

***Proceedings
of the
Seminar for Arabian Studies***

Guidelines for Editors

(Fifth edition)

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1.1 Checklist for Specialist Editors

Although *PSAS* is copy-edited, specialist editors still have an important input into its production. Please note the following:–

Content and Copyright. Although it is the authors' responsibility to ensure that the paper has not been published elsewhere, editors should confirm that papers submitted to the *PSAS* are to the best of their knowledge original contributions and that the content will not have been published elsewhere, whether by the same author or another.

Edit the files electronically. Rename your edited file with your initials, e.g. you receive PSAS40Kennet01 from the Editor. Once you have edited it, please rename your first edit as PSAS40KennetRAC01 and so on.

Put your additions, corrections, etc. in red and comments and explanations in **blue**.

Editors *should not* use the "Track changes" feature from the Tools menu.

Read the paper for accuracy of content, consistency of argument and clarity of expression. If there are problems with any of these please explain in **blue** within []. The editor will then take up the points with the author.

Headings. Please mark up the level of heading or subheading. Put [A], [B], or [C,] etc. in **red** against the headings and subheadings.

Language and Style. Correct the English or French where necessary so that it reads clearly and unambiguously. And clarify passages which are ambiguous or incomprehensible.

Transliteration. Ideally, check that the authors have followed the *Guidelines for Authors*. Check the slash-transliterations (e.g. h/. a/-) or Times Semitic New symbols against the transliterations given by the author in his/her PDF version and ensure that the former are correct. (See Appendix of the *Guidelines for Authors* for details on both).

Ensure that those Arabic (or other foreign) words which have entered the English (or French) language in a particular spelling, appear in that spelling in Roman not italic type, though use preferred spellings given in the *Guidelines for Authors*.

Names. Check that place names and personal names have been correctly spelt as far as is possible. There are a number of on-line and published gazetteers available. The *Index of Proper Names of the Encyclopaedia of Islam* is also useful.

References. Ideally, check that all works mentioned in the text are listed in the Sigla and/or References and *vice versa* and contain all necessary information and conform to the *Guidelines*. If there is more than one work by the same author in the same year, make sure that 1990a is the first one mentioned (either in the text or a note), 1990b is the next, and so on. If anything is missing make a note in **blue**.

Illustrations: will be sent to editors for academic review from the *PSAS* Editor through an email link to Picasa3. The images for each paper will be in an individual Picasa3 album. In order to open the Picasa3 album, you will need to set up a password the first time you use this programme. The programme is free and one of Google's on-line facilities. After that the password you first set up will give you access to all your Picasa3 albums. Editors can add comments to any image, e.g not relevant to the paper under review, blurred, etc. If you need to look at the final quality image for any paper which will be used in the final

publication, please contact the *PSAS* Editor.

Please check that all illustrations (whether line-drawings, photos, tables, etc.) are of good quality, appropriate, relevant.

Use the boxes by **each** figure in Picasa3 (which will be in high enough resolution for initial checking) to submit your comments to the Editors. If you need a higher resolution of any image, please contact the *PSAS* Editor. Higher quality images will of course be used in the final version of the *Proceedings*. Check that they are numbered in a continuous sequence in the order in which they are mentioned in the text.

If you re-number the Figures please give the original Figure / Table numbers in [] after the new ones in case it is necessary to track the changes.

Captions for Figures (i.e. photographs, line-drawings, graphs, tables, etc.) have been supplied electronically as a separate Word file and not been placed on the illustrations themselves. Please make sure these read in coherent English and include relevant copyright acknowledgements. Please ensure that the captions and figures match!

Useful guides

Ritter, R.M. (ed.). 2002. *The Oxford Manual of Style: The essential handbook for all writers, editors, and publishers*. London: Oxford University Press.

For a list of common symbols used in copy-editing and proof-reading see, for example, <http://web.ics.purdue.edu/~blakesle/515/copyediting.PDF>

Summary: Sequence of items in the References

Book	Author's surname initials. "(ed.)." Date. <i>Title</i> . (Number of volumes) / vol. number. (edition). (Series, number). Place of publication: Name of Publisher. "[In Arabic]". ["Reprint" + date].
Contribution in a book	Surname initials. Date. Title of contribution. Pages "in" initials. Surname of editor "(ed. /eds)", <i>Title of Book</i> . (number of volumes) / vol. number (edition). (Series, series number). / publication level 1. series / publication level 2. (series 3). Place of publication: Name of Publisher. □
Article in a journal	Surname initials. Date. Title of article. <i>Journal title</i> volume number / part number: page numbers. "[English section]".

1.2 Checklist for the Copy-Editor

1.2.1 Copies

Please ensure that the following separate electronic files have been received by the copy-editor from the author via the *PSAS* Editors:

1. The text of the paper,
2. the summary and
3. the list of captions
4. all relevant images.
5. In addition, we are asking authors to also provide a PDF version of their paper with correct diacritics etc. At this stage we have asked them to send the images separately but, in addition, the more adventurous are encouraged to include their images in their PDF.
6. The authors have been asked to give some indication of their name in the file name of the paper, figures, caption file and summary file .e.g. carterpaper, carterfig01, carterfig02, cartercaptions, cartersummary, etc:

Make a copy of the document before you edit it

Check that you have put '*Proceedings of the Seminar for Arabian Studies*' number (date) in the top left-hand corner of the first page, e.g. *Proceedings of the Seminar for Arabian Studies* 34 (2004)

1.2.2 Formatting

- The "Language" in WORD is "English (UK)" or "French (France)"
- The whole document (including headings) is in "Normal" style and that Normal consists of Times New Roman 12 point, left justified, double spacing with 12 point before paragraphs and 0 after.
- Margins are 2.45 cm all round and the paper A4 size.
- Sentences are separated by a single space only.
- All indentations are removed at the beginning of paragraphs.
- WORD's automatic footnote feature **can be used**. Otherwise notes are indicated in the text by a number in brackets, e.g. (3), with appropriate spaces. In English this should follow punctuation and be separated from it by a space. In French, it should precede punctuation (full stop, comma etc.) without a space in between.
- All quotation marks are curly, i.e. double (" ") and single ("). Curly single marks ' ' are used for apostrophes and for quotations within quotations.
- All dashes used as parentheses are em-dashes (—) rather than an en-dash (–) in the text itself and that each one is preceded and followed by a nonbreaking space. En-dashes are used between ranges of numbers, e.g. (1264–1282).
- All single letter abbreviations of measurements (e.g. m for metres) are separated from the preceding number by a non-breaking space, so that they do not end up on a separate line
- The **title** is centred and in bold and that upper case initial letters are used only in the first word and where they would be found in a normal English sentence;
- The **author's name** appears below the title and is centred and in bold;
- All **headings** (except the title and author's name) are *not* centred, that they are in bold, and that initial

capital letters are used only in the first word and where they would be found in a normal English sentence;

- All headings (including Notes, Sigla and References, but not the title and author's name) have been *graded* in size, A, B, C, D, etc. in [] to the left of the heading and highlighted in red, for instance, [A]Introduction;
- All **illustrations** (including tables) are referred to in the text and that they are numbered in sequence (Figure 1 is the first to be mentioned, Figure 2 is the second, etc.);
- A note says [Figure. 1 near here] etc. at the optimum position for each illustration (ideally just before the beginning of the paragraph in which it is first mentioned);
- Every siglum used in the text appears in the **Sigla**, and every siglum in the Sigla is used in the text;
- Every citation in the text, the Sigla or in the captions appears in the **References**, and every work in the References is cited either in the text or in the Sigla or in the captions;
- spelling of authors' names and dates of publication is identical in the citations, Sigla and References;

Space the References as follows:

Beeston A.F.L.

1987. Pre-Islamic Yemeni Inscriptions. Pages 99–103 in W. Daum (ed.), *Yemen. 3000 Years of Art and Civilisation in Arabia Felix*. Innsbruck: Pinguin.

- The items in the References at the end are in alphabetical order and that each one is complete;
- There is **no** comma between an author's surname and his initials (but see the Guidelines for medieval Arabic texts).
- There is a full stop (but not a space) after each initial, after the date (with a tab) and at the end of the reference.
- In the citations and references “&” not “and” is used between the names of authors or editors or publishers.
- When two or more works by the same author with the same date appear in the References, they are numbered Smith G.R. 1996*a*, 1996*b* [note the italics], etc., *in the order in which they are cited in the text or footnotes*;
- When the References contains successive works by the same author, the author's name is not repeated.
- Do global replacements of “space + return” to return, as many authors press the space bar at the end of a paragraph.
- Remove a return between paragraphs by a global replacement of “return+return” by “return”
- **Do not** eliminate double spaces at this stage since some may be necessary to distinguish slashes which are normal punctuation (as in “and / or” not “and/or”) from those which are part of the “slash transliteration system”.
- **Do not** do a global elimination of double full stops since they may be part of the transliteration system, e.g h/. (which will become h with a dot under it) followed by a full-stop.

1.2.3 Order of items and Authors' addresses.

The order should be

[A]Summary (c. 200–300 words)

Keywords 5 items separated by commas

Text

Check that the order following the *text* is

[A]**Acknowledgements**

[A]**Notes** [but from *PSAS* 40 these will be set as footnotes by the copy-editor],

[A]**Sigla**

[A]**References** (and not called “Bibliography”)

and that these are followed, at the bottom of the last page, by

Author’s address (in italics, and fill in details of the name and postal address in Roman) and put *e-mail* (in italics) on a separate line (with the e-mail address in Roman).

Useful Guides

Butcher J., Drake C. & Leech M. 2006. *Butcher's Copy-editing: the Cambridge handbook for editors, copy-editors and proofreaders*. Cambridge: Cambridge University Press.

Ritter R.M. (ed.).

2002. *The Oxford Manual of Style: the essential handbook for all writers, editors, and publishers*. London: Oxford University Press.

2005a. *The New Oxford Dictionary for Writers and Editors*. Oxford: Oxford University Press.

2005b. *New Hart’s Rules*. Oxford: Oxford University Press.

For a list of common symbols used in copy-editing and proof-reading see, for example, <http://web.ics.purdue.edu/~blakesle/515/copyediting.PDF>

1.3 Editing the text of the paper

1.3.1 Headings

All headings need to be arranged in a hierarchy within a paper – which will be shown by differences of type (small capitals, bold, italic, etc.) when the paper is formatted by Archaeopress. In order to try to achieve consistency of usage throughout the volume, all headings in each paper (except the title and author, and author’s address) need to be graded as follows:–

[A] a major heading (including [A] Introduction, [A] Acknowledgements, [A] Notes [though from *PSAS* 40 these will be relaid as footnotes], [A] Sigla and [A] References).

[B] is the next most important heading within a section introduced by an [A] heading;

[C] the next most important heading within a section introduced by a [B] heading, etc.

Editors should mark each heading in the paper with the appropriate letter in [] and highlighted in red. The letter in its brackets should be placed immediately before the heading with *no space* between them.

Thus, [A] **Introduction**

1.3.2 Abbreviations

These Guidelines follow *The Oxford Manual of Style* (2002).

In italics:

<i>c.</i> (for <i>circa</i>)	<i>et al.</i>
<i>in situ</i>	<i>passim</i>
<i>s.v.</i>	

In Roman type:

AD	BC	MA
[N.S.] (= “new series”)	PhD	UAE (note, no full stops)
ap. J.-C.	av. J.-C.	
cf.	e.g.	etc.
i.e.	[n.d.] (= “no date”). ([s.d.] in French)	ibid.
n. (= “note”)	sc. (abbreviation for “scilicet”)	viz.

Even if a note begins with one of these abbreviations, the first letter should be in lower case.

ed. (eds)	fig. (figs)	no. (nos)
pl. (pls)	vol. (vols)	col. (cols)

Note. No full stop after the plurals because the “s” is the last letter of the word)

p.	f. (<i>after</i> a page number = “ <i>one</i> following page”)	ff. (<i>after</i> a page number = “two or more following pages”)
(pp.)		

Note that these plurals are followed by a full stop

f. (plural “ff.”) (*before* a number = “folio” when citing a manuscript)

In references to manuscripts:

“r” (= recto, i.e. the front of the leaf) “v” (= verso, i.e. the back of the leaf).

These follow the folio number and should not be in italics, e.g. f. 121r

Use 'trans.', for translated by, not 'tr.'

Use 'revised by' not 'rev'

Use 'see' rather than 'cf.' or 'cp.'. Use 'voir' in French texts.

Avoid Latinate abbreviations e.g. *vide*, when an English equivalent will do,

1.3.3 Punctuation

English or French punctuation is used as appropriate. Other forms of quotation marks should not be used if the basic text is in English.

Apostrophe and inverted commas

These should be curved and inverted commas should be double (single inverted commas should only be used within double).

In English, inverted commas and note numbers should *follow* full-stops, commas, etc, if the full-stops, etc. are part of the quotation.

Spacing in French

In French, use («...») rather than inverted commas, with a space after the opening and before closing the *guillemets*.

In French, with the exception of commas and full stops, all punctuation (colons, semicolons, exclamation point and question marks and including quotation marks, *guillemets* (« »)) is preceded as well as followed by a non-breaking space.

In French guillemets and note numbers precede other punctuation.

e.g. Y a-t-il eu des mouvements migratoires à la fin du II^e millenaire ? A l'origine, par « Arabes », les sources.... BUT un terme de nature géographique, « sudarabique » ;

Hyphenation

If in doubt, consult the *Oxford English Dictionary*.

mud-brick This is always hyphenated when it is used adjectivally, e.g. a mud-brick house, otherwise it should be mud brick (“mud-brick” is not to be found in the concise *OED*).

north-east south-western co-operate
North West Semitic South East Asia co-opt

Hyphenation at line-breaks:

The word processing program's automatic hyphenation should not be used. In English, check in the *Concise Oxford Dictionary*.

Russian and German compound words can be huge so correct hyphenation is critical. French rules for hyphenation at line-breaks are different from those in English. If in doubt, please ask a native speaker to check your hyphenation. Special rules like breaking *ck* as *k-k* in German or the prohibition against breaking within double consonants such as the Spanish *ll* (but note that in French this would be the correct place to make a break) or the French *gn* should be observed.

Slashes

There should be a space on either side of every slash (/) which is not part of a letter in the “slash transliteration”.

Slashes should be used as sparingly as possible and *never* before a – or a full-stop or a v or after < or > to avoid confusion with the transliteration symbols.

The word-divider in inscriptions should be represented by a slash preceded and followed by a space. Thus:
bn / ms/1b>/ / >/wm.

Brackets

Round brackets should always be used for parentheses.

Square brackets should generally only be used to enclose additions within a quotation, a parenthesis within a parenthesis (see examples below), for correctly transliterated place names added to any popularly transliterated form by the editor, and (in consultation with the author) to mark restorations or comments in a text.

Double brackets should be eliminated if possible.

The normal convention is ([]), except where this might cause confusion, e.g. within a quotation where [] would normally mark an addition by the person quoting. In such cases, (()) should be used

1.3.4 Type

Normally a word should not be both in italics and within inverted commas. Avoid using bold and underlining apart from indicating headings.

1.3.5 Numerals

Arabic numerals

These should be used throughout unless there is a risk of ambiguity, with the following exceptions:—

Roman numerals

These should only be used for the volume numbers of multi-volume books and if they are essential to avoid ambiguity (e.g. to distinguish a citation from the preface / introduction of a work from one from the main text, or if a work has two sequences of illustrations, e.g. one in colour numbered in Roman and one in black-and-white numbered in Arabic, etc.).

Roman numerals which are part of a title or the name of a publication should not be converted to Arabic numerals.

Numbers

Lower-case l (the letter “ell”) should not be used for the number 1, nor upper-case O (the letter) for number 0 (zero).

Always use figures for page numbers, measurements and dates.

Ranges of numbers. All numbers should be given in full: 23–24, 136–147, 1592–1593, etc.

In the text, always spell out all numbers under a hundred except for page numbers, measurements, percentages and dates, Thus,

“Eleven percent of the animal bones” should be written “11% of the animal bones”

“Twenty of the thirty skeletons”

Seventh century, eleventh century, eighteenth century, twenty-first century, the fiftieth anniversary

Note: 3000 BC but 10,000 BC

If figures are used for *ordinal numbers* (e.g. in quotations), the “st”, “nd”, “rd” and “th” should never be superscript and should not be written with a full stop.

Measurements

The unit of measurement (m cm etc.) should be separated from the number by a non-breaking space (^s) so that the two cannot be separated at a line break.

Use , for example, “cm” rather than “cms”

There are no full stops after “mm”, “cm”, etc

Examples:

2 mm 3.5 cm 6.3 x 0.75 cm

1.5 m 205 km 5 ha

6 m² 1 kg 3 kgs

4% 21% Note: No space between the number and the % sign.

Note. “7 to 8 m high” (not “7/8 m high”).

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, Dates should always be in figures and the ranges given in full, for example:

1992–1994	1359–1333 BC	24 BC–AD 40
AD 250	1 March 1779	rather than
		1 st March 1779

BUT

up to the fourth or fifth centuries	NOT	4th / 5th or fourth / fifth (to avoid any possible confusion with dates given according to the <i>hijri</i> / <i>miladi</i> calendars.
-------------------------------------	-----	--

during the sixth and seventh centuries	during the tenth and eleventh centuries
--	---

If Hijri dates are used they should always be combined with the *miladi* date, without “AH” and “AD”:

seventh / thirteenth	386 / 996	1 Muharram 1294 / 16 January 1877
----------------------	-----------	-----------------------------------

century

Radiocarbon dates (¹⁴C or C-14 (note: always capital C))

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

- Lab Code
- ¹⁴C age
- nature of sample
INTCAL dataset used
- Program for calibration
- sigma calibrated date
- If 1 sigma calibration is also included, that is fine.
- It may also be useful to include measurements of the stable carbon isotope ¹³C as an indication of the level of discrimination against ¹⁴C.

Citations and References: Volume numbers of journals and of series

These should be in Arabic numerals: 1, 2, 3, etc.

The numbers of parts of volumes should normally be omitted unless they have separate pagination, in which case the volume and part should be separated by a / (34 / 2).

The volume number should be separated from the page number(s) by a colon followed by a space, Thus,
Le Muséon 64: 92–108

Citations and References: Volume numbers in multi-volume books

These should be in lower case Roman numerals: i, ii, xxix, etc. and should follow the date, being separated from it by a comma + space.

The volume number should then be followed by a colon + space + the page numbers. Example:
(Potts 1990, i: 283)

Citations and References: page and figure numbers

These should normally be in Arabic numerals.

In *citations* page numbers should follow the date + colon + space. Examples:

(Smith 1996: 22–24)

(Winterbotham 1984: 53, fig. 2)

or the volume number + colon + space, Example:

(Potts 1990, i: 283)

In the *References*, they should follow the Journal volume number + colon + space. Example:

Le Muséon 65: 78–79,

Note. If a page reference is in Roman figures, it probably refers to the introduction of the work. In this case, it should be in *lower case* Roman characters, Thus,

(Littmann 1943: xxii, 22–45)

This would be page xxii of the introduction and page numbers 22 to 45 of the main text.

Contrast this with, e.g.

(Littmann 1943, xxii: 22-45)

This would be pages 22 to 45 of volume xxii.

Points of the compass

The initial letter should be in *lower* case (north, south, east, west, southern, easterly, etc.) and the intermediate points should be hyphenated (north-east, south-south-west, etc.) as should their adjectives (north-eastern, south-westerly, etc.).

However, when they are preceded by the definite article, the initial letter should be *upper* case (and the intermediate points un-hyphenated). Thus, “the North”, “the South West”, etc. (but “a northerner”).

Similarly, if they form part of the official name of a region (“the East Indies”) or of a historical cultural area e.g. “South Arabia” (in a historical context), as opposed to “southern Arabia” meaning simply the southern part of the Peninsula).

Figures (illustrations)

All illustrations (half-tones, line-drawings and tables) within papers in *PSAS* are to be referred to as “Figure” (note the capital F). Note: when referring to a “figure” use “Fig.” when in brackets, “Figure” when included in a sentence, e.g. “(see Fig. 1)” BUT “this can be seen in Figure 1”.

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.

A scale in metric units should be included 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 *within the same sequence as the Figures*, in the order in which they are mentioned in the text, but the number should not appear on the table itself.

If the author has included some figures (e.g. tables) within the text, these should be removed and put in a separate WORD file in the order in which they occur in the text. They should be numbered within the continuous sequence of figures and their captions placed in their correct position in the sequence in the Captions file.

In a *citation*, use lower case initial letters:

fig.	pl.	table
figs	pls	tables

If items on one figure or plate are individually numbered, the reference should appear as fig. 64 / 2, figs 73 / 6-74 / 3

Remember to leave spaces before and after the slash. See Citations, below.

References to the Qur’ān

These should be in the form “16: 103” (with a space after the colon, in line with *Oxford Manual of Style*).

If the author cites only the name of the *sūrah*, the numerical reference should be given immediately after the name, enclosed in brackets and followed by a colon. Thus

“al-Baqarah 173” becomes “al-Baqarah (2):173”.

Note. There should be a space between the numbers and the colon.

In the *Guidelines for Authors*, authors have been requested to use the verse numbering of the Egyptian (not Flügel’s) edition of the Qur’ān. This numbering is the one used in most modern English translations. Editors should check that this has been done.

A table for conversion of verse numbers from one edition to the other will be found in Bell R. & Watt W.M.

1970. *Bell’s Introduction to the Qur’ān*, rev. W. Montgomery Watt. Islamic Surveys, 8. Edinburgh: Edinburgh University Press: 202–203. □ On-line at http://books.google.co.uk/books?id=4WTr0hIOzd8C&pg=PA202&lpg=PA202&dq=table+for+converting+verse+numbers&source=bl&ots=_qVepDds_u&sig=WRtV_2EsNj3XaLqogYy3C2i4MEY&hl=en&ei=8KJuSp2dOOLKjAepyOmTBQ&sa=X&oi=book_result&ct=result&resnum=1 □

References to the Bible

These should be in the form

Genesis 25: 15
2 Chronicles 36: 18–23
1 Corinthians 15: 54–58

Note. A space between the number *before* the name and the name itself, *with a space* after the colon (in line with the *Oxford Manual of Style* (2002)).

The names of the books should not be abbreviated beyond the forms 1 Kings (for “The First Book of Kings”), 3 John (for “The Third Epistle of St John”), etc.

1.4 Orthography

Titles of papers

Upper case initial letters should be used only in the first word and where they would be found in a normal English sentence.

Upper / Lower case in periods and places

Capital initials are used in the following cases:—

- contemporary English to indicate God and all associated and substitute names e.g. the Virgin, the Apostles; religious denominations, e.g. Protestant, Muslim.
- pronouns referring to the Deity do not need initial capitals, nor do ‘who’, etc., if referring to the Deity.
- proper names e.g. William Shakespeare;
- adjectives and nouns derived from names, e.g., Victorian, but note Bible and biblical *but* see Qur’ān below.
- geographical and geological names e.g. Paris;
- political and geographical divisions, e.g. East Germany; political parties and associations, e.g. Labour; legislative, administrative and corporate bodies, e.g. the Church, the State.
- for titles or ranks accompanying proper names or used as substitutes for them, e.g. the Prime Minister.
- to indicate a special meaning e.g. Second World War;

- biological names, names of general families, orders, class whether nouns or adjectives, take a capital. In zoology specific and sub-specific names do not, e.g. *Periplaneta americana*; Golden Eagle, but oak, newt, etc.

Capitals are often overused when writing the names of academic subjects and qualifications. Examples:

the ancient Near East	the pre-Islamic period,	Early Bronze Age
the classical authors	late medieval period	Babylonian empire
	<i>rather than</i> “late mediaeval period”. Also note “medieval” rather than “mediaeval” as the preferred spelling	
Emirate of Sharjah	Arabian Peninsula	BUT Oman peninsula
ancient north Arabia (region),	ancient North Arabian (culture, person),	Ancient North Arabian (name of a language group; in full rather than abbreviated)
south-east Arabia	southern Arabia (the region),	South Arabia (the historical cultural area)
	Ancient South Arabian (collective name of a number of languages; in full rather than abbreviated)	

Upper / Lower case in transliterations from Arabic

The usual rules as regards capitalization that apply to English should be used, i.e. capitalize the first letter of a sentence, and of personal and place names. The “a” of “al-” should always be written lower case, except at the beginning of a sentence.

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...”.

Kita/-ba/-t s/.afawiyyah jadi/-dah fi/- math/.afay Dimas/vq wa-Tadmur (i.e. not *dimas/vq wa-tadmur*)

Kitābāt ṣafawiyyah jadīdah fī maḥafay Dimashq wa-Tadmur (i.e. not *dimashq wa-tadmur*)

However, the initial letters of the names of Arab authors should be in upper case, e.g.

Ibn H./ajar, S/vih/-b al-Di/-n Abu/- al-Fad/.l
Ah/.mad b. </Ali/- al-</Asqala/-ni/- / ed.
</A. al-Baja/-wi/-.

Ibn Ḥajar, Shihāb al-Dīn Abū al-Faḍl Aḥmad b.
°Alī al-°Asqalānī / ed. °A. al-Bajāwī.

Abu-Duruk H/.. I. 1996
</Abd al-Malik S.S. 1998
al-Muaikel Kh.I. 1994

Abu-Duruk Ḥ.I. 1996
°Abd al-Malik S.S. 1998
al-Muaikel Kh.I. 1994

1.5 Transliteration

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 authors have been asked to restrict the use of Arabic and Hebrew scripts to circumstances where it is vital for the sense of the text.

Diacritical marks

For the purposes of *PSAS*, accents should always be retained on all capitals in foreign languages, especially È.

Authors have been asked to transliterate into the Roman alphabet all names, words and quotations in languages using non-Roman scripts, using either the codes provided in Times Semitic New font or the traditional “slash” system of transliteration (the Appendix of the *Guidelines for Authors*, a PDF of which can be downloaded from the Seminar website: www.arabianseminar.org.uk/). Editors should mark up any errors but should not attempt to convert the slash symbols as the editor uses a **macro** for this purpose after editing and copy-editing has been completed.

Methods

From *PSAS* 40, authors either can use the **Times Semitic New font symbol set in Microsoft Word 2007** (see Appendix to *Guidelines for Authors*; the font set itself is available from the *PSAS* Editor and on the Seminar website) or 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.

Arabic 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 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 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.

Earlier sources include cartographic material in the *Official Standard Names Gazetteers* for each country, prepared by United States, Office of Geography, Department of the Interior, including 1957. *Iraq*; 1959. *Egypt*; 1960. *Turkey*; 1961. *Arabian Peninsula*; 1962. *Sudan*; 1967. *Syria*; 1970. *Lebanon*; 1971; *Jordan*; 1976a. *Oman*; 1976b. *Peoples Democratic Republic of Yemen*; 1976c. *Yemen Arabic Republic*; 1978. *Saudi Arabia*.

French personal names

In French proper names (personal or place), do not abbreviate Saint, Sainte, though hyphens can be used e.g. Saint-Claude.

M.(Monsieur). Note, Mr and M for Monsieur are not used, except in special circumstances.

Words and names which have entered the language of the paper (i.e. English or French)

Apart from the following examples, correct transliteration of Arabic words should be provided whenever possible.

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

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

i) 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 ^h anic, quranic
Safaitic	<i>rather than</i>	Ṣafaitic	Thamudic	<i>rather than</i>	Ṭhamūdic

(iii) Other preferred spellings are

Ḥimyar	<i>rather than</i>	Himyar	hijrah	<i>rather than</i>	hijra
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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			
Qurʾān	<i>rather than</i>	Koran or Quran (but see Quranic above)			
sharīʿah	<i>rather than</i>	sharia	shaykh	<i>rather than</i>	sheikh

Names which have been completely Anglicized or Gallicized

by the addition of an English or French ending, should not be written with diacritical marks. Thus:

Abbasid	Achaemenid	Ayyubid
Samarran	Sasanian (<i>rather than</i> Sassanian)	Umayyad
Safaitic (Fr. Safaïtique) (<i>not</i> Şafaitic)	Thamudic (<i>not</i> Thamūdīc)	Madhabic (formerly Minaic; <i>not</i> Madhābic)
Himyarite not Ḥimyarite	Hadhramitic (<i>but use</i> Ḥaḍramī)	

English spelling

Spellings and punctuation should be British-English rather than American-English.

Use *-ize* (rather than the *-ise*) spelling, e.g. aggrandize, Anglicized, colonize, civilization, criticize, recognize, etc.,

but, of course, *-ise* is correct in e.g. advise, analyse, compromise, exercise, improvise, paralyse, etc.

“æ” and “œ” are used where appropriate, e.g. ‘cœur’ rather than ‘coeur’, if the paper is in French.

1.5 Notes

Ideally, automatic **footnote-numbering systems in Word should be used.**

Otherwise authors have been asked to place note numbers in the text manually, in round brackets after punctuation, thus, (15) and the notes placed at the end of the text, with a single space between the punctuation and the note number. From *PSAS* 40 onwards, **Notes** will be presented as notes in this way by authors but these will be *converted into footnotes* by the copy-editor (and editors).

Citations should be inserted into the body of the text but if there are five or more citations within a single set of brackets, or several citations in one sentence, then they should be placed in a note.

References to manuscripts and archives may be placed in the notes.

1.6 Sigla

Sigla (i.e. abbreviations followed by the number of the individual inscription and associated detail) for editions of inscriptions, poems, historical texts, etc; are a useful way to avoid cluttering the text. *Sigla* used in the paper must be given in the form, e.g.

RACA Rock drawings in Anati 1968–1974.
WH Safaitic inscriptions in Winnett & Harding 1978.

The full details of works listed in the *Sigla* should be included in the *References*.

Where an author has published many inscriptions in different places under one siglum (usually an abbreviation of his name, e.g. Ry for G. Ryckmans, or Ja for Jamme), the work(s) containing the particular inscription(s) must be cited in the *Sigla* in each case, e.g.

Ja 550–851 Sabaic inscriptions in Jamme 1962.
Ja 894 Qatabanic inscription in Jamme 1963.

Authors who cite dictionaries extensively may reduce their titles to sigla. For example,

<i>Citations in the text as</i>	<i>in the Sigla as</i>
(WKAS, i: 223b)	WKAS Ullmann 1970–.
(Lane: 1898c)	Lane Lane 1865–1893.
(<i>Lisān</i> , xv: 56a)	Lisān Ibn Manẓūr 1955–1956.
(SD: 72)	SD Beeston <i>et al.</i> 1982.

Please check that the works cited in the *Sigla* are listed in full in the *References*.

The only works whose full details should be included in the *Sigla* are collections such as the *Corpus Inscriptionum Semiticarum*, the *Répertoire d'épigraphie sémitique*, or the *Supplementum Epigraphicum Graecum*, as these are not normally cited under the names of individual editors. Thus,

CIH Corpus Inscriptionum Semiticarum. Pars iv. Inscriptiones ḥimyariticas et sabaeas continens.
Paris: Imprimerie nationale, 1889–1932.

1.7 References and Citations

1.7.1 Citations in the text

These should always be enclosed in brackets and should be of the form:

<i>Citation form</i>	<i>Guidelines</i>
(Beeston 1964: 51)	No punctuation between name and date; single space after the

(Breton 1998 <i>a</i>)	colon The first to be mentioned in the text or notes of several works by Breton published in 1998. Note the italics
(Wissmann 1962: 26)	Not “von Wissmann”, see the section on particles
(Peters 1999)	Though Peters is the editor of this multi-author work this is not stated in the citation, only in the References.
(Euting 1914: 71)	Though this work of Euting’s was edited posthumously by E. Littmann this is not noted in the citation though it is in the <i>References</i> .
(Beeston 1994 <i>a</i> : 45)	This should be the first of two or more works by this author dated 1994 to be cited in the text. Please check. Note the <i>a</i> is in italics.
(Wilkinson TJ 1988: 22)	When more than one author with the same surname is cited in the paper. Note no full stops after the initials.
(Uerpmann H-P 1993: 520)	A work by one of two authors with the same name whose joint work(s) are also cited in the paper.
(Grey 1999, this volume)	Page numbers not available to author. Note the comma.
Until a work is published it should not be given a date:–	
(Black, in press)	Actually in the process of production: typesetting / printing / binding. Note the comma.
(Green, in press, <i>a</i>)	Ditto, but the first to be mentioned of two or more of his works in the press. Note the commas and italics.
(White, forthcoming)	Accepted by publisher but not yet in press. Note the comma.
(Frantsouzoff, forthcoming, chapter 2)	As no page numbers are available the reference is to the chapter.
(Frantsouzoff, forthcoming, <i>b</i>)	Note the commas and <i>b</i> in italics.
(Brown, in prep.)	Work in progress. Note the comma and full stop.
(Brown, in prep., <i>a</i>)	Note the full stop, commas and <i>a</i> in italics.
(Jones 1985: fig. 2)	For citation of a figure only.
(Bartholomew 1996: pl. 1 / g–h)	For citation of two consecutive items on a plate only.
(Grey 1993: 22, 30–35, fig. 2 / 4–5, fig. 4 / 6, 8–10, figs 24–30)□	This is a citation for Grey 1993 pages 22 and 30 to 35, plus items 4 to 5 on figure 2, items 6, and 8 to 10 on figure 4, and all the figs 24 to 30. Note that commas always separate items within a single reference.
In a reference as complex as this it is advisable to repeat “fig.” each time:–□	
(Biddle 1960: 3–10, figs 16, 20–21; 1984: 28–34, fig. 60)	Note that Biddle 1960 and Biddle 1984 are separated by a semi-colon.
(White 1993: 3 fig. 1 / 7)	No comma. This is item 7 on figure 1 on page 3.
(Robin 1994: 102 n. 4)	This is note 4 on page 102.
(Bloggs 1989: 64 and n. 23)	This is page 64 and note 23, which is on a different page.

<p>(Brown 1995, ii: 46) (Beeston 1984: §M 28:3) (Cleuziou & Vogt 1983: 10) (Uerpmann & Uerpmann 1998: 29) (Van Neer & Uerpmann M 1996: 61)</p> <p>(Grave, Bird & Potts 1996: 77) (King <i>et al.</i> 1995: 70)</p> <p>(al-Muaikel 1994: 197)</p> <p>(al-Mu^ʿayqil 1996: 22)</p> <p>(al-Hamdānī 1884–1891, i: 24, line 15) (British Library Add. MS 25900 f. 121v) (Pliny <i>H.N.</i> 6.33.167)</p>	<p>This is volume two, page 46.</p> <p>This is paragraph M 28:3 in Beeston’s <i>Sabaic Grammar</i>. Always use “&” between authors.</p> <p>Two authors with the same name writing together.</p> <p>One of the two authors with same name (whose joint work is also cited in the paper) writing with someone else. Note, no full stop after the initial. See example above for one of two authors with the same name writing alone.</p> <p>Three authors.</p> <p>More than three authors use <i>et al.</i> here but cite all names in the <i>References</i>.</p> <p>Modern Arab author. Note, this is his own transliteration of his name when writing in English.</p> <p>The same author when writing in Arabic, i.e. a strict transliteration of his name.</p> <p>Medieval Arab author in a printed edition. Note “line” or “lines” not “l.” or “ll.” □</p> <p>Reference to a manuscript, folio 121 verso.</p> <p>Reference to a Classical text, note all Arabic numerals and no spaces between them.</p>
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Examples of citations in the text

If the name of an author is used within a sentence and it is followed by the reference, either immediately or at the end of the sentence, the name does not have to be repeated unless there is a risk of ambiguity. Thus, for example,

“Jones states that the domestic architecture had changed significantly since the beginning of the occupation (1992: 137–139).”

Although two authors in a citation should be joined by “&”, if their names are used in a sentence they should be joined by “and”. Thus, for example,

“It was no longer used as a fort in the first century AD (Gachet & Salles 1993: 23)”

BUT

“Gachet and Salles believe that it was no longer used as a fort in the first century AD (1993: 23)”

Within a sentence even separable particles are placed before the name. Thus,

“Both de Cardi (1984: 57) and von Wissman (1963: 582) have argued that ...”

However, in the References, they should appear as “de Cardi B.” and “Wissman H. von”, respectively. For the treatment of particles in names see below.

Citations: page numbers etc: within one reference

should be separated by a comma, and references to different works within the same set of brackets should be separated by semi-colons. Example:

(Potts 1994: 456, 248; 1995: 20; Cleuziou 1997: 59; de Maigret 1988: 69)

1.7.2 References

Names:

First names and initials

All first names of authors (even modern Arab writers) should be reduced to initials and these should be placed after the author's name.

There should be no punctuation between the name and the initials, just a single space.

Each initial should be followed by a full stop, but there should be no spaces left between the initials. Thus,

Beeston A.F.L.

Ibrahim M.M.

Particles before names:

Those that are detachable are written with the initial letter in lower case.

Those that are retained have the initial letter in upper case, with the exception of some English, American, Italian and Portuguese names.

<i>Arabic</i> retained:	al-	al-Sudairi A.A
	‘Abd	‘Abd al-Raḥmān B
	Abu	Abū Khalaf A.A
(initial letter always upper case)	Ibn	Ibn Kammūna
		Sa‘d b. Maṣṣūr
<i>Dutch/Flemish</i> retained	De	De Boer L.
	Den	
	Des Op’t	Des Prés J.
(NOTE. lower case)	‘s	
	T’	T’Serstevens A.
	Ten	
	Ter	
	Van	Van Gogh V.
	Van den	Van den Branden A.
	Van der	
<i>British/American</i> retained:	de	de Cardi B. (This should be listed under D in the References).
	de la	de la Mare W.
	du	du Pré J.
	Note: in the	three examples above lower case even though retained
	Dos	Dos Passos J.R.
	Fitz	Fitz Maurice H.
	Mac	Mac Donald D.
	Mc	(even when separated from the rest of the name by a space)
	M’	

Titles where the initial of the given name is known	O'	O'Casey S. Charteris of Amisfield M. Saye and Sele N.T.A.
<i>French</i> detached	de	Vogüé M. de
<i>French</i> retained	d' Du Des	Alembert J. d' Du Mesnil du Buisson R.
<i>French</i> double surnames	L', Le, La, Les	La Fontaine J. de Louis Maurice Linant de Bellefonds is placed under "L" as Linant de Bellefonds L.M.
<i>German</i> detached	an auf von von der	Wissmann H. von
<i>German</i> retained	zu Am Im Vom Zum Zur	Vom Rath E
<i>Italian</i> retained (Note. lower case even though retained)	d' da dall' de degli dei del dell' della di lo	d'Annunzio G. da Vinci L. de Maigret A. del Sarto A.
<i>Portuguese</i> retained	a da das de	da Gama V.
<i>Scandinavian languages</i> detached	Note capitalisation here:– Dos af av	Dos Santos J.E.
<i>Scandinavian languages</i> retained	von	Linné C. von□
<i>Spanish</i> detached	De de del de las de les de los	Angeles de las

	las los		Ortega y Gasset J.
<i>Spanish double surnames</i>			
Example of the treatment of particles in the References			
Van der Meulen D. & Wissman H. von. 1932. <i>Ḥaḍramaut, some of its Mysteries Unveiled</i> . Leiden: Brill.			
“Double-barrelled” surnames			
These should be placed under the initial letter of the first element in the alphabetical sequence, unless the name is hyphenated:			
E. During Caspers		This should be listed under “D”	
N. Stanley-Price		This should be listed under “S”	
R. Du Mesnil du Buisson		should be listed under “D” (see Particles (French) above).	
Personal Titles			
Titles, both before the name (Sir, The Hon., Lord, Comte, Freiherr, Graf, Amīr, al-Ḥājj, etc.) and after it (Bey, Pasha, etc.) should be omitted unless the author is generally known only by his title.			
Note the comma after the name in the following examples (“Belhaven,” “Luynes,”) and the full stop after “of”, “de”, etc:			
The Master of Belhaven	should appear under “B” as		Belhaven, The Master of.
Lord Belhaven	under “B” as		Belhaven, Lord.
	(rather than being “translated” into “Hamilton A.”)		
Le Duc de Luynes	should appear under “L” as		Luynes, Duc de.
On the other hand, where the author published under his given name + surname or the name of his title, “Lord / Count / Duke” etc. can be omitted. Thus,			
Le Marquis Melchior de Vogüé	becomes	Vogüé M. de.	
John Julius (Viscount) Norwich	becomes	Norwich J.J.	
Lord David Cecil	becomes	Cecil D.	
Max Freiherr von Oppenheim	becomes	Oppenheim M. von.	
Aḥmad Zakī Pasha	Becomes	Zakī A.”	
Names of modern Arab authors			
A name such as			
Khalīl b. Ibrāhīm al-Muaiikel	Becomes	al-Muaiikel Kh.I.	

Arabic “surnames” preceded by “al-” retain the al- in References and Citations but — if the “al-” is hyphenated or separated by a space from the name which follows, it is ignored for the purposes of alphabetical listing; — if it is *not* hyphenated or separated by a space from the name which follows, it is treated as the first letter of the name. Thus:

al-Muaikel Kh.I. 1994	listed under “M”
Al Rasheed M. 1991	listed under “R”
ElMahi A.T. 1998	listed under “E”, despite the capital “M”. This is how the author spells his own name.

On the other hand, the initial letters of all other prefixed elements in Arab names are treated as the beginning of the name. Thus,

Abū °Assāf °A. 1997	Listed under “A”
Abu-Duruk Ḥ.I. 1996	Listed under “A”
°Abd al-Malik S.S. 1998	Strict transliteration if the work is in Arabic
Abd-el-Jalil J.-M. 1946	This is the author’s own transliteration of his name when he is writing in a European language and should be used when the work is not in Arabic
°Abd al-Jalīl J.M. 1950	The same author when writing in Arabic

Note. The *ism*, + the father’s name and any other names are all reduced to initials, as if they were the equivalent of Western “given names”. Thus,

Ḥusayn b. °Alī Dakhīl-illāh Abū al-Ḥasan Becomes Abū al-Ḥasan Ḥ °A.D.

Arabic compound names

Arabic compound names such as “°Abd al-Raḥmān” should normally be reduced to the initial “°A.” (if the work is in Arabic) or A. (if it is not), *unless* the author himself reduces it to “A.R.”, in which case his wishes should be respected. Thus,

°Abd al-Raḥmān al-Ṭayyib al-Anṣārī publishes in English under the name “A.R. al-Ansary” rather than “A.T. al-Ansary”.

Authors of mediaeval Arabic or Persian texts

should be listed under (a) the name by which he is generally known (his *°urf*), followed by a *comma*, followed by (b) a selection from his other names: (i) *kunyah* [i.e. Abū or Umm N], if this is not the name

under which he is listed), (ii) *ism* + “b.” + patronym (even when this is also the *ʿurf*), and (iii) *nisbah*, (if this is not the name under which he is listed). When the text is cited in a printed edition, the last of these names should be followed by: space + a forward slash [/] + space + “ed.” (even if there is more than one editor) + space + the editor’s initials + space + surname + full stop + space + the date of the edition + full stop, i.e.

Example 1.

<i>ʿurf</i>	<i>Laqab</i>	<i>Kunya</i>	<i>ism</i>	<i>patronym</i>	<i>nisbah</i>	<i>Editor etc.</i>
Ibn Ḥajar,	Shihāb al-Dīn	Abū al-Faḍl	Aḥmad	b. ʿAlī	al-ʿAsqalānī	/ ed. ʿA. al-Bajāwī. 1965.

Thus:

Ibn Ḥajar, Shihāb al-Dīn Abū al-Faḍl Aḥmad b. ʿAlī al-ʿAsqalānī / ed. ʿA. al-Bajāwī. 1965.

This will be under “I” in the alphabetical listing in the References.

Example 2. Where the patronym is used as the *ʿurf* and also repeated in its proper position

<i>ʿurf</i>	<i>laqab</i>	<i>kunya</i>	<i>ism</i>	<i>patronym</i>	<i>nisbah</i>	<i>Editor etc.</i>
Ibn Saʿd,	(No laqab here)	Abū ʿAbd allāh	Muḥammad	b. Saʿd	al-Baṣrī	/ ed. E. Sachau. 1905–1928

Thus:

Ibn Saʿd, Abū ʿAbd allāh Muḥammad b. Saʿd al-Baṣrī / ed. E. Sachau. 1905–1928.

Example 3. The *nisbah* is used as the *ʿurf* and so is not repeated. Note that this will appear under “H” in the alphabetical listing

<i>ʿurf</i>	<i>laqab</i>	<i>kunya</i>	<i>ism</i>	<i>patronym</i>	<i>nisbah</i>	<i>Editor etc.</i>
al-Hamdānī,	(No laqab here)	Abū Muḥammad	al-Ḥasan	b. Aḥmad	[al-Hamdānī] Not repeated	/ ed. D.H. Müller. 1884–1891.

Thus,

al-Hamdānī, Abū Muḥammad al-Ḥasan b. Aḥmad / ed. D.H. Müller. 1884–1891.

Classical authors

Pliny / ed. and transl. H. Rackham. 1969. *Historia Naturalis*. (Loeb edition). London: Heinemann.

Edited text in a modern European language

Broecke P. van den / ed. W.P. Coolhaas.

1962–1963. *Pieter van den Broecke in Azië*. (2 volumes). 's-Gravenhage: Nijhof.

Sequence in the References

These should be alphabetical by the authors' surnames, ignoring separable particles (see above).

Note that the sequence is strictly alphabetical.

“Mc” is treated as if it is written “Mac”: e.g. McDonald comes before MacFlinty.

The only items which are ignored for alphabetical purposes are initial *hamzah* and *‘ayn* when the name's position in the alphabetical list will be based on the following vowel,

e.g. ‘Abd al-Raḥmān goes under “A”.

Initial “al-” or “al” + space, in Arab names is retained at the beginning of the name, but is ignored for alphabetical purposes. However that when “al” / “el” is not separated from the name by a hyphen or a space (regardless of whether the name begins with a capital letter) it is counted as the first letter of the name. Thus ElMahi goes under “E”, despite the capital “M” as this is how the author spells his own name, whilst el Mahi or al-Mahi would be listed under “M”.

The sequence within the works of one author, regardless of the date, the sequence should be

author alone

author with one collaborator

author with two collaborators

author with three collaborators, etc.

If two works by the same author, or combination of authors, have the same date, they should be marked 1958*a*, 1958*b*, etc. according to the order in which they are mentioned in the text.

The sequence within one author's works should be: published items, then “in this volume”, “in press”, “forthcoming”, “in preparation”:-

Green A.B. 1996.

Green A.B. 1997*a*.

Green A.B. 1997*b*.

Green A.B. (in this volume).

Green A.B. (in press).

Black D.C. (in press, *a*).

Green A.B. (forthcoming).

Bloggs A.B. (ed.) (forthcoming).

Green A.B. (forthcoming, *a*).

Green A.B. (in preparation).

Green A.B. (in preparation, *a*).

the first Green 1997 to be mentioned in the text

the second Green 1997 to be mentioned in the text

use this only if the page numbers are not yet known so that it cannot be cited as a full reference

actually in the process of production: typesetting / printing / binding

note the comma and *a* in italics

accepted by publisher but not yet in press

note the two sets of brackets

note the comma and *a* in italics

work in progress

note the comma and *a* in italics

Within a category the order should be *alphabetical*. Thus,

Green A.B. & Brown B.C.

1987.

Green A.B. & White C.D.

1985.

Green A.B., Brown B.C. & White C.D.

1982. □

Green A.B., White C.D. & Brown B.C.

1981.

Green A.B., Black D.E., White C.D. & Brown B.C.

1980.

Editors

If the work is cited under the name of the overall editor(s), then (ed.) or (eds) should be placed after the initials. Thus,

Peters F.E. (ed.).

1999. *The Arabs and Arabia on the Eve of Islam*. (The Formation of the Classical Islamic World, 3). Aldershot: Ashgate.

Altheim F. & Stiehl R. (eds).

1971–1973. *Christentum am Roten Meer*. (2 volumes). Berlin: de Gruyter.

Works edited on behalf of the author

If the work of an author has been edited (e.g. posthumously) by another, it should be cited under the name of the original author, thus:

Euting J.

1914. *Tagbuch einer Reise in Inner-Arabien*. ii. (ed. E. Littmann). Leiden: Brill.

Wissmann H. von.

1982. *Die Geschichte von Saba*³. ii. *Das Grossreich der Sabäer bis zu seinem Ende im frühen 4.Jh. v. Chr.* (ed. W.W. Müller). Wien: Österreichische Akademie der Wissenschaften.

Dates of publication

The date should follow immediately after the author's initials (or, in the case of medieval Arabic texts, his/her final name or that of the editor) and be separated from them / it by a full stop + space. This will normally be the full stop which follows the last initial. Note the space after the colon.

The date should be followed by a full stop + space separating it from the title which follows, as in the following two examples:

Beeston A.F.L.

1954. A Safaitic Hunting Scene. *Bulletin of the School of Oriental and African Studies* 16: 592.

al-Hamdānī, Abū Muḥammad al-Ḥasan b. Aḥmad / ed. D.H. Müller.

1884–1891. *Geographie der arabischen Halbinsel*. Leiden: E.J. Brill.

Undated works

If the work was published without a date, but the date is known (e.g. from a library catalogue), the date should be put in square brackets + full stop + space. Thus,

Bloggs T.D.

[1990]. *The un-go-throughsomeness of stuff*. Oxford. Oxford University Press.

If the work was published without a date, and the author of the paper has not been able to discover it, “[n.d.]” + full stop + space should be put in place of the date. Thus,

Bakhtiyar S.N.

[n.d.]. *Shahs I have known*. Paris: Geuthner.

If the work is not yet published, (in press), (forthcoming), etc. [note the lower case] should take the place of the date, i.e. preceded by full stop + space and followed by full stop + space. Thus,

Wolf B.B.

(forthcoming). *The true story of Little Red Riding Hood*. Nottingham: Forest Press.

Titles of works: type face

The general principle is that the titles of works which are part of a larger work (articles in a journal, chapters or contributions in a book, etc.) are in Roman type.

- Thus, titles of articles should be in Roman type (not italics).
- Titles of unpublished works, *including* theses should be in Roman type (though note guidelines for German theses, below).
- The titles of independent works (books, single lectures, and journal titles) are in italics. □ □

“Capitalization” of initial letters in titles

Arabic

Since Arabic has no capital letters, only the first letter of the transliterated title should be in upper case, everything else *except* the initial letters of proper names, should be in lower case.

If either *hamzah* or *ʿayn* is the first letter of the title, the following vowel should be capitalized.

Examples:

1. *Nuqūsh ʿarabiyyah janūbiyyah*
2. *ʿArab al-shamāl wa-ʿarab al-janūb* [showing the vowel following *ʿayn* or *hamza* as a capital]

English

Use the guidelines in the *Oxford Manual of Style* (2002). Initial capitals should be used with restraint: if in doubt, use lower case. An excess of capitals can hinder reading instead of helping and it makes a spotty page. For titles of papers in the *PSAS* itself see under Orthography, above. □

Capitalization in European languages

The use of capitals in French is more limited than in English. In French titles it is normally only the initial letters of the first words and of proper nouns which are capitalized. If the first word is the definite article, the following noun and any preceding adjectives also take an initial capital. e.g. *La Folle Journée* (preceding article), but *l'Âge ingrat* (following adjective).

Use lower case after Un / Une or De / Des, etc. e.g. *Un catéchisme esthétique, De la terre à la lune*.

English-style title capitalization in a French (or Italian) text, like *À la Recherche du*

Temps Perdu or, worse still, *À La Recherche Du Temps Perdu*, looks odd.

In German all nouns take an initial capital. Capitalization of German phrases such as *die Amerikanische presse* instead of the correct *die amerikanische Presse* would be incorrect.

In the titles of institutions, journals, series, etc. there is a tendency to put the “important words” in upper case, as often in English, e.g.

Académie des Inscriptions et Belles-Lettres	(always)
Institut d'études sémitiques	(always)
Maison de l'Orient M / méditerranéen	(varying from publication to publication)
Revue du monde musulman et de la Méditerranée	
Maison méditerranéenne des sciences de l'homme	
M / musée du Louvre	

If in doubt, only capitalize the initial letters of names for the names will be checked by a French speaker.

German

Only nouns (including names) have initial capital letters. Everything else is in lower case. The small number of exceptions includes:

das Altes (Neues) Testament;

Heilige Geist (Stuhl, Vater, Land, Schrift),

BUT der heilige Antonius (St. Anthony),

and some institutions, e.g. Deutsche Morgenländische Gesellschaft □

Italian

As French, above.

Numbers in titles

If the title of an article / contribution or book contains a number, this should be treated as part of the title, i.e. you should not separate it from the words by punctuation (unless this is in the original) and it should be in the same type (i.e. either Roman or *italics*) as the rest of the title.

The number should be in Arabic or Roman numbers as is in the original. Thus

Beeston A.F.L.

1954. Notes on Old South Arabian Lexicography VI. *Le Muséon* 67: 311–322.

However, this type of number should be clearly distinguished from *volume numbers* which should be in lower case Roman type and should follow the title + full stop + space. [e.g.

Potts D.T.

1990. *The Arabian Gulf in Antiquity*. ii. Oxford: Clarendon.

Journals

Journal titles

All journal titles should be written *in full* and should be in *italics*. Authors have been asked to give the titles in full and most acronyms can now be ‘Googled’, and there are on-line lists of the common abbreviations and full titles, for example, see <http://http-server.carleton.ca/~zcrook/JournalAbbr.htm> and <http://www.all-acronyms.com/tag/journal/>.

Journal volume numbers

The volume number should follow the journal title, separated from it only by a single space. The number should be in Arabic figures and should be followed by a colon. If a volume appeared in parts, authors may sometimes put the part number. Thus,

Author.

Date. Article Name. *Arabian Archaeology and Epigraphy* 11 / 1 (i.e. volume 11, part 1)

If the journal has no volume numbers then the page numbers should follow the journal title separated from it simply by a space. Thus,

Author.

Date. Article Name. *Palestine Exploration Quaterly* 23–57.

Journal series

Some journals start a new series from time to time. Since volume numbering usually restarts at the beginning of each series, it is important to include the series number. Thus,

Journal of the Royal Asiatic Society 3rd series 6: 57–64.

Journal Asiatique 7^e série 10: 258–300.

Some journals run the original (or previous) series concurrently with the new series. In this case “N.S.” + space + volume number in square brackets should be placed after the volume number of the original series, for example,

Annali dell’Istituto Orientale di Napoli 34 [N.S. 24]: 421–428.

Page numbers in a journal article

Page numbers are placed at the very end of the reference, after vol. number + colon + space. Thus, Jamme A.

1971. The Safaitic Inscriptions from Wādī Rušaydī. *Bibliotheca Orientalis* 28: 6–9.

Different language sections

If the Arabic section and the European language sections of a journal volume have separate paginations, then “[Arabic section]” or “[English section]” should be placed after the page numbers, for example, Ḥalabī M.M.

1994. Naqsh jadīd min al-zāhir (al-jawf). *Raydān* 6: 104–110 [Arabic Section].

Contribution in someone else's article

Title of the contribution + full stop + space + "Pages" + numbers + "in" + initials of author of whole article + space + surname + comma + space + title of article, etc.

Beeston A.F.L.

1995. Addendum. Page 81 in K.A. Kitchen, A Royal Administrator in Nashqum and Najran under the Himyarite King Shammar Yuhar'ish, c. AD 290, and a Squire from Sanaa. *Proceedings of the Seminar for Arabian Studies* 25: 75–81.

al-Ansary A.R.

1990. Kitābāt min alāb. Pages 113–124 in M. al-Hazmi & A.R. al-Ansary, Wādī al-alāb. *Bulletin of the Faculty of Arts, University of Riyadh* 1: 99–124 [Arabic section]. □

Ryckmans J.

1991. Le rôle de la paléographie dans la datation des inscriptions. Pages 25–35 in C.J. Robin, L'Arabie antique de Karib'îl à Mahomet. Nouvelles données sur l'histoire des Arabes grâce aux inscriptions. *Revue du monde musulman et de la Méditerranée* 61 / 3.

Examples of articles in journals

1 author:

Beeston A.F.L.

1954. Notes on Old South Arabian Lexicography VI. *Le Muséon* 67: 311–322.

2 authors,
forthcoming, a:

Naumkin V. & Porkhomovsky V.

(forthcoming, a). The grasshopper in Socotran folklore. *Arabian Archaeology and Epigraphy*.

3 authors, in
press:

Frantsouzoff S., Robin C.J. & Sedov A.

(in press). Nouvelles données sur l'archéologie et l'épigraphie de Raybūn. *Yemen* 3.

More than 3
authors:

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). *Proceedings of the Seminar for Arabian Studies* 25: 63–74.

Work taking up a whole issue of a journal

Although this is the equivalent of a book, the fact that it was published as a volume of a journal means that the title should be in Roman type.

Robin C.J.

1991. L'Arabie antique de Karib'îl à Mahomet. Nouvelles données sur l'histoire des Arabes grâce aux inscriptions. *Revue du monde musulman et de la Méditerranée* 61 / 3.

Books and contributions in books

Title

The titles of books should always be in *italics*. Thus

Harding G.L.

1964. *Archaeology in the Aden Protectorates*. London: HMSO.

Unpublished works: theses, circulated reports, lectures, etc: □

Unpublished theses (apart from German theses, see below):

Carter R.

1998. Defining the Late Bronze Age in South-East Arabia: Ceramic Evolution during the Second Millennium BC. PhD thesis, University College, University of London. [Unpublished].

Mouton M.

1992. La Péninsule d'Oman de la fin de l'Age du Fer au début de la période sassanide (250 av.–350 ap. JC). (2 volumes). Thèse de Doctorat, Université de Paris I (Panthéon-Sorbonne). [Unpublished].

Velde C.

1992. Die spätbronzezeitliche und früheisenzeitliche Siedlung und ihre Keramik in Shimal / Ras al-Khaimah (Vereinigte Arabische Emirate). MA dissertation, University of Göttingen. [Unpublished].

German PhD theses:

In Germany, all PhD theses have to be made available to the public in a small print-run by a specialist printer / publisher. Thus, they cannot be said to be “[unpublished]”, but they are not the equivalent of a thesis which is truly published (i.e. reworked as a book). Thus, contrast a thesis of this type:—

Abdallah Y.M.

1975. Die Personennamen in al-Hamda/-ni/-'s al-Ikli/-l und ihre Parallelen in den altsüdarabischen Inschriften. Ein Beitrag zur jemenitischen Namengebung. Dissertation zur Erlangung des akademischen Grades Doktor der Philosophie des Fachbereichs Altertums- und Kulturwissenschaften der Eberhard-Karls-Universität zu Tübingen.

with a truly published (ex-)PhD thesis:—

Maraqten M.

1988. *Die semitischen Personennamen in den alt- und reichsaramäischen Inschriften aus Vorderasien*. (Texte und Studien zur Orientalistik, 5). Hildesheim: Olms.

Circulated report

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].

Vogt B.

[n.d.] Report on the Excavation of an Umm an-Nar Tomb at Hili (Tomb M). [Mimeographed].

Unpublished lecture

Magee P.

1994. The Iron Age Sequence from Tell Abraq: New Light on the Late Second and First Millennium BC in the Oman Peninsula. Paper delivered at the Seminar for Arabian Studies 1994.

[Unpublished].

Work whose title is cited in a language different from that of its text

Marcus J.

1933. *Treasures of Poetry and Piyyut*. New York. [In Hebrew].

Multi-volume works

If the work is in more than one volume, the number of volumes (in “Arabic” numerals) + “volumes” enclosed in brackets followed by a full stop + space should be placed immediately after the title. Thus, Löfgren O.

1936–1950. *Arabische Texte zur Kenntnis der Stadt Aden im Mittelalter*. (2 volumes). Uppsala: Almqvist & Wiksells; Leiden: Brill.

If one or more volumes of the work is split into several “parts” / “heften”, etc. and only one of these is cited, the volume number in lower case Roman numerals should be followed by / + the part number in “Arabic” numerals, Thus,

Pirenne J.

1977. *Corpus des inscriptions et antiquités sud-arabes*. i / 2. Louvain: Peeters.

Editions / Reprints

Ideally, if a work is cited in anything other than the first edition, the number of the edition should be placed in brackets after the full stop + space following the title and before the number of volumes (if applicable) or the place of publication. This should be followed by a full stop + space. Thus

Grunebaum G.E. von.

1953. *Medieval Islam. A Study in Cultural Orientation*. (Second edition). Chicago: University of Chicago Press.

Nöldeke T.

1909–1938. *Geschichte des Qorāns*. (Second edition). (3 volumes). Leipzig: Dieterich [originally published New York: Harper, 1837].

On the other hand, if the book is simply a reprint with the *same pagination* as the original edition this does not need to be stated, but the *original* place of publication and, if possible, publisher (not those of the reprint) should be given.

However, if the author has provided the date of the reprint, this should be placed at the very end (after publisher, see below) in the form “[Reprint, 1987]”.

Note. Checking this information is the author’s responsibility and editors should not spend much time trying to find such information.

Works reprinted with new pagination in, say, the books edited by Philip Ward should appear as e.g. Sirḥān b. Sa‘īd b. Sirḥān / transl. E.C. Ross.

1874. *Annals of Oman*. Calcutta. [Reprinted under the same title but with new pagination by P. Ward. Cambridge: Oleander, 1987].

Miles C.B.

1896. Journal of an excursion in Oman, in south-east Arabia. [Reprinted from the *Geographical Journal* as pp.109–126 in P. Ward, *Travels in Oman on the tracks of the early explorers*.

Cambridge: Oleander, 1987].

Early works edited and reprinted should be shown thus:

Stephens J.L.

1970. *Incidents of Travel in Egypt, Arabia Petraea, and the Holy Land*. Edited, and with an Introduction by V.W. von Hagen. Norman, OK: University of Oklahoma Press.

Contributions to an edited work or encyclopaedia

The title of the contribution is in Roman type followed by a full stop.

This is immediately followed by a space + “Pages” + the page numbers + “in” + the initials and name of the editor(s) / author(s), followed by “(ed.)” / “(eds)” + comma + title of the book.

The initials of the editor / author of the book come *before* the surname. Thus, in the following second example, Højlund & Andersen are the authors not the editors:–

Beeston A.F.L.

1987. Pre-Islamic Yemeni Inscriptions. Pages 99–103 in W. Daum (ed.), *Yemen. 3000 Years of Art and Civilisation in Arabia Felix*. Innsbruck: Pinguin.

Højlund F.

1994. Summary and conclusions. Pages 463–481 in F. Højlund & H.H. Andersen, *Qalaʿ at al-Bahrain*. i. *The Northern City Wall and the Islamic Fortress*. (Jutland Archaeological Society Publications, 30 / 1). Aarhus: Aarhus University Press.

Jamme A.

1971. Safaitic Inscriptions from the Country of ʿArʿar and Raʿs al-ʿAnānīyah. Pages 41–109, 611–637 in F. Altheim & R. Stiehl (eds), *Christentum am Roten Meer*. i. Berlin: De Gruyter.

If more than two contributions to the same work are cited in the References, the work itself should be listed and the contributions shown thus,

Beeston A.F.L.

1987. Pre-Islamic Yemeni Inscriptions. Pages 99–103 in Daum 1987.

If the work is in several volumes the contributions should be shown thus,

Højlund F.

1994. Summary and conclusions. Pages 463–481 in vol. i of Højlund & Andersen 1994.

Articles in Encyclopaedias

Beeston A.F.L.

1960. Abraha. Pages 102–103 in *The Encyclopaedia of Islam*. (New Edition). i. Leiden: Brill.

Robin C.J.

1996. Sheba. 2. Dans les inscriptions d’Arabie du Sud. Cols 1047–1254 in *Supplément au Dictionnaire de la Bible*. xii. Paris: Letouzey.

Works on CD-ROM

Citation:

Encarta 2004 Reference Library. 2003. CD-ROM.

Reference:

Encarta 2004 Reference Library. 2003. CD-ROM. Microsoft.

A more detailed example in the References:

Córdoba J. M^a & Mouton M.

2001. Al Madam (Sharjah, UAE). In M. Mouton & W. Yasin al-Tikriti (eds), *The Architectural Remains of the Iron Age Sites in the UAE and Oman*. (CD-ROM: Lyon 22). Al-^cAin: Department of Antiquities and Tourism / Lyon: Maison de l'Orient.

Internet sources

Do not include <http://> if www is included. Do not underline or italicize and remove the hyperlink function from the website name. 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 known:

Examples:

Bezlova, A.

24 May 2001. Jordanian discovery of the Nabateans. *Jordan Times Online*. 10 Oct 2009.
www.jtimes.com/nab/pet02.html.

Córdoba J. M^a., Cerro M^a. C. del, García J., & Mañé M.

1998. Cultura y entorno en un poblado de la Edad del Hierro en la Península de Omán. Cuatro campañas en al Madam (Sharyah, EAU). *Sapanu, Publicaciones en Internet II*. 15 April 2009.
www.labherm.filol.csic.es

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).

Series

If a book is published in a series, the name of the series should be placed in brackets immediately after the full stop + space which follows the title of the book (or, if applicable, the edition and / or the number of volumes).

The name of the series should be in Roman type (not italics) and followed by a comma and then the number (in Arabic numerals) within the series.

If the number is divided into several parts, the volume number should be followed by a forward slash then the part number (please leave a space either side of the slash).

Example 1:

Chelhod J. (ed.).

1984–1985. *L'Arabie du Sud: histoire et civilisation*. (3 volumes). (Islam d'hier et d'aujourd'hui, 21, 22, 25). Paris: Maisonneuve & Larose.

Frifelt K.

1991. *The Island of Umm an-Nar. i. Third Millennium Graves*. (Jutland Archaeological Society Publications, 26 / 1). Aarhus: Jutland Archaeological Society.

McClure H.A.

1988. Late Quaternary Palaeogeography and Landscape Evolution of the Rub' al-Khali. Pages 9–13 in D.T. Potts (ed.), *Araby the Blest: Studies in Arabian Archaeology*. (Carsten Niebuhr Institute Publications, 7). Copenhagen: Museum Tusulanum.

Example 2: In the following example this is “Mémoire 37” in the series “Recherche sur les Civilisations”, so the comma comes *before* the word Mémoire.

de Cardi B.

1984. Survey in Ras al-Khaimah, UAE. Pages 201–216 in R. Boucharlat & J.-F. Salles (eds), *Arabie orientale, Mesopotamie et Iran méridional de l'Age du Fer au début de la periode islamique*. (Recherche sur les Civilisations, Mémoire 37). Paris: ADPF.

Example 3: Each Supplement is attached to a particular volume of the journal, so the volume number of the journal is placed first, then “Supplemento” and the Supplement number:

Fattovich R.

1980. *Materiali per lo studio della ceramica pre-aksumita etiopica*. (Annali dell'Istituto Orientale di Napoli 40, Supplemento 25). Napoli: Istituto Orientale di Napoli.

Example 4: The title of the series is “Journal of Oman Studies Special Reports”, so the comma comes before the number:

Arnold E.N.

1980. The reptiles and amphibians of Dhofar, southern Arabia. Pages 273–332 in S.N. Shaw Reade, J.B. Sale, M.D. Gallagher & R.H. Daly (eds), *The Scientific Results of the Oman Flora and Fauna Survey 1977 (Dhofar)*. (Journal of Oman Studies Special Report, 2). Muscat: Office of the Government Adviser for Conservation of the Environment.

Example 5: When a series is divided up into different subsections, they should be separated in the following ways:—

al-Selwi I.

1987. Jemenitische Wörter in den Werken von al-Hamdānī und Nashwān und ihre Parallelen in den semitischen Sprachen. (Marburger Studien zur Afrika- und Asienkunde, Serie B: Asien 10). Berlin: Reimer.

[“Asien” is a subsection of Serie B]

Högemann P.

1992. *Das alte Vorderasien und die Achämenide*. (Beihefte zum Tübinger Atlas des Vorderen Orients, Reihe B, Nr. 98). Wiesbaden: Reichert.

[This is no. 98 of section B]

Littmann E.

1943. *Safaitic Inscriptions*. (SYRIA. Publications of the Princeton University Archaeological Expeditions to Syria in 1904–1905 and 1909. Division IV Semitic Inscriptions: Section C). Leyden: Brill.

[“Semitic Inscriptions” is the title of Division IV. “Section C” is a subdivision of Division IV and so separated from it by a colon]

Grohman A.

1963. *Arabien*. (Handbuch der Altertumswissenschaft 3.1.3: Kulturgeschichte des alten Orients, 3.4). München: Beck.

[Note that this represents (Handbuch der Altertumswissenschaft. 3. Abteilung, 1. Teil, 3. Band Kulturgeschichte des alten Orients, 3. Abschnitt, 4. Unterabschnitt)].

Multiple “levels” of publication information

Example 7: Multiple series of which only the last (the publication series) should be put in brackets:

Sartre M.

1993. *Pétra et la Nabatène méridionale du wadi al-Hasa au golfe de ^cAqaba*. [series 1] *Inscriptions de la Jordanie*, IV. [series 2] *Inscriptions Grecques et Latines de la Syrie*, 21.4. [series 3] (*Bibliothèque archéologique et historique*, 115). Paris: Geuthner.

Example 8: Two parallel publication series, so both are put in brackets:

Phillips J.

2000. Pottery and clay objects. Pages 303–337 in D.W. Phillipson, *Archaeology at Aksum, Ethiopia, 1993–97*. ii / 2. [series 1] (*British Institute in Eastern Africa, Memoir 17*). [series 2] (*Reports of the Research Committee of the Society of Antiquaries of London*, 65). London: British Institute in Eastern Africa / Society of Antiquaries.

Salvatori S.

1996. Death and ritual in a population of coastal food foragers in Oman. Pages 205–222 in [level 1] G. Afanas’ev, S. Cleuziou, J.R. Lukacs & M. Tosi (eds), *The prehistory of Asia and Oceania*. [level 2] *Colloquium XXXII: Trade as a Subsistence Strategy, Post-Pleistocene Adaptations in Arabia and Early Maritime Trade in the Indian Ocean*. [level 3] *XIII International Congress of Prehistoric and Protohistoric Sciences*. Forli: Abaco.

[Here there are three “levels” of publication information, *not* series, so none are enclosed in brackets. Note that the Roman numerals are part of the publication titles and so are not changed to “Arabic” figures.]

1.7.3 Place of Publication

This is an essential element of any reference, if possible.

It should be placed after the title (or number of volumes, edition, series / publication level, whichever is the final item).

It should be preceded by a full stop + space.

Names of American cities should be followed by a comma + space + the abbreviation of the State (on-line

at http://www.usps.com/ncsc/lookups/usps_abbreviations.html), even if they are well-known, e.g. New York, Chicago, Los Angeles. Thus,

Ann Arbor, MI: University Microfilms International

Cambridge, MA: Harvard University Press

If the author has provided *two* places of publication, e.g. “London / New York”, these should be retained and put in this form, though when more than two are given they should be reduced to two.

1.7.4 Publishers’ names

This is an essential element of any reference, if possible.

Authors *should provide* the name of the publishers for any books cited in their paper and they should be encouraged to search and provide this information, rather than take up the editors’ valuable time.

It should follow the place of publication + colon + space and be followed by a full stop.

Where there are two places of publication each with its own publisher these should be listed as follows:

Jerusalem: Magnes / Leiden: Brill

Works which were privately printed should appear as

Washington, D.C. [privately printed].

GOOD LUCK!