

Note for Contributors & Style Guide

META has an online system for the submission and review of manuscripts. Please submit all contributions online at:

<http://meta-journal.net/about/submissions>.

Note, before sending in your contribution, please ensure that the following guidelines for submissions have been followed. This is very important as it minimizes the workload and reduces the turnaround period for your contribution.

1) Ensuring a blind review

To ensure the integrity of the blind peer-review for submission to META, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. Therefore, delete your name and institutional affiliation from the text and the file properties.

Instead, the online system will ask you to fill the essential metadata into the input mask on the submissions page:

- Name of the author(s)
- Affiliation
- Bio statement: Please provide some information about your general research interest and your research discipline. Include your name, position, institutional affiliation, website, e-mail and phone number. (50-100 words)
- Title of the contribution
- Abstract: Maximum 100 words
- Key words: 4-6
- You can also upload additional files (optional appendix)

2) General format

META's style sheet follows the guidelines of **MLA style (third edition, 2008)** with certain modifications. Submit your manuscript in a format such as **Microsoft Word, Rich Text format** or **Open Document**.

a) Font

Use a Unicode font such as Arial Unicode MS. (This font comes with MS Office). Do not use Times Beirut Roman. You can also use fonts under a free license such as DejaVu (dejavu-fonts.org). We recommend using a font size of no less than 11 pt.

3) **Structure**

Middle East – Topics & Arguments is an interdisciplinary journal. Thus, explain any concepts and terms that are specific for your discipline. Keep the language as simple as possible, but as complex as is necessary for your argument. Use short headings (in bold scripture) for structuring your text (without numbering). You may also use bullet points for lists.

Please ensure that the entire manuscript is double-spaced, including text, notes, and bibliographical references. Pages must be numbered consecutively.

a) Length of articles

The approximate maximum number of characters (including spaces) for articles:

<i>Focus:</i>	18,000 to 30,000 (approx. 2,800 to 4,600 words);
<i>Meta:</i>	18,000 to 30,000 (approx. 2,800 to 4,600 words);
<i>Off Topic:</i>	18,000 to 30,000 (approx. 2,800 to 4,600 words);
<i>Anti/Thesis:</i>	10,000 to 20,000 (approx. 1,500 to 3,000 words) for each argument;
<i>Close Up:</i>	10,000 to 20,000 (approx. 1,500 to 3,000 words);
<i>Review:</i>	10,000 to 20,000 (approx. 1,500 to 3,000 words);
<i>Interview:</i>	10,000 to 20,000 (approx. 1,500 to 3,000 words).

4) **Language**

Submissions must be in English. We prefer submissions in **US English** but we will also accept UK English.

a) Titles and headings

In headings and titles, all words are capitalized except articles (such as “the”), short prepositions (such as “of”), conjunctions (“and”), and other particles (such as “to” in infinitive constructions). The first and last words of a title are always capitalized.

b) Translation and Transliteration

If there is an English term for a word, use it. Words in a language other than English should be italicized and translated when used for the first time, e. g. “*muthaqqaf* (intellectual)”. Please use Merriam-Webster’s Collegiate Dictionary (www.merriam-webster.com) to determine whether a foreign-language word has an accepted English spelling and if it does, spell it the way it appears there—for example, *mufti*, *jihad*, *shaykh*.

When using a word from a language written in non-Latin script, for which there is no English equivalent and no English spelling, it must be explained, italicized, and fully transliterated with diacritical marks (macrons and dots) as well as the Arabic letters ξ and ϵ .

For the transliteration style of Arabic, Persian, Ottoman Turkish, Modern Turkish and Hebrew, refer to the corresponding PDF document on the META homepage. It follows the IJMES and Iranian Studies style as well as the ALA-LC style.

However, when citing **personal names**, please only indicate only the Arabic letters ξ and ϵ by using the corresponding transliteration marks. If there is an accepted spelling of the person’s name in Latin script (e.g. if you name an author who is himself publishing in English), refer to the Latin spelling. The same rule applies to **places, political parties and organizations**—use the English name (e. g. *Cairo* instead of *al-Qāhira*) if there is one, otherwise only indicate the Arabic letters ξ and ϵ . This also applies to terms you assume to be known (e.g. *Bilad al-Sham* instead of *Bilād al-Shām*).

You can also use the original alphabet when you cite a poem or any other part of a text for which you feel the original script is more suitable or readable than the transliteration.

b.i.) Arabic:

Inseparable prepositions, conjunctions, and other prefixes are connected to the following word with a hyphen: bi-, wa-, li-, la-. When one of these

prepositions or conjunctions is followed by *al*, the *a* is dropped: fi-l-. The initial hamza is always dropped.

Use full endings only when transliterating poetry. The definite Arabic article is lowercase everywhere, except as the first word of a sentence or an endnote. Example: Al-Maghrib.

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. Example: Osama bin Laden, but Bin Laden, Ibn Khaldun, etc.

b.ii) Persian:

The ezafeh is written as –e after consonants, e.g. *kitab-e* and as –ye after vowels and silent final *h*, e.g. *darya-ye* and *khane-ye*. The silent final *h* is written, e.g. *Dowleh*. The tashdid is represented by a doubling of the letter, e.g. *takhassos*. The plural *ha* is added to the noun with a dash, e.g. *cheshm-ha*.

c) Emphasis

Any emphasis within the text is to be indicated in italics, including emphasizing words in quotations, while marking the emphasis as yours after the quotation: “Life is *short* (my emphasis).”

5) Illustrations, tables and graphics

You may include charts or pictures for which you hold the copyright, or which are in the public domain (which are unprotected by copyright or patent, and are subject to appropriation by anyone). Along with your submission, please provide proof that you are holding the usage rights for the respective illustration.

Indicate the source of any charts or pictures used. Illustrations, tables and graphics should be numbered consecutively in the text as Table 1, Table 2 etc., or Illustration 1, Illustration 2 etc. and additionally be given a title. The tables, illustrations and graphics are to be sent as extra documents (if applicable as GIF or JPEG files) to the issue editors (submissions@meta-journal.net). It is important that space markers for overviews, tables and graphical material in the text are numbered accordingly and that the numbers and titles are identical in the non textual files.

6) Quotation

Quotations of more than three lines should be indented, and are not enclosed in quotation marks. Quotations within quotations are enclosed in single apostrophes. Changes in quotations (additions) should be set in square brackets, elisions should be marked by three dots within square brackets, i.e. [...].

Use only **endnotes**. Endnotes should be used only for explanatory notes and further references; e.g. “For a contrasting view, see Said, *Orientalism*.” To keep the text reader-friendly, please use endnotes only occasionally.

Words and phrases in foreign languages within quotations are italicized as well.

a) Quoting Titles

Titles of monographs, collections and journals are italicized; titles of articles, essays, poems, etc. are bounded by quotation marks. A colon separates title and subtitle. Otherwise, the same rules apply as to titles in your document (see above).

7) Citation

Give citation information in the text, not in endnotes:

“Following from this, you begin to see the way in which the endorsement of cultural diversity becomes a bedrock for multicultural education policy in this country” (Bhabha 208). Bhabha distinguishes between diversity and difference (208).

The style used for citation information follows the style of the works cited list. For details please see the following section “works cited list”.

In some cases, like newspaper articles, films, or online works **with no page numbers**, or if an entire work is being acknowledged, it is preferable to incorporate the author’s name or work title into your sentence instead of using a parenthetical: “In Ed Wood...” or “Branch reports...”

8) Works Cited List

Include a “works cited” list at the end of the article. Do not add English translations of non-English titles. See the citation guidelines below for different types of publications (the in line citation style for each type of publication is indicated in brackets).

a) Monographs

By one author:

Said, Edward W. *Orientalism*. London: Routledge & Paul, 1978. Print.

(Said 56)

By two authors:

Farouk-Sluglett, Marion, and Peter Sluglett. *Iraq Since 1958: From Revolution to Dictatorship*. London: Tauris & Co., 2003. Print.

(Farouk-Sluglett and Sluglett 78)

By three authors:

Ashcroft, Bill, Gareth Griffiths, and Helen Tiffin. *Post-Colonial Studies: The Key Concepts*. 2nd ed. London: Routledge, 2007. Print.

(Ashcroft, Griffith, and Tiffin 24)

By four or more authors:

Guichard, Pierre, Jean-Pierre Cullivier, Pierre Toubert, and Georges Duby. *La Famille occidentale au Moyen Âge*. Bruxelles: Edition Complexe, 2005. Print.

(Guichard et al. 98)

b) Anthologies and Edited Volumes:

Dodge, Toby, and Steven Simon, ed. *Iraq at the Crossroads: State and Society in the Shadow of Regime Change*. Oxford: Oxford University Press and the IISS, 2003. Print.

c) Entries in Anthologies and Edited Volumes:

Marzolph, Ulrich. “The Pictorial Representation of Shi’i Themes in Lithographed Books of the Qajar Period.” *The Art and Material Culture of Iranian Shi’ism: Iconography and Religious Devotion in Shi’i Islam*. Ed. Pedram Khosronejad. London: I.B. Tauris, 2012. 74-103. Print.

(Marzolph, “The Pictorial Representation” 78)

If you use two or more works from the same anthology, you may create a complete entry for the collection and **cross-reference** the respective work:

Dodge, Toby. “Cake Walk, Coup or Urban Warfare: The Battle for Iraq.” Dodge and Simon 59-76.

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d) Two or more works by the same author (listed alphabetically):

Makiya, Kanan. "All Levels of the Iraqi Government Were Complicit." *Middle East Quarterly* XII.2 (Spring 2005): 81–87. Web. 3 Apr. 2013.

___. "Is Iraq Viable?" *Middle East Brief* 30 (September 2008). Web. 7 Apr. 2013.

___. *The Monument: Art and Vulgarities in Saddam Hussein's Iraq*. 2004 ed. London: I. B. Tauris, 1991. Print.

(Makiya, Monument 24)

(Makiya, "Is Iraq Viable")

e) Works by a Corporate Author:

Israeli Bureau of Statistics. *General Government Accounts—GFS Framework, 2000-2011*. The State of Israel, 20 May 2013. Web. 28 May 2013.

(Israeli Bureau 41)

Treat corporate authors (commissions, associations, committees etc.) just as individual authors.

f) A work without an author:

"Lebanon sets June 16 as election date." *Ya Libnan*. Ya Libnan LLC, 27 May 2013. Web. 28 May 2013.

("Lebanon")

Ignore any initial A, An, or The when listing anonymous works alphabetically. Do not include names of wire services or news bureaus.

g) Works Published in a Later Edition:

Said, Edward. *Representations of the Intellectual*. The 1993 Reith Lectures. 1996 ed. New York: Pantheon, 1994. Print.

h) Multi-volume Works:

Cook, Michael et al, ed.: *The New Cambridge History of Islam*. 6 vols. Cambridge: Cambridge University Press, 2010. Print.

(Cook et al., vol. 3) and (Cook et al. 3: 117)

i) Translations:

Dostoevsky, Feodor. *Crime and Punishment*. Trans. Jessi Coulson. Ed. George Gibian. New York: Norton, 1964. Print.

j) Articles in Journals:

Stepan, Alfred. "Tunisia's Transition and the Twin Tolerations." *Journal of Democracy* 23. 2 (2012): 89-103. Print.

k) Articles in Newspapers and Magazines:

Friedman, Thomas L. "Tanks, Jets or Scholarships?" *The New York Times* 2 May 2012 late ed.: 27.

l) Articles in Reference Books:

Pistor-Hatam, Anja. "Bahâ'î." *Kleines Islam-Lexikon*. 5th ed. 2008. Print.

m) Reprinted Article:

Hut, Tim. "The Misreading of Kerouac." *The Review of Contemporary Fiction*. 3.2 (Summer 1983): 29-33. Rpt. In *Contemporary Literary Criticism*. Ed. Roger Mautz and Cathy Falk. Vol. 61. Detroit: Gale Research, 1990. 29-33. Print.

n) Reviews:

Weninger, Stefan. "Ecolinguistics: A New Branch in the Science of Language?" Rev. of *Bedouin, Village and Urban Arabic: An Ecolinguistic Study*, by F. J. Cadora. *Languages of the World* 6 1993: 54-56. Print.

o) Websites:

Editor, author, or compiler name (if available). *Name of site*. *Title of the overall Website if distinct from name of the site*. Version or Edition used (if applicable). Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation/publication (if available). Medium of publication (Web). Date of access.

For an example, see 8) f)

p) Article from a Website:

Saleh, Amrullah. "The crisis and politics of ethnicity in Afghanistan." *Al Jazeera*. Al Jazeera Network, 26 June 2012. Web. 28 June 2012.

q) Interviews:

Radio or TV:

Nader, Ralph. Interview with Ray Suarez. *Talk of the Nation*. Natl. Public Radio. WBUR, Boston. 16 Apr. 1998

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In a publication:

Kay, Jackie. Interview (with Maya Jaggi). *Wasafiri* 29 (1999): 53-56. Print.
The interviewer should only be named if he or she is famous or relevant for the context.

r) Recorded Films or Movies:

Ed Wood. Dir. Tim Burton. Perf. Johnny Depp, Martin Landau, Sarah Jessica Parker, Patricia Arquette. Touchstone, 1994. DVD.