MANUSCRIPT SUBMISSION GUIDELINES

The conference proceedings will be published by Olms in Hildesheim (Germany) in the series “Studies on Ibadism and Oman” (editors: Abdulrahman Al Salimi and Heinz Gaube).

1) ACCEPTED FORMATS
We accept manuscripts sent in electronic form in a variety of word-processing formats, although we prefer MS Word using Arial Unicode MS script or compatible programs.

2) GENERAL GUIDELINES FOR MANUSCRIPT PREPARATION
Manuscripts should be written in English, with a length of about 20 pages (12 points script / single spacing).
Make sure that paragraphs are clearly distinguishable either by a blank line or an indent.
If you use headers, make sure these are recognizable as such. If you have more than one level, there should be a clear and consistently used distinction between them (e.g. 1 / 1.1 / 1.1.1)
For references/notes use only endnotes. Add a bibliography of works used or referred to.
Use italics for italics. Underlined text will be typeset as italics. The use of bold type is discouraged.
Quotation marks: single ‘quotation marks’ should be used to distinguish words, concepts or short phrases. Double quotation marks (“... ...”) should be used for longer quotations.

3) TRANSCRIPTIONS AND TRANSLITERATIONS
As to the transcription and transliteration from the principal languages of Africa and Asia the Unicode system (e.g. provided by the script font Arial Unicode) should be used.
Arabic: Please indicate diacritics and special characters, like d, b, š, ż, including ayn = ‘ [Unicode (hex): 02BF], hamza = ‘ [Unicode (hex): 02BE], long vocals (ā, ī, ū). Note the following: thah = th, khah = kh, dhal = dh, shin = sh, ghayn = gh; female nisba as -iya [not -iya]

4) BIBLIOGRAPHY
a) Primary Sources
Give surname of author and year of publication (disregard al-).
Give name of author in full, surname first.
Give title of works in full and in italics.
Specify the edition.
Give names of editors and/or translators.
Give city and date of publication.

Darjini 1974
al-Darjini, Ahmad b. Sa`id: Kitāb tabaqāt al-mashā`ikh bi-l-Maghrib, ed. Ibrāhīm Tallāy, 2 vols., Constantine 1974,
b) Secondary Literature
- Books/monographs
Give surname of author and year of publication (disregard al-).
Give surname of the author first, followed by the initial letter (letters) of the first name.
Give the full title of the publication in italics.

**Gaube 2010**

- Articles in periodicals
title of article in roman; name of periodical in italics; give volume number, year and pages in Arabic numerals; give the entire page range of the article.

**Gaube 1998**

- Articles in edited collections
title of article in roman; name of collection in italics; place and year of publication; give the entire page range of the article in roman.

**Gaube 1998**

5) REFERENCES IN THE TEXT
All references/notes should be in endnotes (not in the text!), and in in abbreviated form:
Give name(s) of author(s), year of edition, volume, pages.


6) NUMBERS
1-10 as: one, two, three etc.
From 10 onwards in numerals (11, 12, 13...)
Centuries: 10th, 15th, 20th BC / AD or BCE / CE – without dots, Hijra → H

7) ILLUSTRATIONS
Submit illustrations as separate electronic files. Do not embed illustrations in the text.
Acceptable file types are tiff, jpeg and eps.
Color photographs and black and white photographs should be scanned with a minimum resolution of 300 dpi (dots per inch) and a size of 10 cm by 15 cm. Small photographs cannot be enlarged without significant loss of quality. For this reason images downloaded from the internet are usually unusable.
Maps and graphs (line drawings) should be scanned with a minimum resolution of 600 dpi at the
size of reproduction.
Number the files according to the number of the illustration in the text.
Mark clearly in the text where each illustration needs to be inserted. This will be the approximate place where the typesetter will insert the illustration as exact placing can only be determined at the time of typesetting.

8) **LEGAL PERMISSIONS**

**Illustrations:** It is the author’s responsibility to secure permission/copyright to use any approved illustrative materials that is not their own (whether re-drawn or not).

**Texts:** There are universally accepted rules for the use of quotations from other people’s works, but these are also a bit vague: when in doubt, seek permission from the owner of the rights.