

# AKU-ISMC Publications

preparing and submitting your manuscript



# Submitting and Preparing your Manuscript

## The Basics

- Word Document
- Double-spaced
- Notes formatted as footnotes
- Bibliography at end of document
- NO images embedded in Word document, but instead place them in a separate folder with a separate Word document for captions, and another folder for permissions
- Use Tabs only to indent a quoted extract

## Key style points

- British English: this is the default language style for AKU-ISMC publications, but if you are not very familiar with British styling, then our editors will do all the fine-tuning of spelling. However, it would be a big help editors if you did do the below:
- Use single quote marks for quotations or other uses of quote marks (obviously for a quote within a quote, the double quote marks should be used)
- Use *italics* for all non-English language terms. Use **bold** for headings.
- Use Unicode for all special characters, including letters with accents or diacritics. (If you can type them in on your keyboard or find them in the special characters table of Word, then they should be fine.)
- For transliterations use the IJMES system.
- For non-Roman characters (such as non-transliterated Arabic, Farsi or Urdu), please use a font created for these scripts. Don't drop them in as images.
- Do not use serial commas (also known as the Oxford comma)
- More details can be found in the AKUISMC Style Sheet.pdf

# Bibliography and Citations

For everyone's sanity we need ONE style for the bibliography and footnotes. The style AKU-ISMC favours is modeled on the APA style and we propose using this adapted style as shown below.

## Bibliography Style

### **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 (2014b),...

### **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-ridley.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).

## Citation Style

All citations in the footnotes should, whenever possible, refer back to an entry in the bibliography (the idea being that all the bibliographic nitty gritty is contained there).

So, the bare minimum of bibliographic information in the footnotes. Name, date and page numbers (if relevant, and if not already mentioned in the bibliographic entry).

This leaves more room for a discursive element (if wanted) in the footnote.

### Examples:

Cashmore 2014.

Harvey 2004: 32.

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

If in doubt about the implementation of this system when you are compiling your bibliography, don't hesitate to contact us about it.

# Images

## Permission

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## What publishing rights are needed?

If you are asked this question, then the answer is **World English** – meaning that the paper will appear in English language and be distributed globally. (If the book was going to be published in multiple languages, then the rights would be World All Languages.)



**Caption:** Fig. 1. Syria and Palestine Group B match, 2019 AFC Asian Cup, 6 January 2019. Courtesy Fars Media Corporation.

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## Captions and Image Referencing

- Create a separate Word document with the captions. Information here should include:
  - Description
  - Credit line
  - B&W or Colour
  - Desired size
- Number the images: Fig. 1, Fig. 2, Fig. 3, etc
- In the paper's main discussion, figure references should be inserted for each image, either in brackets: (Fig. 1) OR if you want to refer to it directly in the sentence: In Figure 1 there is ...
- References should be in the main discussion (and not in headings or in footnotes)

## Delivery

When you are finally ready to submit your paper, here is what we will need from you.

- Word document of the paper, double-spaced and notes formatted as footnotes; bibliography at the end
- Separate Word document for image captions
- Folder containing any images
- Folder containing any permissions

### How to deliver?

Well, hopefully it can all be attached to an email. But if not, then we recommend using a free internet courier like WeTransfer.

Finally, if in doubt about any of the above processes or elements of style, please do not hesitate to contact us at the Institute:

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