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. 2,000 to 3,800 words) for each argument;
- Close Up: 13,000 to 25,000 (approx. 2,000 to 3,800 words);
- Review: 13,000 to 25,000 (approx. 2,000 to 3,800 words);
- Interview: 13,000 to 25,000 (approx. 2,000 to 3,800 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. “muthaqaf (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 ١ and ١.

- 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 UMES and Iranian Studies style as well as the ALA-LC style.

- However, when citing personal names, please only indicate only the Arabic letters ١ and ١ 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-Qāhirah) if there is one, otherwise only indicate the Arabic letters ١ and ١. This also applies to terms you assume to be known (e.g. Bilad al-Shām instead of Bilâd al-Shâm).

- 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 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 ـe after consonants, e.g. ketab-e and as ـye 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).
- 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 Humûm Miṣr wa-ʿAzma al-ʿAql al-Shābba (Egypt’s Concerns and the Crisis of Young Minds).II

8) Works Cited

a) Monographs
By one author:
(Said 78) or (Said, Orientalism 78)

By two authors:
(Farouk-Sluglett and Sluglett 78)
By three or more authors:
(Ashcroft et al. 24)

b) Anthologies and Edited Volumes

(c) Entries in Anthologies and Edited Volumes

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


(Makiya, “Is Iraq Viable”) or (Makiya, Monument 24)

e) Works by a Corporate Author

(Treatment of Corporate Work)

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

f) A work without an author

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

h) Republished Book

i) Multi-volume Works
Using only one volume:
(Cook et al., vol. 3) and (Cook et al. 3: 117)

Using more than one volume:

j) Translations

k) Articles in Journals

l) Articles in Newspapers and Magazine

m) Articles in Reference Books

n) Reprinted Article

o) Reviews

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.

q) Article from a Website

r) Images

(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:


t) Recorded Films or Movies

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.

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