

CHRONIQUES DU MANUSCRIT AU YEMEN

Instructions for Authors – Articles

(Applicable from no. 26)

The *Chroniques du manuscrit au Yémen* are exclusively published electronically, i.e. as online-only journal. The journal provides full and open access to its content in PDF format, free and without registration.

The journal guarantees long-term archiving.

The following instructions are intended to provide authors with typographic guidelines and general instructions for editing their texts. Some specific questions might therefore not be addressed here. Authors are requested to follow the guidelines as much as possible. Final adjustments will be done by the editor after submission.

As for more general typographic guidelines, contributors are asked to refer to the most recent edition of the *Chicago Manual of Style* (American English) or the *Oxford Guide to Style* (British English). Please be consistent in using either British or American spelling. Texts should be grammatically sound. If you are a non-native speaker of the English language, it is recommended to have your text checked by someone (an academic) who is.

I. Submission for review

Manuscripts will only be considered for review on condition that they are based on original research and have not been published or submitted for publication elsewhere.

Please submit your article as RTF and PDF files to the journal's secretary: secr.cmy@gmail.com.

Articles will first be evaluated by the Editorial board. If a submission is considered suitable, a time schedule will be arranged with the author.

Manuscripts may be submitted in French, English and Arabic.

ARTICLES IN ENGLISH

II. Preparing your Manuscript

- Number of pages: 'pages of text' refer to the following formatting: Times New Roman font, 12 pt, single-spaced, margins 2.5 cm (the same as the text in front of you). In case your article considerably exceeds 20 pages, please provide an approximate length of your contribution as soon as possible.
- File format: articles should be submitted as DOC, RTF and PDF files or other files that can be easily converted to Microsoft Word.
- Fonts: for Latin script use Unicode fonts throughout, such as Brill, Times New Roman, Gentium or JaghbUni, font size 12 pt; for Arabic use Traditional Arabic, Scheherazade (http://scripts.sil.org/cms/scripts/page.php?item_id=Scheherazade) or Amiri

(<http://www.amirifont.org/>), font size 16 pt; for transliterations use Unicode characters in Times New Roman, Gentium or JaghbUni, font size 12 pt.

- Titles of articles should be provided in French, English and Arabic, followed by an abstract (5-10 lines) in French, English and Arabic and a maximum of 10 keywords in these languages.

III. Submission

CmY is a double-blind peer-reviewed journal, which means that manuscript author(s) do not know who the reviewers are, and that reviewers do not know the names of the author(s). Your contribution will be evaluated by the Editorial board and by members of the Advisory board. Manuscripts are assessed by two reviewers and therefore evaluated by at least one external referee. Authors will then be notified if their submission was accepted or not, and may be asked to revise their manuscripts.

IV. Preparation of manuscripts upon acceptance

Transliteration System

A. Arabic

The transliteration system for Arabic follows widely the system of *Arabica*

(http://www.brill.com/sites/default/files/ftp/authors_instructions/ARAB.pdf) or ISO 233-2 : 1993

(<https://www.iso.org/obp/ui/fr/#iso:std:4118:fr> and

[http://guideducatalogueur.bnf.fr/ABN/GPC.nsf/CooF88o4C7C3E372C12576A80o2BED96/\\$FILE/EX_TTranslitteration%20arabe.htm#_Toc248306778](http://guideducatalogueur.bnf.fr/ABN/GPC.nsf/CooF88o4C7C3E372C12576A80o2BED96/$FILE/EX_TTranslitteration%20arabe.htm#_Toc248306778)) with the following modifications.

1. Consonants

أ	ا	ض	<i>d</i>
ب	<i>b</i>	ط	<i>t</i>
ت	<i>t</i>	ظ	<i>z</i>
ث	<i>ṭ</i>	ع	‘
ج	<i>ǧ</i>	غ	<i>ǧ</i>
ح	<i>ħ</i>	ف	<i>f</i>
خ	<i>ħ</i>	ق	<i>q</i>
د	<i>d</i>	ك	<i>k</i>
ذ	<i>ḍ</i>	ل	<i>l</i>
ر	<i>r</i>	م	<i>m</i>
ز	<i>z</i>	ن	<i>n</i>
س	<i>s</i>	هـ	<i>h</i>
ش	<i>š</i>	و	<i>w</i>
ص	<i>ṣ</i>	ي	<i>y</i>

Do not use word-initial *hamza*.

2. Vowels

a/ā, i/ī, u/ū.

3. Diphthongs

ay, aw.

4. Definite Article

No distinction is made between solar and lunar letters (e.g.: *al-šams, al-qamar, Kitāb ihyā' ulūm al-dīn*).

5. *tā' marbūṭa*

Final *tā' marbūṭa* is transliterated *-a* (e.g.: *risāla*).

6. Possessive or genitive constructions (*idāfa*)

In possessive or genitive constructions, the *tā' marbūṭa* followed by a complement is transliterated *-at* (e.g.: *Risālat al-tawhīd*).

7. Prepositions preceding definite and indefinite nouns or pronouns

Whenever prepositions are prefixed to definite and indefinite nouns or to pronouns, they are separated by a hyphen. The article (*al-*) is maintained in full (e.g.: *fi al-bayt, bi-al-'aql, li-al-mamlūk, bi-allatī, li-alladīna*).

9. Conjunctions *wa-* and *fa-*

Hyphens are also used between such conjunctions as *wa-* and *fa-* and definite and indefinite nouns. The article (*al-*) is maintained in full (e.g.: *wa-al-mušāhada, fa-al-mušāhada*).

10. Prepositions and conjunctions before word-initial *hamza*

Such nouns are maintained in full (e.g.: *li-istiqbāl, wa-istiqbāl, li-amr, wa-amr*).

11. Suffix Pronouns

Suffix pronouns are not separated from nouns (i.e. no separation marks) (e.g.: *kitābuhu, kitābuhā*).

12. *Šadda*

Double *yā'* in relative adjectives and abstract nouns is transliterated as follows: *'arabī*, but *'arabiyya*, *'inda al-faransiyyīn, al-insāniyya*.

13. Personal names

Articles are fully maintained. *Ibn* is abbreviated *b.* and followed by the genitive; however, keep *Ibn* whenever it comes first in personal names (e.g.: *Abū al-Barakāt, Ibn al-Hayṭam, 'Alī b. Abī Ṭālib*).

At the start of a sentence or paragraph capitalise the “a” of the article “*al-*”.

14. Titles, dynasties and toponyms

Provide names of titles, dynasties and toponyms in transliteration, except those found in the *Oxford English Dictionary* (e.g. *Abbassid, Sanaa, Sufism*).

B. Transliteration of languages other than Arabic:

Please contact the Editorial board.

Typographic Norms

- Justification: Type all paragraphs “flush left”; no paragraph justification, no indent.
- Hyphenation: switch off hyphenation.
- Bold and italics: words that do not figure in English dictionaries should be in *italics*; avoid using **bold** characters but use *italics*; underlined text must be avoided unless for very specific cases and only after prior consultation with the editor.
- Dates: Islamic dates should be given in the form 3rd/9th century.

- Abbreviations: Abbreviations should follow the *Oxford English Dictionary*. Use the following: no./nos; fol./fols; r (recto) and v (verso).
- Units of measurement: g (gramme), kg (kilogramme), l (litre), hl (hectolitre); no full stops.
- Arithmetic signs: use × for multiplication rather than x.

Punctuation

- To make a break between parts of a sentence use the em dash “—”; do not confuse with hyphen (-) and en dash (–);
- Quotation marks: use double quotes “...”; simple quotes (‘...’) only within quotations. Use full stops without space for initials in personal names: S.D. Goitein, E.J. Brill

Citations, footnotes & bibliography

1. For quotations within text, use double quotation marks. Block quotations of more than three lines should be indented and without quotation marks. Words and quotations in italic transliteration do not need quotation marks. Quotations of words or text in Arabic are permitted whenever they help to understand the passages, and, in particular, for longer texts. Critical editions are typed in the original language rather than in transliteration. Punctuation marks should be avoided in Arabic, Persian etc. if they do not appear in the original text.

2. Footnotes

References should allow to easily identify the sources. Therefore, *ibid.*, *op. cit.*, *loc. cit.* must be avoided. Footnote markers should be placed after any punctuation which appears at the end of the sentence, phrase, or clause to which the footnote is attached.¹

References

Throughout the footnotes only abbreviated references are given. Use meaningful words for abbreviated titles. Complete bibliographic information is supplied in the bibliography at the end of the contribution. It may include references that are not cited throughout the text. First Names (including “Middle Names”) should be given as completely as possible, specifically if ambiguity between two authors must be avoided. Use meaningful words for abbreviated titles.

1. Use the following system for footnotes

Sources

Balāḍurī (m. 279/892), *Futūḥ al-buldān*, 1863-1866, vol. 1, p. 15.

“Madīnat al-Salām”, Yāqūt, *Mu‘jam*, 1410/1990, vol. 5, no. 11009, p. 94.

Studies

Books

A. Grohmann, *From the World of Arabic Papyri*, 1952, p. 6.

M. Schneider, *Stèles funéraires*, 1983, vol. 2, Tableaux et planches, pl. XLVII, A.

¹

S. D. Goitein & M. A. Friedman, *India Traders*, 2008, p. 448; or: S. D. Goitein & M. A. Friedman, *India Book*, 2008, p. 448.

F. Déroche et al., *Manuel de codicologie*, 2000, p. 63.

Journal articles

J. David-Weill, "Un papyrus arabe", 1951-1952, pp. 68-70.

Book chapters

M.-G. Guesdon, "Les pages de titre", 2010, p. 198.

Dictionaries, encyclopaedias

D. Gutas et al., "Tardjama", 2001, p. 224.

For longer articles of the *Encyclopaedia of Islam* provide the page(s) referred to.

2. Use the following system for the bibliography at the end of the document. Publications by the same author appear in chronological order (from the oldest to the most recent).

Sources

Balāḍurī (m. 279/892), *Futūḥ al-buldān*, ed. M. J. De Goeje, Leiden, E. J. Brill, 1863-1866, 2 vols.

Yāqūt (m. 626/1229), *Muʿjam al-buldān*, ed. Farīd ʿAbd al-ʿAzīz al-Ġundī, Beirut, Dār al-kutub al-ʿilmiyya, 5 vols., 1410/1990 [1st. ed.].

Studies

Books

Grohmann, Adolf. 1952. *From the World of Arabic Papyri*, Cairo, Al-Maaref Press, ser. "Royal Society of Historical Studies".

Schneider, Madeleine. 1983. *Stèles funéraires musulmanes des îles Dahlak (mer Rouge)*, Cairo, Institut français d'archéologie orientale, ser. "Textes arabes et études islamiques", XIX/1-2, 2 vols.

Goitein, Shelomo Dove & Mordechai Akiva Friedman. 2008. *India Traders of the Middle Ages: Documents from the Cairo Geniza. "India Book"*, Leiden/Boston, E. J. Brill, ser. "Études sur le Judaïsme Médiéval", XXXI.

Déroche, François, in collaboration with Annie Berthier, Marie-Geneviève Guesdon, Bernard Guineau, Francis Richard, Annie Vernay-Nouri, Jean Vezin, Muhammad Isa Waley. 2000. *Manuel de codicologie des manuscrits en écriture arabe*, Paris, Bibliothèque nationale de France, ser. "Études et Recherches".

Journal articles

David-Weill, Jean. 1951-1952. "Un papyrus arabe inédit du Musée du Louvre", *Semitica* 4, pp. 67-71.

Book chapters

Guesdon, Marie-Geneviève. 2010. "Les pages de titre dans les manuscrits arabes datés antérieurs à 1500", in: Robert M. Kerr & Thomas Milo (eds), *Writings and writing from another world and another era. Investigations in Islamic Text and Script* in Honour of Dr Januarius Justus Witkam Professor of Codicology and Palaeography of the Islamic World at Leyden University, Cambridge, Archetype, pp. 197-211.

Dictionaries, encyclopaedias

Gutas, Dimitri. 2001. "Tardjama", *EF*, p. 224.

3. Online publications

Provide complete URL. The month of publication of the *CmY* (i.e. January and July) will be considered as the latest date of access.

4. Manuscripts and documents

Mention repository, shelf mark or collection, e.g. Berol, 6803; Louvre, JDW 2; a concordance for the Erzherzog Rainer papyrus collection (PERF > inventory number and vice versa) can be found online: http://www.onb.ac.at/files/perf_konkordanz.pdf.

5. Institutional names

Capitalize the full names of institutions. Articles (a, an, the), coordinating conjunctions and prepositions are lowercased. It may be useful to provide links to websites of less well-known institutions. Capitalization of institutional names in other languages than English must follow the normal practice for the language in question (e.g. for French institutions the norm of the *Imprimerie nationale* must be followed; see also the French author guidelines).

6. Acronyms

Acronyms must only be used at the second mention of the name they abbreviate.

7. Abbreviated titles

Avoid abbreviated titles for journals and books, except for such common works as *EF*, *GAL*, *GAS*. For these works provide full titles at first occurrence and abbreviated titles in brackets.

Illustrations

Illustrations may be included in the article, either within the text when explicitly requested by the author, or at the end. Black & white illustrations may be used. Pictures must be submitted in digital form and high resolution (300 dpi minimum), ideally as .tif or .jpeg. Should these formats pose any problems or should you have specific requirements, please contact us as soon as possible. Please let us know at the earliest possible opportunity how many illustrations you intend to include in your contribution.

Captions will be placed below pictures. Permission to publish copyright material must be obtained and proved by the author. Line illustrations and maps are welcome. Maps must fit within the text area. Please bear in mind that any such material must be readable after uploading.

V. Final phase

Authors will receive proofs of their contribution.

Authors will be asked to sign a contract to regulate the transfer of rights and to define the responsibilities of the editors and the author(s).

Please contact the journal's secretary for any question at secr.cmy@gmail.com.

The Editorial board of *CmY*
Paris, 2015.