

### When to use capitals

- Full caps for acronyms, e.g. NATO, USA, TV.
- Small caps are only used for eras: BH, AH, CE and BCE.
- Capitalise 'Chapter' for internal cross references.
- Capitalise to distinguish specific from general
  - For example:  
'She is a professor at the University of Edinburgh.'  
'She is Professor of Literature at the University of Edinburgh.'

## Dates

- Write dates as: day of the week, comma, dates as Arabic numeral, full name of the month, full year in numerals.
  - For example: Monday, 11 November 2019
- Decades do not take an apostrophe before the 's'.
  - For example: the 1930s
- For date ranges, use an en rule with no spaces.
  - For example: 1999–2001, 2005–18, 9–15 August 1984.

See also: ***En rules; Numbers***

## Eras

- For the Christian eras, use CE and BCE.
  - CE and BCE follow the year.
  - Do not use CE from the year 500 onwards (unless it is important in the context of the book).
- For the Islamic dating system, use AH and BH.
  - AH and BH follow the year.
    - For example: 1440 AH, 16 BH
- If the date is approximate, indicate this with 'c.'
  - For example: 'c. 1984'

## Definite article – using 'the'

- Use a lower-case 't' before names of associations, companies, institutions and other bodies.
  - For example: Edinburgh University Press is a fully owned subsidiary of the University of Edinburgh.
- For newspapers and periodicals, follow the use of 'the' in the title.
  - For example: the *Daily Mail*, *The Guardian*

## Ellipsis

- Use a space before an ellipsis
- Use either a space or the appropriate closing punctuation (for example, a closing quotation mark or bracket) after an ellipsis.
- Avoid following ellipses with a full stop or a comma.

See also: ***Quotations***

## Emphasis

- Do not use italics for emphasis. You should use your wording and grammar to emphasise words and phrases.

## En rules

- Use en rules with a space either side in text.
- Use unspaced en rules wherever the dash can be interpreted as 'to'. This includes date ranges.

## Examples

### *En rule as parenthetical dash*

Burns refers to one such collection – generally believed to be Joseph Ritson’s *Select Collection of English Songs* – in his letter to Moore as being his ‘vade mecum’.

### *En rule for ranges*

- Dates: 1900–1, 1900–10, 1910–18, 1923–4
- Pages: pp. 368–71
- Note: do not write ‘from’ before a range joined with an en rule.

See also: ***Numbers***

## Hard Returns

- Do not introduce hard returns in the course of a paragraph unless you want a full line space to appear.

## Headings and sub-headings

- Use as simple a hierarchy as possible. Use a maximum of 3 levels of heading.
- Set in bold.

## Hyphenation

- Keep hyphenation to a minimum.
- Use hyphens for compound adjectives.
  - For example: A nineteenth-century building (but, a building of the nineteenth century)
- Hyphens are not used for adverbs.
  - For example: An early century building

## Italics

- Only italicise what is necessary.
- Use italics for foreign words, except when part of a foreign-language quotation or when the word has been assimilated into the English language.
- Italicise titles of newspapers, journals, plays, books, films, works of art and names of ships.
- Do not italicise the names of institutions or associations.
- Do not italicise for emphasis.
  - See also: ***Emphasis***
- Do not italicise ‘see’ and ‘see also’
- Do not italicise surrounding punctuation marks.

## Legal cases

- When citing legal cases, set the parties’ names in italics and use ‘v.’ in roman between them.
  - For example: *Roe v. Wade*.

## Legal issues

- If there is any danger of text being interpreted as libellous, err on the side of caution.
- Do not make personal criticism of living individuals without very careful consideration of the possible legal consequences.

## Notes

- All notes should appear as footnotes, using Word's footnote function.
- Avoid notes to headings.
- Please avoid 'op. cit.', 'loc. cit.', 'idem' and 'eadem'.
- 'Ibid.' (note: full point, not in italics) can be used to refer to the immediately preceding reference, or part of it, indicated by the page number.
- Do not use 'ibid.' if there are two references in the preceding note as this is too confusing.
- For clarity, give a page number each time you use 'ibid.'
  - For example:
    1. Smith, *The Book*, p. 19.
    2. Ibid. p. 19.
    3. Ibid. p. 23.
    4. Ibid. p. 24.

See also: ***Bibliography and citation style***

## Numbered lists

- All numbered lists should be numbered '1.', '2.' and so on.
- Do not use letters or roman numerals.
- Parentheses around numbers can be used in running text
  - For example: I saw (1) an elephant and (2) a mouse
- Parentheses should not be used for note indicators or in numbered lists.
  - For example:

I saw:

    1. an elephant
    2. a mouse

## Numbering system

- Number all figures, photographs and tables decimally by chapter, even in multi-author books.
  - For example: number the first table in Chapter 3 as Table 3.1.

## Numbers

- Ranges of numbers: omit any digits that are not necessary to understanding.
- Any number in the teens should show both digits.
  - For example: 3–6, 15–17, 23–4, 37–43, 44–101, 100–9, 115–17, 123–4, 137–43, 144–244
- Spell out numbers up to but not including 10 for technical books.
- Spell out words up to but not including 100 for more literary texts.
- Use commas, not spaces or full points, for large numbers.
  - For example: 6,000, 10,000

## Paragraphs

- Separate paragraphs using one line break (press ‘return’ on your keyboard).
- Do not use lines of asterisks or other symbols to separate text.
- Do not indent your paragraphs.

## Possessives

- Use ’s for words ending in ‘s’, unless the name ends with an ‘iz’ sound.
  - For example: Fawkes’s, Woods’s, James’s, Dickens’s, Descartes’s, but Lis’
- Certain historical names are conventionally excluded from this rule.
  - For example: Moses’, Rabelais’, Socrates’

## Quotation marks

- Use curly rather than straight quotation marks.
- Use single quotation marks throughout, with double quotes for a quote within a quote.
  - For example: ‘Newman attempts to salvage the “ultimate horizon for radical politics” offered by anarchism.’
- Extract quotations have no quotation marks. Any quotes within an extract quote will therefore have single quotation marks.
- A few philosophical and linguistics texts use quotation marks for different, specialist purposes.
- If the author you are quoting has used a mixture of straight and curly quotation marks, there is probably a reason for it (other than poor typesetting). If this is the case, follow the original author’s usage.

## Quotations

- Quotations of more than 40 words should be treated as extracts.
  - Type long quotes (40 words or more) in their own paragraph and indent them.
- Don’t use an introductory ellipsis.
- It is acceptable to use a concluding ellipsis.
- Use original spellings. Add [*sic*] if necessary.
- Capitalise quotations according to the standard rules of capitalisation.
- Include the source of the quote, following the guidelines set out by your chosen citation style.  
See also: ***Bibliography and citation style***

## References

See: ***Bibliography and citation style***

## Serial comma (or Oxford comma)

- Do not use the serial (or Oxford) comma unless absolutely essential for clarity.
  - For example: ‘I bought apples, bananas and pears.’ – No serial comma required.
  - For example: ‘They sent gifts to Jane’s sons, Giorgio Agamben, and Jia Zhangke.’ – serial comma desirable for clarity.

## Sexist usage

- Try not to overuse ‘he and she’. Reword to avoid using pronouns in some instances.
- Consider using the plural ‘they’ if it seems appropriate.
- If rewording is not possible, it is preferable to use ‘he or she’, not ‘s/he’ or ‘he/she’.
- Avoid using the word ‘Man’ to refer to the species and in stereotyped clichés.
  - For example, do not say: ‘they decided he was the right man for the job’.

## Spaces

- Use **one character space between sentences** (after the full stop), not two.
- Close up figures and abbreviated measurements.
  - For example: 20km, not 20 km.

## Spellings

- Use British spellings. Use -ise, -yse -our endings.
- We favour the following: benefited, focused, connection, premise, medieval.

## Tables

- Tables should not contain anything that a typesetter cannot set using a keyboard.
- Present tables one per page.
- Indicate the ideal location on the page of a table, but please note that the typesetter may not be able to place it exactly where indicated. If this is likely to cause a problem, please indicate what would and would not be acceptable.
- If the table has any notes, they should be indicated in the table by superscript a, b, c and so on. Do not use asterisks, daggers or other symbols. Supply the notes under the table together with source information.
  - See also: *Notes*
- Please check carefully that the tables tally exactly with the text in the use of abbreviations, units of measurement and content, and check that any totals are correct.

## Transliteration for non-Roman alphabets

- Our house style follows *IJMES* guidelines and we favour no diacritics in the main text.
- [Visit the \*IJMES\* page to find the transliteration guidelines](#)

## General transliteration notes

- Consistency is key.
- You are responsible for the consistency and accuracy of the transliteration in your submitted manuscript.
- Corrections at proof stage are costly and will likely delay the publication date.
- Reviewers will notice and pick you up on any mistakes, which may damage your book’s reputation.

See also: *Accents, diacritics and special characters*

## Web addresses

- Do not manually underline web addresses.
- Do not include terminal punctuation, as this could confuse someone typing the address into their computer.
  - For example: `www.edinburghuniversitypress.com`