

NOUVELLES CHRONIQUES DU MANUSCRIT AU YÉMEN

Updated January 2022

Instructions for Authors – Articles

The *Nouvelles Chroniques du manuscrit au Yémen* is an exclusively electronic publication. The journal provides full and open access to its content in a PDF version, 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 closely as possible. Final adjustments will be made 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 not a native English speaker, it is recommended that you have your text checked by someone (preferably an academic) who is.

I. Submission for review

Please submit your article as RTF and PDF files to the secretary of the journal: secremy@gmail.com. Articles will first be evaluated by the Editorial board. If a submission is considered suitable, a schedule will be arranged with the author. Manuscripts may be submitted in French, English and Arabic.

ARTICLES IN ENGLISH

II. Preparing your Manuscript

- File format: articles should be submitted as DOC, DOCX, RTF and PDF files or other files that can be easily converted to Microsoft Word.
- Unlimited number of pages with the following formatting: for Latin script use Unicode fonts throughout, preferably Brill, <https://brill.com/page/290?language=en>, failing that Times New Roman, Gentium or JaghbUni, font size 12 pt, single-spaced, margins 2.5 cm; for Arabic use Traditional Arabic (https://fontsfree.net/traditional-arabic-font-download.html#google_vignette), font size 18 pt.
- Titles of articles should be provided in French, English and Arabic, followed by an abstract (5–10 lines) and a maximum of 10 keywords in these languages.

III. Submission

nCmY 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). Original articles will be reviewed by external referees.

Authors will then be notified if their submission has been 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 broadly follows the system of *Arabica* (https://brill.com/fileasset/downloads_products/Author_Instructions/ARAB.pdf) or ISO 233-2 : 1993 (<https://www.iso.org/obp/ui/fr/#iso:std:4118:fr>) with some modifications due to the choice of a Transliteration System.

1. Consonants

أ	ء	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>	ه	<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-tawḥīd*).

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.: *fī 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-Haytam, 'Alī b. Abī Ṭālib).

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

14. Titles, dynasties et toponyms

Provide names of titles, dynasties and toponyms in transliteration, except those found in the *Oxford English Dictionary* (e.g. Abbasid, 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 indentation.
- 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. Date of birth, date of death and dates of dynasty are written with half-dash as follows: Abū al-Ḥasan al-Hamdānī (280/893–360/970), Abbasids (132/750–656/1258).
- Abbreviations: Abbreviations should follow the *Oxford English Dictionary*. Use the following: no./nos; fol./fols; r (recto) and v (verso).
- Units of measurement: g (gram), kg (kilogram), l (litre), hl (hectolitre); no full stops.
- Arithmetic signs: use × for multiplication rather than x.
- Use full stops without space for initials in personal names: S.D. Goitein, E.J. Brill.
- Non-breaking spaces: use between an initial and a surname, between p. and the page number, etc (S.D. Goitein, pp. 3–4, etc.). To insert a non-breaking space, proceed as follows:

1. in Word:
 - a. from the drop-down menus: "Insert" menu, "Symbols" tab, then "Other symbols", click on the "Special characters" command, then on the tab of the same name, "Non-breaking space";
 - b. From the keyboard: in Word: Ctrl + Shift + Space;
2. On the Mac:

Option (Alt) + Space

Punctuation

- Follow the English system of 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 "..."; quotation within quotation stands between French brackets, i.e. « blabla ».

Citations & text editions

For quotations within text, use double quotation marks. Block quotations of more than three lines should be indented (1 cm, size 11) 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 assist comprehension of the passages, and, in particular, for longer texts (size 16). 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. For citations of the Qur'an, indicate the name and number of the sura, like this: Qur'an, 2, "Al-baqara", v. 1–2.

Bibliography and footnotes

A. Bibliography

Full references should be provided in the bibliography at the end of the article.

Bibliographies at the end of articles may include references that are not cited in the text. Authors are requested to provide First Names of authors as completely as possible.

Publications by the same author appear in chronological order (from the oldest to the most recent).

Sources

As the first part of the bibliography, a section should be created with the manuscripts referred to in the article or on which the study is based, followed with a separated section with Printed sources

a. Manuscripts

Ibn al-Muqri' (d. 837/1433), *Unwān al-šaraf al-wāfi fi 'ilm al-fiqh wa-al-'arūd wa-al-tārīḥ wa-al-naḥw wa-al-qawāfi*, MS Arab O. 20, Budapest, Library of the Hungarian Academy of Sciences.

Al-Ḥazraḡī (d. 812/1410), *Al-kifāya wa-al-i'lām fi man waliya al-Yaman*, Or. 6941, London, The British Library.

b. Printed sources or Prints

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

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

“Kamarān”, Yāqūt (d. 626/1229), *Muʿjam al-buldān*, ed. Farīd ʿAbd al-ʿAzīz al-Ġundī, Beirut, Dār al-kutub al-ʿilmiyya, 1410/1990 [1st ed.], vol. 4, no. 10382, p. 544.

Studies

c. Books

Goitein, Shelomo Dove & Mordechai Akiva Friedman. 2008. *Indian Traders of the Middle Ages: Documents from the Cairo Geniza*. “India Book”, Leiden/Boston, E.J. Brill, ser. “Études sur le Judaïsme Médiéval”, 31.

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

Köhler, Michael A. 1991. *Allianzen und Verträge zwischen fränkischen und islamischen Herrschern im Vorderen Orient*, Berlin/New York, de Gruyter, ser. “Studien zur Sprache, Geschichte und Kultur des Islamischen Orients”, New Series, vol. 12.

Rāḡib, Yūsuf. 1985. *Marchands d'étoffes du Fayyout au III^e/IX^e siècle d'après leurs archives (actes et lettres). II: La correspondance administrative et privée des Banū ʿAbd al-Muʿmin*, Cairo, Institut français d'archéologie orientale, ser. “Supplément aux Annales islamologiques”, cahier 5.

Al-Salimi, Abdulrahman S. & Wilferd Madelung (eds). 2018. *Ibādī Texts from the 2nd/8th Century*, Leiden/Boston, E. J. Brill.

Schneider, Madeleine. 1983. *Stèles funéraires musulmanes des îles Dahlak (mer Rouge)*, Cairo, Institut français d'archéologie orientale, ser. “Textes arabes et études islamiques”, 191–2, 2 vols, vol. 1, Introduction, documents et indices.

d. PhD Dissertation

Tawaf, Muhammad. 2020. “L'évolution de la politique d'archivage au Yémen, des origines (années 1960) jusqu'aux évolutions technologiques actuelles”, PhD Dissertation, Paris, École nationale des Chartes.

The name of the supervisor is optional.

e. Dictionaries, encyclopaedias

Servier, Jean (dir.). 1998. *Dictionnaire critique de l'ésotérisme*, Paris, Presses universitaires de France.

Smith, G. Rex, “Şulayhids”, *EF*.

f. Journal article

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

g. Article in collective volume

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.

h. Book review

Burak, Guy. 2018. [Review of: Brinkley Messick, *Shari'a Scripts: A Historical Anthropology*, New York, Columbia University Press, 2018, 534 p. ISBN: 9780231541909], *Review of Middle East Studies* 52/2, pp. 415–418.

B. References in footnotes

References should readily identify the sources. Therefore, *ibid.*, *op. cit.*, *loc. cit.* must be avoided, and only used when it refers to the same publication cited more than once in the *same* footnote.

Sources

Balādurī (d. 279/892), *Futūḥ al-buldān*, 1863–1866, vol. 1, p. 15.

Yāqūt (d. 626/1229), *Muʿjam al-buldān*, 1410/1990, 5 vols.

Yāqūt (d. 626/1229), “Madīnat al-Salām”, *Muʿjam al-buldān*, 1410/1990, vol. 5, no. 11009, p. 94.

Studies

Abbreviated references, but with date of publication.

a. Books

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

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

M. Schneider, *Stèles funéraires*, 1983, vol. 1, pp. 210–211.

S.D. Goitein & M.A. Friedman, *Indian Traders*, 2008, p. 448.

Y. Rāḡib, *Marchands d'étoffes du Fayyoun. II : La correspondance administrative et privée des Banū ʿAbd al-Muʿmin*, 1985.

A.S. al-Salimi & W. Madelung (eds), *Ibādī Texts from the 2nd/8th Century*, 2018.

b. PhD Dissertation

M. Tawaf, “L'évolution de la politique d'archivage au Yémen, des origines (années 1960) jusqu'aux évolutions technologiques actuelles”, 2020.

c. Dictionaries, encyclopaedias

J. Servier (dir.), *Dictionnaire critique de l'ésotérisme*, 1998.

G.R. Smith, “Ṣulayḥids”, *EF*.

For longer articles of the *Encyclopaedia of Islam* provide also the page(s) referred to. In this case, please specify whether you refer to the French or English edition [in square brackets].

d. Journal article

J. David-Weill, “Un papyrus arabe inédit du Musée du Louvre”, 1951–1952, p. 69.

e. Article in collective volume

M.-G. Guesdon, “Les pages de titre dans les manuscrits arabes datés antérieurs à 1500”, 2010, p. 200.

f. Book review

G. Burak, [Review of: Brinkley Messick, *Shari’a Scripts: A Historical Anthropology*, 2018], 2018, p. 416.

C. Online publications

Provide complete URL. URL should be in Gentium, size 12 (main body, <https://software.sil.org/gentium/download/>), and 10 (footnotes). The month of publication of the nCmY (i.e. January and July) will be considered as the latest date of access.

D. Documents

Mention repository, shelf mark or collection, e.g. Berol, 6803; Louvre, JDW 2.

E. 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.

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 guidelines).

Acronyms

Acronyms (organisms, institutions, firms...) must only be used at the second mention of the name they abbreviate. They appear in block letters, without dots, like this: RMN, BnF, BL. [N.B. Some very well-known and easily pronounced acronyms are written in lower case, with the first letter capitalized, e.g. Afnor, Benelux, Unesco, etc.].

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 together with a “Ready for press” form.

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 with any question at secr.cmy@gmail.com.

The Editorial board of *nCmY*
Paris, 2022.