Middle East – Topics & Arguments

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. Always save document in „docx"-format. Changes should only be made with "track changes"

1) Ensuring a blind review

If you choose to stay anonymous vis-à-vis your reviewers delete your name and institutional affiliation from the text and the file properties as explained here:

- Check that all identifiers have been removed from electronic files, for example, documents prepared using Microsoft™ Word®. Personal or hidden information is stored in File Properties. These properties include Author, Manager, Company, and Last Saved By. Hidden information includes hidden text, revised text, comments, or field codes, and these can remain in a document even though you cannot see them. If you entered your name or email address when you registered your software, this will be stored as part of the document. Information contained in custom fields that you add to the document, such as an 'author' or 'owner' field, is not automatically removed. You must edit or remove the custom field to remove that information.

- On the Tools menu, click **Options**, and then click the **Security tab**. Select the **Remove personal information** from **File properties** on **Save** check box.

In any case, please 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 (8th edition)** with certain modifications. Submit your manuscript in **Microsoft Word**.

a) Font

Use a Unicode font such as Arial Unicode MS. (This font comes with MS Office). Do not use Times Beyrut 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 me numbered consecutively.

a) Length of articles

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

Focus:	18,000 to 30,000 (approx. 2,800 to 4,600 words);
Meta:	18,000 to 30,000 (approx. 2,800 to 4,600 words);
Off Topic:	18,000 to 30,000 (approx. 2,800 to 4,600 words);
Anti/Thesis:	13,000 to 25,000 (approx. 2000 to 3800 words) for each argument;
Close Up:	13,000 to 25,000 (approx. 2000 to 3800 words);
Review:	13,000 to 25,000 (approx. 2000 to 3800 words);
Interview:	13,000 to 25,000 (approx. 2000 to 3800 words).

4) Language

Submissions are in English (US punctuation and grammar). Other languages like French, Arabic, Farsi, Turkish, Kurdish etc. are possible **if stated in the Call for Papers**. Please get in touch with the respective issue editors directly.

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 ع and ء.

- 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 ع and ء 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 ع and ء. 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) Farsi:

The ezafeh is written as *–e* after consonants, e.g. ketab-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.

[3]

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).

- MLA does not use Year of Publication but Title and Page Number: Name, Title pp (Monographies) or Name, "Title" pp (Articles)

- Only direct quotes are set in quotation marks. Any other highlighting needs to be put in italics
- There are no footnotes allowed at the bottom of the page, all footnotes are collected at the end of the article under "Endnotes"
- The number of footnotes should be reduced to a minimum according to MLA style
- Articles in English need to be in the according language style, quotation marks (" ") need to be chosen accordingly

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…"

Examples for in-text citation:

a) One author, multiple works:

Drawing on decades of work at the International Labour Organization (ILO), Standing identifies the precariat as a growing global class who suffer from "the 4A's—anger, anomie, anxiety and alienation" (*The Precariat* 33). He recognizes that precarity is a condition that afflicts women and men

across generations, but emphasizes its particular toll on youth ("Why the Precariat"; *The Corruption*).[i]

b) Using and translating non-English words or books:

Put the word or book title into *italics* and provide the translation in brackets (). If it is an Arabic or Persian word/title use the IJMES transliteration system (see pp. XY).

Abdalla published the conference proceedings in an edited volume under the title *Humūm Miṣr wa-ʾAzma al-ʿAql al-Shābba* (Egypt's Concerns and the Crisis of Young Minds).[ii]

8) Works Cited

a) Monographs

By one author:

Said, Edward W. *Orientalism*. Routledge & Paul, 1978.

(Said 78) or (Said, *Orientalism* 78)

By two authors:

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

(Farouk-Sluglett and Sluglett 78)

By three or more authors:

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

(Ashcroft et al. 24)

b) <u>Anthologies and Edited Volumes</u>

Dodge, Toby, and Steven Simon, editors. *Iraq at the Crossroads: State and Society in the Shadow of Regime Change.* Oxford UP and the IISS, 2003.

c) <u>Entries in Anthologies and Edited Volumes</u>

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*, edited by Pedram Khosronejad. I.B. Tauris, 2012, pp. 74-103.

(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)

d) <u>Two or more works by the same author (listed alphabetically)</u>

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

---. "Is Iraq Viable?" *Middle East Brief,* vol. 30, September 2008, https://www.brandeis.edu/crown/publications/meb/MEB30.pdf. Accessed 7 April 2013.

 ---. *The Monument: Art and Vulgarity in Saddam Hussein's Iraq.* 2004 ed. I. B. Tauris, 1991.

(Makiya, "Is Iraq Viable") or (Makiya, *Monument* 24)

e) <u>Works by a Corporate Author</u>

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

(Israeli Bureau 41)

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

f) <u>A work without an author</u>

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

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

g) Edition of a book

Crowley, Sharon, and Debra Hawhee. *Ancient Rhetorics for Contemporary Students*. 3rd ed., Pearson, 2004.

h) Republished Book

Butler, Judith. *Gender Trouble*. 1990. Routledge, 1999.

i) Multi-volume Works

Using only one volume:

Cook, Michael et al., editor. *The New Cambridge History of Islam.*, vol. 3, Cambridge UP, 2010.

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

Using more than one volume:

Cook, Michael et al., editor. *The New Cambridge History of Islam.* Cambridge UP, 2010. 6 vols.

j) Translations

Dostoevsky, Feodor. *Crime and Punishment.* Translated by Jessi Coulson, edited by George Gibian. Norton, 1964.

k) Articles in Journals

Stepan, Alfred. "Tunisia's Transition and the Twin Tolerations." *Journal of Democracy,* vol. 23, no. 2, 2012, pp. 89-103.

l) Articles in Newspapers and Magazine

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

m) Articles in Reference Books

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

"Ideology." *The American Heritage Dictionary*. 3rd ed., 1997.

n) Reprinted Article

Hut, Tim. "The Misreading of Kerouac." *The Review of Contemporary Fiction, vol.* 3, no. 2, Summer 1983, pp. 29-33. Originally published in *Contemporary Literary Criticism.* Edited by Roger Mautz and Cathy Falk, vol. 61, Gale Research, 1990, pp. 29-33.

o) Reviews

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

p) 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.

Felluga, Dino. *Guide to Literary and Critical Theory*. Purdue U, 28 Nov. 2003, www.cla.purdue.edu/english/theory/. Accessed 10 May 2006.

q) Article from a Website

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

r) Images

Goya, Francisco. *The Family of Charles IV*. 1800. Museo Nacional del Prado, Madrid. *Museo Nacional del Prado*, www.museodelprado.es/en/the-collection/art-work/the-family-of-carlos-iv/f47898fc-aa1c-48f6-a779-71759e417e74. Accessed 22 May 2006.

(Goya, *Family of Charles IV*)

s) Interviews

Personal:

List the interview by the name of the interviewee. Include the descriptor *Personal interview* and the date of the interview.

Smith, Jane. Personal interview. 19 May 2014.

Print or Broadcast:

Kay, Jackie. Interview with Maya Jaggi. *Wasafiri*, vol. 29, 1999, pp. 53-56.

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

t) Recorded Films or Movies

Lucas, George, director. *Star Wars Episode IV: A New Hope.* Twentieth Century Fox, 1977.

u) A YouTube Video

"8 Hot Dog Gadgets put to the Test." YouTube, uploaded by Crazy Russian Hacker, 6 June 2016, www.youtube.com/watch?v=WBlpjSEtELs.

---

[i] Herrera, Linda. "It's time to talk about Youth in the middle east as The Precariat." *META*, vol. 9, 2017. Doi: https://doi.org/10.17192/meta.2017.9.7061.

[ii] Nassif, Helena. "Ahmed Abdalla: Youth Leader, Intellectual, and Community Worker." *META*, vol. 9, 2017. Doi: http://dx.doi.org/10.17192/meta.2017.9.7527.