

Guidelines for authors submitting papers to the *Proceedings of the Seminar for Arabian Studies 40 (2010)*

1 Content and Copyright

Contributors are reminded that papers submitted to the *PSAS* should be original contributions to knowledge and that the content should not have been published elsewhere, whether by the same author or another. Copyright is held by the publishers, Archaeopress.

2 Submission

Papers should be submitted by the **30 September 2009** following the July Seminar. Authors who do not adhere closely to the *Guidelines*, or whose papers are not in clear, correct and comprehensible English or French may find that their papers are not accepted.

A large number of papers are now read at each Seminar, of which the vast majority are submitted for publication in the *Proceedings*. The *PSAS* Editors have less than seven months between the deadline for the submission of papers and the date when the camera-ready copy has to go to press (mid April). In addition to authors checking proofs, the *PSAS* Editors may well have queries for authors during the production process. We do our best to assist authors who have difficulty meeting the deadlines, but we have only very limited room to manoeuvre in the schedule for publishing the *Proceedings* by the following July. We therefore regret that it is not possible to accept those papers which are submitted very late.

It is critical that authors inform the *PSAS* Editor, if they are going to be without email access for any length of time. Please specify this when submitting your paper. If your plans change after you have submitted your paper, please keep the *PSAS* Editor updated about your electronic accessibility especially in 2010: if this is neglected it could result in serious delays to the publication.

1) The text of the paper, 2) the summary and 3) the list of captions should be sent in separate electronic files. For formats for submission of text and images see § 8 below.

This year there will be a *Supplement to PSAS 40*, to be edited by Michael Macdonald, containing the papers given at the Special Session of the Seminar on “The Development of Arabic as a written language” and one or two others closely associated with the subject. This will be available both as a set with *PSAS 40* and separately. However, all papers whether for *PSAS 40* or its *Supplement* should be submitted in the first instance to the *PSAS* Editor, Janet C.M. Starkey (j.c.m.starkey@dur.ac.uk). She will then pass on the papers for the *Supplement* to Michael Macdonald.

2.1.1 Offprints

Authors and Joint-authors will receive a PDF file after the publication of the *Proceedings*.

2.2 Methods of despatch

2.2.1 The paper

Please send your **paper** electronically as an email attachment to j.c.m.starkey@dur.ac.uk in one of the usual word-processing programmes, such as MS Word 2003 or 2007 and saved as docs (for Word 2003 as .doc or Word 2007 as .docx); or use the free software OpenOffice Writer. From *PSAS 40*, it is no longer necessary to send two printouts (hard copies) of the paper, unless there are any special circumstances.

Please include some indication of your name in the file name of your paper, your figures, your caption file and your summary file .e.g. carterpaper, carterfig01, carterfig02, cartercaptions, cartersummary, etc:

2.2.2 PDF version

In addition, along with the Word or Openoffice Writer version of your file in which the approved *PSAS* transliteration system should be used, please send a **.pdf** version electronically in order to ensure that any diacritical marks or other non-ASCII characters are correctly interpreted, using your own fonts in which these letters appear as you would like them to appear in print, to the *PSAS* Editor, j.c.m.starkey@dur.ac.uk.

2.2.3 Figures

The text of the paper may be accompanied by a maximum of **10 (ten)** illustrations (photographs, line drawings, maps, tables, etc.) which should be numbered in a single sequence, as Figure 1, Figure 2, etc., in the order in which they are mentioned in the text. Those submitting posters can submit up to **5 (five)** illustrations only.

The figure numbers and captions should not appear on the illustration itself. The suggested location of images within your paper should be given in the text in square brackets in red font colour, e.g. **[Figure 1 should be located here]**.

Digital images must be labelled correctly in the following format: Author's name Figure x without spaces, e.g. "StarkeyFigure01.jpg". Just calling your image file "Figure 1" etc. will only lead to confusion with other papers.

Images should be saved in JPEG or TIFF format with a minimum resolution of 300dpi. 600dpi is sufficient for even the tiniest details.

Avoid sending Illustrator files, rather convert them to PDF or EPS with embedded fonts. For large tables or Excel charts, please send either copies of the originals, or converted to PDF. Please do not embed your images within your Word files.

Illustrations should be digitized and sent to j.c.m.starkey@dur.ac.uk through the free on-line service <http://www.yousendit.com>.

To see how it works go to <http://www.yousendit.com/cms/how> and get a free trial for 14 days through https://www.yousendit.com/signup.php?action=promo_display. You can send files up to 100 MB each for free through yousendit 'Lite' (Choose APPLICATIONS from the tabs on the HOMEPAGE) or send folders and create ZIP files for a modest fee through [YouSendIt Express](#). Please do not send the images by e-mail if at all possible because of memory-size restrictions. Any queries about this service to the *PSAS* Editor please.

Submission by CD-Rom: If you have problems sending your files electronically by this method, please send your images by CD-Rom. The postal address is:

Mrs Janet C.M. Starkey,
Durham University,
School of Modern Languages and Cultures,
Elvet Riverside,
New Elvet,
Durham DH1 3JT, U.K.
Fax: 0044 (1)91 334 3421

If undigitized images are submitted send them lightly pencilled, together with the author's name, either on the back of the unmounted illustration or on a "post-it" (small paper with one sticky edge) attached to the back. Again, if you have problems sending your images electronically via <http://www.yousendit.com>, some or all the illustrations may be submitted on disk, but please ensure they are in JPEG or TIFF format. The name(s) of the author(s), the titles of the files, the word processing program, and the format of disk (whether PC or Mac) should be clearly marked on the label of the CD-Rom, if you are submitting the paper on a disk.

2.3 Backup

Authors should always keep an electronic backup of the text and illustrations, in case of loss in transit.

3 Refereeing

All papers submitted to *PSAS* will be academically reviewed anonymously by external referees. The *PSAS* Editor or Supplement Editor will send any relevant comments from the anonymous reviewer to the author so that the paper can be modified. Any queries about these comments should be addressed to the *PSAS* Editor or Supplement Editor only. Papers which the referees consider unsuitable for publication in the *Proceedings* will either be rejected or returned to the authors with suggested modifications. The paper will then be reconsidered after an amended version has been received

Papers will be published at the discretion of the *PSAS* Editorial Committee, which reserves the right to make any necessary changes. Modifications made by the *PSAS* Editorial Committee will be seen by authors at proof stage.

4 Proofs

The *PSAS* Editor may ask for corrections, rewriting and/or additional information from authors, following academic review, editing and copy-editing. However, authors should note that *once* the paper has been typeset by Archaeopress, authors will *only* receive **one** proof for final checking which will be sent to them electronically as a .PDF to check and return comments to the Editors via Acrobat Reader. Either Adobe Acrobat 6.0 or later, or Adobe Reader 7.0 or later, is required to participate in this review. You can download Adobe Reader 7.0 for free from <http://www.adobe.com/products/acrobat/readstep2.html>

The latest version (currently 9.0) can be downloaded free from <http://get.adobe.com/uk/reader/>

When the proofs are sent, you will receive the following instructions with the PDF file:–

“1. First open the attachment.” (You will need to download it first.)

“2. Then, make your comments directly on the document by using the tools on the Commenting toolbar, and/or the tools available under the Comment & Markup button.---

3. After you have finished making your comments, click the ‘Send Comments’ button on the Commenting toolbar to email your comments to the requestor.” (This link to the editors and publishers is set up automatically by Archaeopress.)

“You are able to review and comment on this PDF file using the free Adobe Reader 7.0 (as well as Adobe Acrobat Standard and Professional) because the person sending you this review had used Adobe Acrobat 7.0 Professional to create and send the attached PDF file. For more information go to <http://www.adobe.com/acrobat/>.”

Corrected versions should then be returned by the authors electronically according to the instructions provided with the Acrobat file. Any queries about this process should be directed to the *PSAS* Editor.

5 Language of submission

Papers should be written in English or French. If the language of the paper is not the writer's own, we strongly recommend that where the author is not fully confident of their language skills they should ask a native speaker to ensure that the language of the paper is correct and unambiguous, *before* it is submitted, see § 2 above. If not, the *PSAS* Editorial Committee reserves the right to send back any papers that are not in correct English or French to complete this check before accepting it.

6 Text

6.1 Length

Papers should be no more than **5000 words** (including notes, but excluding the References, see below).

The paper should include no more than **ten illustrations (figures)** including tables, maps, photographs, line drawings, plans etc. Additional illustrations will only be accepted in exceptional circumstances and at the *PSAS* Editor's discretion.

Poster contributions should be no longer than **2000 words** long with a maximum of **five illustrations**.

Because there is a grave shortage of space in the *PSAS*, the editors regret that papers which exceed the maximum length will be returned to the author(s) to be shortened.

6.2 Order of items within the submitted paper

The order should be text, acknowledgements, notes, Sigla, References, author's addresses (postal and email).

6.2.1 Notes

All notes should be placed on a separate page from the rest of the text (see also § 8 (f), below). (The editors will subsequently relay notes as footnotes but please **do not** lay them as footnotes yourselves.)

6.2.2 Authors' address(es)

Please give the title(s), name(s) and address(es) and e-mail address(es) of the author(s) in the form in which you would like them to appear in the *PSAS*. These should *always* be placed at the very end of the paper, after the References.

6.3 Summary

In addition to the main text, authors are requested to supply a short summary of the paper (*c.* 200–300 words), electronically. The summary will be printed at the head of each paper.

6.3.1 Keywords

Please provide five keywords (each separated by a comma) at the head of your Summary. These may be used for search purposes when *PSAS* is on-line.

6.4 Captions

Captions for Figures (i.e. photographs, line-drawings, graphs, tables, etc.) should be supplied electronically as a separate Word file and should not be placed on the illustrations themselves. Please ensure that relevant copyright (obtaining this is the responsibility of the author) and acknowledgements are included in your paper.

7 Styles

7.1 Preferred spellings.

Please use standard English or French spellings in the body of your paper. Use –ize rather than –ise.

Please use æ and œ where appropriate, e.g. ‘cœur’ rather than ‘coeur’, if the paper is in French.

7.2 Punctuation

Please use English or French punctuation as appropriate and check this carefully. Use an en-dash (–) between ranges of numbers, e.g. (1264–1282).

When a dash is used as a parenthesis, please also use an em-dash (—) with a space on either side of it, rather than an en-dash, e.g. “we gradually discovered — in this and the adjoining trench — a wall which ran east-west for at least 10 m.”

Please use curly quotation marks, i.e. double (“ ”) and single (‘ ’).

8 Format

- (a) Electronic versions should be submitted in Times New Roman font 14-point, with 1.5 line spacing. Electronically use A4-paper size and with 2.45 cm margins all round.
- (b) The text should be left-aligned, not fully justified.
- (c) The word processing program’s automatic hyphenation should not be used.
- (d) Sentences should be separated by a single space only, and paragraphs by a blank line. New paragraphs should not be indented.
- (e) Lower-case l (the letter “ell”) should not be used for the number 1 nor upper-case O (the letter) for number 0 (zero).
- (f) Automatic note-numbering systems (within word-processing programs) *should not be* used. Instead, note numbers should be placed in the text manually, in round brackets after punctuation, thus, (15) and the notes placed at the end of the text. Please leave a single space between the punctuation and the note number.

9 Illustrations

Line drawings must be good quality digitized or computer-generated graphics and submitted in electronic form only. Line drawings should be saved as TIFF files with a minimum resolution of 600 dpi up to a maximum of 1200 dpi for plans with fine lines.

Lettering should be computer-generated and word-processed with every effort made to ensure spellings of place names correspond to those given in the text of your paper. Lines and lettering should be sufficiently large and clear to take further reduction. Please include a scale in metric units and, in the case of maps and plans, a north point.

Photographs should be good quality, unframed *greyscale* digitized images

Tables and charts should be ready for reproduction, and submitted electronically in a separate Word file or as a JPG or TIFF file format. They should be numbered as Figures *within the same sequence as the other illustrations*, in the order in which they are mentioned in the text, but the number should not appear on the table itself.

Captions must not be included on the illustrations themselves but should be submitted electronically in a separate text file (see § 6.4, above). Please ensure that the captions and figures match!

10 Transliteration of non-Roman scripts

The Appendix provides a useful guide to transliteration of non-Roman scripts. For the first time we are introducing the option of using symbols using a font set as well as the traditional “slash” method.

Whichever system you use, please *check* transliteration aspects in your papers before you submit it to *PSAS* and in subsequent proofs very carefully.

If you are using the **Times Semitic New font set in Microsoft Word 2007** available from the PSAS Editor and on the Seminar website, the codes provided in the Word 2007 symbol set (Unicode) can be employed.

Otherwise use the **‘slash’ method**, which requires no specialized font and is simple to operate (to avoid the numerous problems experienced in the past with different transliteration systems and different fonts). Once a paper has been edited, the *PSAS* Editor will input a **macro** which will automatically convert these letters with slashes into the appropriate letters with diacritical marks in the *PSAS* font before publication.

To avoid confusion please always place a space before and after all slashes which are not representing a transliterated letter, whichever method you use (Word 2007 symbols or the ‘slash’ method). Thus write

“and / or” not “and/or”.

This is particularly important when transliterating epigraphic texts with word-dividers. The word-divider should be represented by a slash preceded and followed by a space. Thus:

bn / ms/1b>/ />/wm.

Single words or letters, as well as passages, of right-to-left scripts in the middle of Roman text cause considerable problems of formatting, and so the use of the Arabic and Hebrew scripts should be restricted to circumstances where it is vital for the sense of the text. In all other cases they should be transliterated into the Roman alphabet in accordance with the system below.

Arabic: see the Appendix to help you check your transliteration of Arabic.

The *lām* of the article should not be assimilated before the “sun letters”, *al-shams* not *ash-shams*. The *hamzat al-waṣl* of the article should be shown after vowels except after the preposition *li-*, as in the Arabic script, e.g. *wa-ṣl-wazi/-r*, *fi/- ṣl-bayt*, but *li-l-wazi/-r*.

Tā’ marbūtah (ة) should be rendered *-ah*, except in a construct [*idāfah*]: e.g. *birkah*, *zakāh*, but *birkat al-sibāhah*, *zakāt al-ḥitr*.

Orthography: The “a” of “al-” should always be written lower case, except at the beginning of a sentence. However, since some of those whose names take the definite article prefer it to be written with a capital, *PSAS* will also respect such spellings.

A capital should be used for the initial letter of an Arabic personal or place name, excluding *al-*, when they stand alone in English or French text,

e.g. “We find in al-Hamdānī’s work...”,

but at the beginning of a sentence

“Al-Hamdānī tells us...”.

However, in passages of transliterated Arabic no capitals should be used, even at the beginning of sentences. For the names of Arab authors and Arabic works listed in the References, see the examples at the end of these *Guidelines*.

Articles on dialectology may use whatever transcription system is preferred by the author, but it should be explained in the first note. The Times Semitic New Unicode-compatible font may be used, but otherwise please express letters with diacritical marks, or phonetic symbols, using the ‘slash’ system (as shown in the table at the end of these *Guidelines*). For letters with two diacritical marks, the upper one should precede the lower one with no space between, e.g. *ḏ* = d/- . *ẓ* = z/v., etc.

We recommend that single-letter transliterations rather digraphs (dh, kh, etc.) are used in epigraphic and dialectological papers (see Appendix).

(b) Ancient North and South Arabian

Consonants:

<i>h</i>	<i>l</i>	<i>ḥ</i>	<i>m</i>	<i>q</i>	<i>w</i>	<i>s</i> ²	<i>r</i>	<i>b</i>	<i>t</i>	<i>s</i> ¹	<i>k</i>	<i>n</i>	<i>ḥ</i>	<i>ṣ</i>	<i>s</i> ³	<i>f</i>	’	‘	<i>ḏ</i>	<i>g</i>	<i>d</i>	<i>ḡ</i>
		<i>h/.</i>				<i>s/2</i>				<i>s/1</i>			<i>h/-</i>	<i>s/.</i>	<i>s/3</i>		>/	</	<i>d/.</i>			<i>g/-</i>
<i>ṭ</i>	<i>z</i>	<i>ḏ</i>	<i>y</i>	<i>ṭ</i>	<i>ẓ</i>																	
<i>t/.</i>		<i>d/-</i>		<i>t/-</i>	<i>z/.</i>																	

Note that *ḡ* is an acceptable alternative to *ḡ*.

(c) Hebrew and Aramaic

These should be transliterated:

Consonants:

>/	b	g	d	h	w	z	h/.	t/.	y	k	l	m	n	s	</	p	s/.	q	r	s''	s/v	t
----	---	---	---	---	---	---	-----	-----	---	---	---	---	---	---	----	---	-----	---	---	-----	-----	---

The aspirant forms of *b g d k p t* should not be indicated unless absolutely necessary, in which case they should be transliterated as *b/- g/_* (NB not *g/-*) *d/- k/- p/- t/-* respectively.

Daghesh should be shown by doubling the letter.

(c) Hebrew and Aramaic Vowels:

a (<i>pataḥ</i>)	a/- (= <i>ā qāmeṣ</i>)	â (final <i>qāmeṣ hē</i>)
e (<i>šəgōl</i>)	e/- (= <i>ē šērê</i>)	ê (final and medial <i>šērê yōd</i> and medial <i>šəgōl yōd</i>)
i (short <i>ḥîreq</i>)	i/- (= <i>ī</i> long <i>ḥîreq</i> defectively written)	î (medial / final <i>ḥîreq yōd</i>)
o (<i>qāmeṣ ḥāṭûp</i>)	o/- (= <i>ō ḥōlem</i> defectively written)	ô (<i>ḥōlem</i> fully written)
u (short <i>qibbûṣ</i>)	u/- (= <i>ū</i> long <i>qibbûṣ</i> defectively written)	û (<i>šûreq</i>)

Other final vowels should be written with the appropriate vowel followed by *hē*, *ʿalep* or *mater lectionis* (e.g. *s/ve/vlo/-mo/-h*, *yigleh*, *qa/-ra/->/*, *qa/-râ*, *hinne/-h*, *sûsa/-yw*). Furtive *pataḥ* should be shown as *pataḥ (rûah)*. Reduced vowels should be written as follows *a/v* (= *ă*), *e/v* (= *ĕ*) and *o/v* (= *ō*). No distinction is to be made between simple *šəwâ* and *ḥātēp šəgōl*.

Short vowels fully written should be shown as *o(w) u(w) i(y)* e.g. *be/vqu(w)s/vta/->/* (*běqu(w)štāʿ*)

[Guidelines and examples taken from the “Instructions for Contributors” published in the *Bulletin of the American Schools of Oriental Research* 262 (1986): 3]

(d) Persian, Urdu and Ottoman Turkish

Persian, Urdu and Ottoman Turkish as for Arabic with the additional letters transliterated according to the system in the *Encyclopaedia of Islam* (New Edition).

(e) Greek

Single letters or words or short passages may be written in Greek script, using the font TimesClassicGreek (tmsrr_1.ttf) which can be obtained from the *PSAS* Editor or downloaded from the website from August 2009.

(f) Transliterated Middle Eastern words and place names

Variations in the spelling of many place names can now be found on-line. Geonames, a worldwide geographical database with a search function, browsable maps, and downloadable data files, is available free on <http://www.geonames.org/> though it is not yet always useful for archaeological sites. Another useful website is GoogleEarth (<http://earth.google.co.uk/>). Place names should be given in the English rather than the French form, unless the paper is in French.

Names of sites, archaeological periods, types of pottery which have entered archaeological usage in a particular form should be used in that form: Umm an-Nar, Julfar ware, Mleiha, Rumeila, etc. The *PSAS* Editor will provide the correct transliteration in square brackets in your paper after the first instance of a place name, in order to help with cross-referencing and searches when the *PSAS* goes on-line. From August 2009, the *PSAS* Editor will also be providing a list of place names cited in *PSAS* 39 onwards on the website for useful future reference.

Names which have been Anglicized or Gallicized by the addition of an English or French ending, should not be written with diacritical marks. Thus, for example, Umayyad, Abbasid, Ayyubid, Achaemenid, Sasanian.

Whenever the plural of a Middle Eastern word is given please give the correct plural and also provide the singular in round brackets. Avoid the practice of adding an ‘s’ in Roman font to transliterated words given in italics.

Personal names, toponyms and other words which have entered English or French in a particular form, e.g. Islam, imam, Mecca, Medina, qadi, Ramadan, Riyadh, sharif, wadi, etc.), should be used in that form when they occur in an English or French sentence, unless they are part of a quotation in the original language, or of a correctly transliterated name or phrase. In the latter cases, they should be correctly transliterated, even when they occur in an English or French sentence. Thus,

the wadi bed	<i>BUT</i>	in Wādī Mayfa‘ah	the mosque in Medina	<i>BUT</i>	the mosque in al-Madīnah al- munawwarah
the imam went to the mosque	<i>BUT</i>	Imām ‘Alī went to the mosque	he travelled in Dhofar	<i>BUT</i>	he visited the Himyarite capital Ṣafār *
the qadi gave a judgement	<i>BUT</i>	Qāḍī ‘Abd al- ‘Azīz gave a judgement	the sultan defeated his enemies	<i>BUT</i>	Sulṭān ‘Abd al-Ḥamīd defeated ...
The word occurs in two suras	<i>BUT</i>	the word occurs in <i>sūrat al- baqarah</i>			

*i.e. Ṣafār is a different place from Dhofar, not simply a different spelling!

ii) Arabic Names and words which have been Anglicized or Gallicized by the addition of English or French endings, should not be written with diacritical marks. Thus,

Hadramitic	<i>rather than</i>	Ḥaḍramitic	Himyarite	<i>rather than</i>	Ḥimyarite
Madhabic	<i>rather than</i>	Maḍābic	Quranic	<i>rather than</i>	Qur‘anic, quranic
Safaitic	<i>rather than</i>	Ṣafaitic	Thamudic	<i>rather than</i>	Thamūdic

(iii) Other preferred spellings are:

Ḥimyar	<i>rather than</i>	Himyar	hijrah	<i>rather than</i>	hijra
jabal / Jabal	<i>rather than</i>	jebel / Jebel	Muḥammad	<i>rather than</i>	Mohammed, Muhamed, etc unless the form is used by a living person
miḥrāb	<i>rather than</i>	mihrab			
Qur‘ān	<i>rather than</i>	Koran or Quran (but see Quranic above)			

sharīḥ	<i>rather than</i>	sharia	shaykh	<i>rather than</i>	sheikh
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11 Dates

11.1 Calendar dates

If Hijri (Islamic) dates are used they should always be coupled with the corresponding dates in the Christian calendar. Please give a range of dates in full, e.g. 1700–1756 with an en-dash (–) between dates. The Islamic date should be given first, followed by a space then by an oblique stroke then a space followed by the Christian date. AH and AD should be omitted, e.g. 386 / 996; seventh / thirteenth century.

11.1.1 Radiocarbon dates (^{14}C or C-14 (note: always capital C))

^{14}C dates should be given with the statistical margin of error, and it should be stated whether or not they are calibrated. When citing ^{14}C dates, the following information must be included as a minimum:

Lab Code

^{14}C age

nature of sample

INTCAL dataset used

Program for calibration

2 sigma calibrated date

If 1 sigma calibration is also included, that is fine. You may also want to include measurements of the stable carbon isotope, ^{13}C as an indication of the level of discrimination against ^{14}C .

11.2 Sigla

In some papers (usually epigraphic) frequently-cited collections or reference works are often given an abbreviation or siglum. If abbreviations or sigla of this sort are used, a list should be provided at the end of the paper, giving the full reference for each siglum or a Harvard reference to a work cited in the References.

All works cited in the text (*citations*) should appear in the References, and all those which appear in the List should refer only to citations in the text.

12 Citations and References

12.1 Citations

The Harvard system should be used and *citations* should normally be included in the text, rather than consigned to notes, unless the clarity of the text is endangered, e.g. if one sentence contains a large number of references, they may be placed in a note, still using the Harvard format.

Please note that the *page numbers* referred to should *always* be included in the Harvard reference (e.g. Smith 1999: 42–45), unless the reference is to the entire work.

References containing all the works cited in the text should appear at the end of the paper after the Notes and Sigla.

12.2 References

Please double check that all works cited are listed in the references before submitting a paper **and** a corrected paper.

The References should not aim to be an independent bibliography of the subject.

(a) Citations within the text should follow the Harvard system, in the form:

- (author's surname + date: page(s), fig. [etc.]), Please note the punctuation and see examples 1–15. Page numbers should always be included in the Harvard references unless the entire work is being cited.

e.g. (Smith 1983: 224–226),

Works in more than one volume. In this case the volume number should appear, in lower case Roman figures, as follows:

Author's surname + date, vol. no.: page(s), fig. [etc.], see examples 4, 17, and 21 below.

Editions of classical texts should be cited in the text in the form:

Author *Abbreviated Title* (or *Abbreviation*), book number. Chapter number. Section number (etc., or page number(s) + “line(s)” + line number(s) as appropriate, all in Arabic numerals, see example 16 below.

Editions of medieval texts in Arabic, Persian, etc. should be cited in the form:

- name by which the author is general known (i.e. his *‘urf*) + date of edition, volume number (if any, in lower case Roman numerals): page number(s), + “line(s)” + line number(s) (if appropriate), see example 17 below.

The author's initials should not be given in the citation according to the Harvard reference system unless the paper refers to two authors with the same surname (e.g. Ryckmans G and Ryckmans J or Potts DT and Potts TF, note there are no full stops after the initials in the Harvard reference system), see examples 9 and 10 below.

Note: If the author's name appears in the sentence preceding the reference it need not be repeated in the reference, as long as there is no ambiguity.

(b) References and citations

Works by more than one author. When *citing* a work by two or three authors, all the surnames should be given in the Harvard reference, see examples 11 and 5. Please use “&”, rather than “and” between authors. When there are more than three authors, only the first + *et al.* should be cited in the Harvard reference in the text, but the names of all the authors should be given in the References, compare example 5 with 13 below.

All references cited in the text should be listed at the end of the paper in alphabetical order of the authors' surnames and then in ascending chronological order within author's surnames.

Names. Only the surname and initials (not forenames or titles) should be given. This also applies to modern Arab authors, whose forenames should be reduced to initials, as with Western authors. The particle al- , irrespective of whether it is spelled with an upper case or a lower case “a” and whether or not it is hyphenated, should be placed before the “surname”, but *should be ignored for the purposes of alphabetical order*. Thus, ElMahi and al-Ra/-shid come after Ibrahim.

However *Classical authors* should be listed under the name by which they are generally known (e.g. Pliny, Livy, Cicero), without the initials of their other names. See example 16, below.

Medieval Arab writers should be listed under the name by which they are generally known (their *‘urf*), followed by a comma and their forename, patronym, *kunyah*, etc. See example 17, below.

If two or more works were published in the same year, they should be listed as Smith H. 1990*a*, 1990*b*, etc., in the order in which they are cited in the text. The author's name should not be repeated but the date should be inset by two tab points. See examples 18–21, below.

Works by more than one author. Works by a single author should precede those written by the same author with collaborators, the order being: author alone, author + one collaborator, author + two collaborators, etc. Within each of these categories, works should be listed in alphabetical order of the collaborators. Note that names of authors (in both in citations and the References) should be joined by “&” not “and”. The names of all the authors of a collaborative work should be given in the References, even

though, in the Harvard reference scheme, works by four or more authors are cited as “First author + *et al.*” See examples 13, 22, 23 and 24 below.

Dates, place of publication, etc. It is *essential* to give the place of publication, name of the publisher and the date of publication for any published item cited in the References.

The **place** of publication should be given in English e.g. “Vienna” rather than “Wien”, unless the paper is in French when the French form is used.

If in doubt go back to the original item and/or check out the book on COPAC (<http://copac.ac.uk/>) or the **Karlsruhe Virtual Catalogue** KVK, a meta-search interface which allows you to access library catalogues worldwide (<http://www.ubka.uni-karlsruhe.de/hylib/en/kvk.html>).

If a work appeared at a different *date* from the one on its title page (e.g. a volume of a journal dated 1999 which actually appeared in 2000) the date printed in the work should be used in the reference, though the true date can be added in [] immediately after it, if desired. See example 8 below.

If it is not possible to give the date of a work, one of the following should be used:–

“in press” = with the publisher and/or being printed

“forthcoming” = accepted for publication but not yet in production

“in preparation” = in the process of being written

Several unpublished works by the same author should be given in the above order.

“n.d.” = published, but the date of publication is not printed in the work. However, if the date is known from other sources it can be shown as, for example, “n.d.[1968]” (“s.d.” if the paper is in French.)

Internet sources

Do not include <http://> if www is included. Do not underline or italicise. Do not include brackets. It is standard practice to give dates when the sites were accessed if possible.

Internet addresses in the bibliography can be given under the author’s name if appropriate:

e.g. Bezlova, A. 24 May 2001. Jordanian discovery of the Nabateans. *Jordan Times Online*. 10 Oct. 2009 <www.jtimes.com/nab/pet02.html>.

Otherwise, list them under the title:

e.g. Child burial discovered at Tell al-Mazar. *BBC News Online: Archaeology*. 7 June 2003. 10 Oct. 2009 <<http://news.bbc.co.uk/a/arch/2971310.stm>>.

The first date cited in the two references above refers to the date of the article and the second to the date viewed by the author citing this reference.

Internet addresses do not need to include a full stop at the end unless they are included as part of a sentence. If you include full stops at the ends of entries in the bibliography, then include them after internet addresses. e.g. www.dur.ac.uk (accessed 31 October 2009).

EXAMPLES

The following examples show the *citation* form of Harvard references in the text (in brackets) and then the same reference as it should appear in the References.

The titles of journals and of multi-volume works such as encyclopaedias should be given in full, not abbreviated.

Numbers: Page, column and similar numbers (including dates) should always be given in full, for example 33–34, 234–265, 1592–1596 (not 33–4, 234–65, 1592–6), etc.

Citation and Reference Forms: Examples

		<i>Citation form:</i>	<i>Reference form:</i>
1	Book or independent item	(Beeston 1956: 45) refers to page 45 in:	Beeston A.F.L. 1956. <i>Epigraphic South Arabian Calendars and Dating</i> . London: Luzac.
2.		(al-Theeb 1995: 114) refers to page 114 in:	al-Theeb [= al-Dh/-iyayb] S.A. 1995. <i>Dira/-sah tah/.li/-liyyah li-nuqu/-sh nabat/.iyyah qadi/-mah min s/vama/-l gharb al-mamlakah al-^c/arabiyyah al-sa^c/u/-diyyah</i> . Riyadh: Maktabat al-malik fahd al-wat/.aniyyah In the final proofs this would appear as: al-Theeb [= al-Dhīyayb] S.A. 1995. <i>Dirāsah taḥlīliyyah li-nuqūsh nabaṭiyyah qadīmah min šamāl gharb al-mamlakah al-^carabiyyah al-sa^cūdiyyah</i> . Riyadh: Maktabat al-malik fahd al-waṭaniyyah
3		(Na/-mi/- 1952: 9) refers to page 9 in: In the final proofs this would appear as: (Nāmī 1952: 9) refers to page 9 in:	Na/-mi/- K.Y. 1952. <i>Les Monuments de Ma^c/i/-n (Yemen). Étude épigraphique et philologique des 19 inscriptions de Ma^c/i/-n publiées par le Professeur Moh/.ammed Tawfiq</i> . (Études de l'Institut Français d'Archéologie Orientale du Caire. Études sudarabiques, 2). Le Caire: Institut Français d'Archéologie Orientale. [In Arabic]. In the final proofs this would appear as : Nāmī K.Y. 1952. <i>Les Monuments de Ma^cīn (Yemen). Étude épigraphique et philologique des 19 inscriptions de Ma^cīn publiées par le Professeur Moḥammed Tawfiq</i> . (Études de l'Institut Français d'Archéologie Orientale du Caire. Études sudarabiques, 2). Le Caire: Institut Français d'Archéologie Orientale. [In Arabic].
4		(Löfgren 1936–1950, i: 45) refers to page 45 of the first volume of:	Löfgren O. 1936–1950. <i>Arabische Texte zur Kenntnis der Stadt Aden im Mittelalter</i> . (2 volumes). Uppsala: Almqvist & Wiksells.
5	<i>Note:</i> Titles of unpublished items are not given in italics.	(Cleuziou, Reade & Tosi 1990: 10, fig. 6 / 8–9) refers to page 10, + items 8–9 on fig. 6 in:	Cleuziou S., Reade J. & Tosi M. (eds). 1990. The Joint Hadd Project. Summary report of the Third Season (1987–1988). Paris: ERA 30 / Rome: ISMEO. [Unpublished circulated report].
6	Article in a journal	(Potts 1993: 425) refers to page 425 in:	Potts D. 1993. Rethinking some aspects of trade in the Arabian Gulf. <i>World Archaeology</i> 24: 423–439.
7		(^c Abd alla/-h 1996: 22–25) refers to pages 22–25 in: In the final proofs this would appear as: (^c Abd allāh 1996: 22–25) refers to pages 22–25 in:	^c Abd alla/-h Y.M. 1996. Risa/-lah min imra ^h /ah bi-h/-at/.t/. al-zabu/-r al-yamani/-/. <i>New Arabian Studies</i> 3: 18–28. [Arabic section] In the final proofs this would appear as: ^c Abd allāh Y.M. 1996. Risālah min imra ^h ah bi-ḥaṭṭ al-zabūr al-yamanī. <i>New Arabian Studies</i> 3: 18–28. [Arabic section]
8	<i>Note: Proceedings of the Seminar for Arabian Studies</i>	(al-Ghul 1999 [2000]: 68) refers to page 68 in:	al-Ghul O. 1999 [2000]. The names of buildings in the Greek papyrus No. 10 from Petra. <i>Proceedings of the</i>

		<i>Citation form:</i>	<i>Reference form:</i>
	should be given in full in the references not as <i>PSAS</i>		<i>Seminar for Arabian Studies</i> 29: 67–71.
9		(Ryckmans 1951: 258, pl. 4) refers to page 258 and pl. 4 in:	Ryckmans G. 1951. Inscriptions s/afaitiques de Transjordanie. <i>Vivre et Penser</i> 1: 255–259. In the final proofs this would appear as : Ryckmans G. 1951. Inscriptions şafaitiques de Transjordanie. <i>Vivre et Penser</i> 1: 255–259.
10		(Ryckmans J 1973: 545) refers to page 545 of:	Ryckmans J. 1973. Review of Harding 1971 – if this work is already in your References; or, if it is not, – Review of G.L. Harding, <i>An Index and Concordance of Pre-Islamic Arabian Names and Inscriptions</i> (Toronto, 1971). <i>Le Muséon</i> 86: 543–547. See also example 19 for the treatment of reviews.
11		(Barker & Hartnell 2000: 205) refers to page 205 in:	Barker D. & Hartnell T. 2000. Notes on a decorated spiny oyster from Sharm. <i>Arabian Archaeology and Epigraphy</i> 11: 204–206.
12		(Grave, Bird & Potts 1996: 77) refers to page 77 in:	Grave P., Bird R. & Potts D.T. 1996. A Trial PIXE / PIGME analysis of pre-Islamic Arabian Coinage. <i>Arabian Archaeology and Epigraphy</i> 7: 75–81.
13		(King <i>et al.</i> 1995: 64) refers to page 64 of:	King G.R.D., Dunlop D., Elders J., Garfi S., Stephenson A. & Tonghini C. 1995. A Report on the Abu Dhabi Islands Archaeological Survey (1993–1994). <i>Proceedings of the Seminar for Arabian Studies</i> 25: 63–74.
14	Contribution to conference volume or multi-author work	(Müller 1988: 50) refers to page 50 in:	Müller W.W. 1988. Outline of the history of ancient southern Arabia. Pages 49–54 in W. Daum (ed.), <i>Yemen. 3000 Years of Art and Civilization in Arabia Felix</i> . Innsbruck: Pinguin.
15		(Livingstone 1989: 101) refers to page 101 in:	Livingstone A. 1989. Arabians in Babylonia / Babylonians in Arabia: Some reflections à propos new and old evidence. Pages 97–105 in T. Fahd (ed.), <i>L'Arabie préislamique et son environnement historique et culturel</i> . Actes du Colloque de Strasbourg 24–27 juin 1987. (Travaux du Centre de recherche sur le Proche-Orient et la Grèce antiques, 10). Leiden: Brill.
	For a contribution to an encyclopaedia see example 18.		
	For a contribution to a <i>Festschrift</i> see example 21		
16	Editions of classical texts	(Pliny <i>H. N.</i> 6.2.7) refers to Book 6, chapter 2, section 7 in:	Pliny / ed. and transl. H. Rackham. 1969. <i>Historia Naturalis</i> . (Loeb Classical Library). London: Heinemann / Cambridge, MA: Harvard University Press.
17	Editions of medieval texts in Arabic, etc.	(al-Hamda/-ni/- 1884–1891, i: 134, lines 15–16) refers to lines 15–16 on p. 134 of volume 1 of:	al-Hamda/-ni/-, Abu/- Muh/. ammad al-H/. asan b. Ah/. mad / ed. D.H. Müller. 1884–1891. <i>S/ifat jazî/-rat al-<i></i>/arab</i>. (2 volumes). Leiden: Brill.</i>

		<i>Citation form:</i>	<i>Reference form:</i>
		In the final proofs this would appear as: (al-Hamdānī 1884–1891, i: 134, lines 15–16) refers to lines 15–16 on p. 134 of volume 1 of:	In the final proofs this would appear as: al-Hamdānī, Abū Muḥammad al-Ḥasan b. Aḥmad / ed. D.H. Müller. 1884–1891. <i>Ṣifat jazīrat al-‘arab</i> . (2 volumes). Leiden: Brill.
18	Layout of works by the same author and by more than one author		Beeston A.F.L. 1960. Abraha. Pages 102–103 in <i>The Encyclopaedia of Islam</i> . (New Edition). i. Leiden: Brill. ----- 1985. Review of J.C. Biella, <i>Dictionary of Old South Arabic, Sabaean Dialect</i> . (Chico, CA: Scholars, 1982). <i>Journal of Semitic Studies</i> 30: 302–312. ----- 1994a. Lineation of the Sabaic Text Ir 19. <i>Rayda/-n</i> 6: 37–39. ----- 1994b. Antecedents of Classical Arabic Verse? Pages 234–243 in W. Heinrichs & G. Schoeler (eds), <i>Festschrift Ewald Wagner zum 65. Geburtstag</i> . i. (Beiruter Texte und Studien, 54). Stuttgart: Steiner. Beeston A.F.L. & Conrad L.I. 1993. On Some Umayyad Poetry in the History of al-T/abari/-. <i>Journal of the Royal Asiatic Society</i> 3rd series, 3: 191–206. Beeston A.F.L., Johnstone T.M., Serjeant R.B. & Smith G.R. (eds). 1983. <i>Arabic Literature to the End of the Umayyad period</i> . (Cambridge History of Arabic Literature). Cambridge: Cambridge University Press. Beeston A.F.L., Winnett F.V., Ryckmans J. & al-Ghul M.A. 1971. The inscription Jaussen and Savignac 71. <i>Proceedings of the Seminar for Arabian Studies</i> 3: 69–72.
19	Internet sources with author	Bezlova 2001, on-line (and give page numbers if given on the website)	Bezlova, A. 24 May 2001. Jordanian discovery of the Nabateans. <i>Jordan Times Online</i> . 10 Oct. 2009 < www.jtimes.com/nab/pet02.html >.
20	Internet sources without author	<i>BBC News Online</i> 2003, on-line	Child burial discovered at Tell al-Mazar. <i>BBC News Online: Archaeology</i> . 7 June 2003. 10 Oct. 2005 < http://news.bbc.co.uk/a/arch/2971310.stm >.
21	DVD	<i>A Place in the Museum</i> . DVD 2001	<i>A Place in the Museum</i> . 1951 Dir. George Stevens. DVD. Paramount, 2001.
22	CD-Rom	<i>Encarta 2004 Reference Library</i> . 2003. CD-ROM.	<i>Encarta 2004 Reference Library</i> . 2003. CD-ROM. Microsoft.

APPENDIX

Characters in the PSAS transliteration system for Arabic, other Semitic languages and relevant phonetics

For the first time for PSAS, you can either use the traditional slash system, or the unicodes (hex) found in the symbol set (derived from unicodes) for Times Semitic New in Word 2007:

For Greek characters please use TimesClassicGreek font set obtainable from the PSAS Editor

Notes on slash method:

All letters with a dot under or over them should be represented by the letter +

All letters with a line under or over them should be represented by the letter + /-

All letters with an inverted circumflex or *brève* over them should be represented by the letter + /v

Thus	ž = z/v	č = c/v				
And short vowels or shewa. Thus	ǎ = a/v	ě = e/v	ĩ = i/v	õ = o/v	ũ = u/v	ə = @/

I. Arabic Characters

Arabic Character	Name	Transliteration (see <i>Note</i> * below for more on digraphs)	Found in symbol set in Times Semitic New From Unicode (hex) in Word 2007	Using a Slash Symbol this is coded as:
ء	hamzah	◌◌◌	039C	>/
ب	bā ^{◌◌◌}	b		
ت	tā ^{◌◌◌}	t		
ث	thā ^{◌◌◌}	<u>th</u> (th)		
ج	jīm	j		
ح	ḥā ^{◌◌◌}	ḥ	0389	h/.
ح	ḥā ^{◌◌◌}	Ḥ	0414	H/.
خ	khā ^{◌◌◌}	<u>kh</u> (kh)		
د	dāl	d		
ذ	dhāl	<u>dh</u> (dh)		
ر	rā ^{◌◌◌}	r		
ز	zāy	z		
س	sīn	s		
ش	shīn	<u>sh</u> (sh)		
ص	ṣād	ṣ	0392	s/.
ص	ṣād	Ṣ	0421	S/.
ض	ḍād	ḍ	03A1	d/.
ض	ḍād	Ḍ	040F	D/.
ط	ṭā ^{◌◌◌}	ṭ	0393	t/.
ط	ṭā ^{◌◌◌}	Ṭ	041A	T/.
ظ	ẓā ^{◌◌◌}	ẓ	039E	z/.

<i>Arabic Character</i>	<i>Name</i>	<i>Transliteration (see Note* below for more on digraphs)</i>	<i>Found in symbol set in Times Semitic New From Unicode (hex) in Word 2007</i>	<i>Using a Slash Symbol this is coded as:</i>
ظ	<i>zāʾ</i>	<i>Z</i>	041D	Z/.
ع	<i>ʿayn</i>	<i>ʿ</i>	039A	</
غ	<i>ghayn</i>	<u>gh</u> (gh)		
ف	<i>fāʾ</i>	f		
ق	<i>qāf</i>	q		
ك	<i>kāf</i>	k		
ل	<i>lām</i>	l		
م	<i>mīm</i>	m		
ن	<i>nūn</i>	n		
ه	<i>hāʾ</i>	h		
و	<i>wāw</i>	w		
ي	<i>yāʾ</i>	y		

Vowels should be rendered as a i u ā (a/-) ī (i/-) ū (u/-). Diphthongs should be rendered by aw ay.

Note* Ideally, digraphs (th, kh, dh, sh, gh) used for *thāʾ*, *khāʾ*, *dhāl*, *shīn*, *ghayn* should be underlined. For epigraphic and diatological papers, there is an option to use the following symbols:—

ث	<i>thāʾ</i>	<u>t</u>	0395	t/-
خ	<i>khāʾ</i>	<u>h</u>	039F	h/-
ذ	<i>dhāl</i>	<u>d</u>	03A8	d/-
ش	<i>shīn</i>	š	038A	s/v
غ	<i>ghayn</i>	<u>g</u>	03A5	g/-

II. Other Symbols

Note: Some examples of symbols used for *PSAS* are listed below. In addition, there are many other useful symbols available in *Semitic Times New* font.

Vowels		ā	0101	a/-
		Ā	0100	A/-
		ī	012B	i/-
		Ī	012A	I/-
		ū	016B	u/-
		Ū	016A	U/-
		ē	0113	e/-
		Ē	0112	E/-
		ō	014D	o/-
		Ō	014C	O/-

		ə	044B	@/
		ē	038E	@/-
		Ə	044C	E/
		Ē	041E	!/-
		ı	0131	
		İ	0130	
		ǎ	01CE	a/v
		ě	011B	e/v
		ĩ	01D0	i/v
		ə	044B	@/
		ö	01D2	o/v
		ü	01D4	u/v
Other consonants in general use for written Semitic languages				
		ḏ	0387	d/-.
		Ḑ	0411	D/-.
		ḡ	03A5	g/-
		Ḡ	0413	G/-
for Arabic, Ancient North & South Arabian & Ethiopic		ḥ ("x" for linguistics papers)	039F	h/-
		Ḥ ("X" for linguistics papers)	0415	H/-
for Akkadian		ḥ	03AA	h/v
		Ḥ	042C	H/v
		ḫ	03AD	p/.
		Ḫ	042F	P/.
		ṣ ¹	0445	s/1
		Ṣ ¹	0448	S/1
		ṣ ²	0446	s/2
		Ṣ ²	0449	S/2
		ṣ ³	0447	s/3
		Ṣ ³	044A	S/3
		ś	015B	s/'
		Ś	015A	S/'
		š	0161	s/v
		Š	0160	S/v
	emphatic "sh"	ṣ̌	03B4	s/v.
		Ṣ̌	0435	S/v.
		ṭ	03B5	t/-.
		Ṭ	0436	T/-.
Other consonants include				
		ḃ	03A7	b/'
		Ḃ	042A	B/'

		b	03BA	b/-
		B	043B	B/-
		č	010D	
		Č	010C	
		ċ	03C5	c/;
		d	03A8	d/-
		D	040F	D/-
		đ	0406	d/;
		ď	0408	d/#
		Ð	043F	D/#
		ġ	0121	g/.
		Ġ	0120	G/.
		ĝ	03A4	g/v
		Ĝ	0412	G/v
		g	03A5	g/-
		G	0413	G/-
		g'	03A9	g/
		G'	042B	G/
		g	03BB	g/_
		G	043C	G/_
		h	039F	h/-
		H	0415	H/-
		ħ	040B	h/#
		H	0442	H/#
		h	03CB	h/_
		ķ	038C	k/.
		Ķ	0416	K/.
		ķ	03AB	k/-.
		Ķ	042D	K/-.
		l	03C4	l/;
		l	03AC	l/.
		L	042E	L/.
		l	039D	l/o
		L	0429	L/o
		p	03AE	p/-
		P	0430	P/-
		r	03B0	r/.
		R	0432	R/.
		r'	03AF	r/
		R'	0431	R/
		š	038A	s/v
		Š	0160	S/v

		ʂ	0409	s/#
		ʃ	0440	S/#
		ʂ̃	0391	s/~
		ʃ̃	0420	S/~
		ʂ̣	0386	s/~.
		ʃ̣	041F	S/~.
		ʂ̥	03A6	s/u
		ʃ̥	0419	S/u
		ʂ̦	03B3	s/U
		ʃ̦	0434	S/U
		ʂ̧	03B2	s/U.
		ʃ̧	0433	S/U.
		ʂ̨	03B4	s/v.
		ʃ̨	0435	S/v.
		ʈ	0395	t/-
		Ṭ	041B	T/-
		ʈ̣	0405	t/;
		ʈ̥	0407	t/#
		Ṫ	043E	T/#
		ʈ̧	03C6	z/;
		ʈ̨	040A	z/#
		Ṽ	0441	Z/#
		ʐ	0399	z/'
		Ṽ	0428	Z/'
		ʐ̣	0397	z/'-
		Ṽ	0427	Z/'-
		ʐ̥	03A3	z/v
		Ṽ	041C	Z/v
		ʐ̧	03B8	z/v.
		Ṽ	0439	Z/v.
		ʐ̨	03B7	z/U
		Ṽ	0438	Z/U
		ʐ̧̣	03B6	z/U.
		Ṽ	0437	Z/U.
		ʐ̧̥	03B9	z/~
		Ṽ	043A	Z/~
Phonetic symbols		ɑ	03BC	a/
		ɐ	03BD	A/
		ǝ	03CE	#/.
		Ḑ	043D	##/.
		ɛ	044D	3/
		ɛ̄	0396	3/-

		ɨ	03BF	F/
		ɖʒ	03C8	dj/
		ʒ	03C9	j/
		ʒ̄	040E	j/;
		ɣ	03BE	g/
		ɣ̄	0403	G/
		ħ	03CC	h/
		ɸ	03CD	H/
		ɲ	03C2	N/
		ŋ	03C3	n/
		ɔ	038F	c/
		ɔ̄	03FD	C/
		ɔ̄	0390	c/-
		Ḫ	0424	C/-
		ɹ	0401	r/
		ʀ	0402	R/
		ʃ	03CA	f/
		ʃ̄	040C	f/;
		ʧ	03C7	tf/
		ʌ	0394	v/
		ʌ̄	0425	V/
		ʌ̄	0398	v/-
		Ḷ	0426	V/-
		ʏ	03A0	y/
		ʏ̄	0404	Y/
		ʔ	03C0	?/
		ʕ	03C1	ʋ
sign to mark stress in Modern South Arabian		ˈ	039B	ˈ/