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## *Shamsa: The Journal of the Persian Manuscripts Association*

### Citation and Style Guidelines

For first submissions, it is not necessary to strictly adhere to the style guidelines below. However, whatever system the author chooses to follow must be implemented consistently. If the submission is accepted for publication, authors are obliged to follow the citation and style guidelines set out below to reduce the time needed for copy-editing.

#### References

*Shamsa* follows the **Chicago Author-Date** (not “Notes and Bibliography”) style. However, short citations, such as “Flood and Necipoğlu (2017): 3,” should appear in **footnotes** (not in-text or as endnotes). Following the conclusion of the main text, please include a full list of references. Accuracy of references is the responsibility of the author. Please see *The Chicago Manual of Style* for more information.

Please use ‘ibid’ for consecutive footnote citations of the same source.

Initials for first and/or middle names should not be used in the Bibliography unless the author identified themselves thusly, e.g., A. C. S. Peacock, D. Fairchild Ruggles.

Cities and towns that have a well-known English version should be spelled in this way in the main text and bibliography, e.g., Cairo (not al-Qāhira) and Istanbul (not İstanbul).

Please avoid excessive cross-referencing in footnotes.

If an author’s note is to be included, please insert it before the first footnote or at the end of the main text before the bibliography. If you cannot sufficiently anonymize the author’s note, please omit it entirely from the initial submission.

#### General Formatting and Style Guidelines

The main text should use a 11- or 12-point font and be 1.5-spaced (it is not necessary to 1.5-space the abstract, captions, footnotes, or bibliography). There is no required font but please choose something diacritic-friendly, like Times New Roman or Calibri.

Submissions can use British or American English spelling and punctuation, as long as it is used consistently. If unsure about spelling, please consult the Oxford English Dictionary (British English) or Merriam-Webster (American English).

Please include page numbers for all pages of your submission.

Western calendar dates can be in the British style (31 March 2022) or American style (March 31, 2022), as long as they are used consistently, ideally alongside the same system of spelling and punctuation. Hijri calendar dates should be written thusly: “4 Rajab 1250” and followed by the western date in parentheses. The use of CE or AH is not necessary, but please use BCE if it is required.

Spell out numbers from one through to one hundred, as well as numbers that begin a sentence. Use an en dash (not a hyphen) to indicate a span of dates or pages. You may choose to elide page and date ranges. Whether or not you do so, please keep your chosen method consistent.

Please spell out centuries fully unless using them in within parentheses to indicate death or regnal dates or a period of activity. Also note that the use of a hyphen following a century indicates an adjective:

- She was active towards the end of the seventeenth century.
- It is mainly seen in fourteenth-century texts.
- (r. late 9<sup>th</sup>–early 10<sup>th</sup> c.)
- (fl. mid-12<sup>th</sup> c.)
- (d. ca. 11<sup>th</sup> c.)

In parentheses and captions only, please use “c.” to abbreviate “century” and “ca.” or “c.” to abbreviate “circa”. Spell out these words in the main text.

Regnal and death dates should be provided in parentheses upon the initial mention of a significant person (CE years only; Hijri years are not necessary), e.g., (r. 1444–81, with interruption), (d. ca. 1273), (d. 1580s), (d. after 1433). Birth years can be mentioned if they are known but this is not necessary. If no dates are not known, you may use “fl.” (*floruit*) followed by a date or century range, e.g. (fl. 1410s–50s), (fl. 18<sup>th</sup> c.).

When discussing manuscript material, use “folio” in the main text and “fol./fols.” in footnotes and captions. All measurements should be in centimeters or millimeters.

## Foreign Terms, Transliterations and Transcriptions

For transliteration, *Shamsa* uses the system of the International Journal of Middle East Studies (IJMES), except that modern Turkish orthography may not be used for Ottoman Turkish.

Foreign terms and quotes must be italicized with their diacritical marks included. Translation of terms should also be included in parentheses in the first instance, e.g., *qalam* (pen), *‘aṭṭār* (perfumer). Quotes should be translated in either a footnote or the main text. You may also provide a transcription alongside transliteration and translation. Please note that transcription on its own is not sufficient. For example:

The book has been completed  
by the hand of the weak  
servant nicknamed Nūr of  
Bukhara on the twenty-  
second of the month of  
Dhu’l-Qa‘da in the year 691

*Tammāt al-kitāb ‘alā yad al-  
‘abd al-ḍa‘īf al-mulaqqab  
bi-Nūr al-Bukhārī fī thānī wa-  
l-‘aṣhrīn min shahr  
Dhī’l-Qa‘da sana ihdā wa-  
tis ‘īn wa-sitt-mi’a*

تمت الكتاب على يد العبد الضعيف الملقب  
بنور البخاري في ثاني والعشرين من شهر  
ذي القعدة سنة احدى وتسعين وستمائة

Foreign terms that appear in the Oxford English Dictionary and/or Merriam-Webster and Islamic months do not need to be transliterated or italicized, e.g., madrasa, Qur’an, Sha‘ban. All other names and titles should be fully transliterated.

## Images and Captions

There is no upper limit on the number of images included within submissions, but all must be relevant to the main content. All images should be legible.

Each image should be referenced within the main text in numerical order (i.e., a reference to Figure 3 should not appear before a reference to Figure 1).

Images can either be embedded within the main text, appearing at appropriate junctures, or at the end of the submission, following the bibliography. Wherever they appear, each image must be accompanied by a caption that gives identifying information and (for the final submission only) the appropriate credit line. Certain institutions have specific phrasing for credit lines which is usually provided upon application for permission to publish copyrighted material.

Captions need not be exhaustive but should include information that clearly identifies the illustration. Including some of the following information in a logical order may be helpful: Title of work, author/artist, year of production, place of production, materials, name of institution, city, accession number/shelf mark, folio number.

Institution names can be written in English or their original language but please ensure further clarification is made if necessary, such as the location or the English translation of the institution's name. For example:

- “Majles Library (Tehran)”
- “Milli Kütüphane (National Library, Ankara)”

Institution names may be abbreviated so long as the abbreviation is noted in the first instance, e.g., “Museum of Turkish and Islamic Arts (TİEM)”.

You may use “a/b” or “r/v” to indicate folios but please use your chosen system consistently throughout.

Examples:

Figure 3. Colophon, *Minhāj al-bayān*, Ibn Jazla, 1389, Ayasuluk (probably). Turkish and Islamic Arts Museum, Istanbul, 2110, fol. 421a. (Photo: © Türk ve İslam Eserleri Müze Müdürlüğü)

Figure 10. A Hunting Scene, *Mihr-u Mushtarī*, ‘Aṣṣār, c. 1460–5, Baghdad (possibly). BNF, Paris, Supplément persan 1964, fol. 131r. (Photo: gallica.bnf.fr / Bibliothèque nationale de France)

For the final submission after acceptance, all images must be submitted as high-resolution TIFFs or JPEGs (at least 300 dpi at A6 size) that are cropped exactly as they are to appear in the published version. Please also state whether certain images should be grouped together for the published version of your submission, but bear in mind that it is not always possible to comply with these requests.

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