

## Diyâr Style Sheet

Manuscripts should be submitted in grammatical, idiomatic English (with British spelling), French or German, and formatted according to the guidelines set out below.

The editorial board assigns each article to at least two peer-reviewers specialized in the article's field. The editorial board takes its final decision for each article on the basis of the peer-reviewers' reports. It communicates its decision to the author(s).

Authors are expected to submit correct, proofread manuscripts. If an accepted paper still requires extensive corrections with regard to language and style, *Diyâr* will be happy to forward the paper to a professional copy editor. By submitting the final version of their article to *Diyâr*, authors agree to cover the expenses involved.

Articles should not exceed 60,000 characters (including spaces) in length; this includes both main text and footnotes. They should be submitted with an abstract of 150 to 200 words and a list of up to 6 keywords. Please do also include all necessary illustrations, maps and tables, and make sure illustrative material is clearly identified.

Each table or illustration shall be provided in a separate digital file. Illustrations shall include the source, unless the element is published for the first time, and the photographer, designer etc.

Please submit your manuscript to the editorial manager of *Diyâr*, Julia Fröhlich (diyar@nomos-journals.de), as word file.

### 1. General Instructions on Preparing Manuscripts

The following general formatting rules apply:

- Use a common standard Unicode font (12 pt in the text, 10 pt in the footnotes).
- All elements of the manuscript should be typed single-spaced.
- The entire text (including all headings and subheadings) should run flush left.
- All pages should be numbered consecutively.
- Disable the hyphenation function in your text processor.
- For footnotes use the automatic footnote function (numbers 1, 2, 3 ... at the bottom of the page) provided by your word processing program.
- Apostrophes / quotes should follow punctuation marks and precede footnote numbers: e.g. '(...).'<sup>1</sup>
- Indent your text (0.5 cm) to begin a new paragraph. Use tab stops, not spaces to indent text,
- Use *italics only*, **no bold characters** to emphasise words. Do not use italics for direct quotes.
- *Italics* should also be used for terms in a language other than the text, i.e. *şeriat*
- Use single curly quotes ('X') for quotes no longer than three lines.
- Use single curly quotes ('X') for emphasis / scare quotes.

- Quotes longer than three lines should be set in smaller fonts and indented paragraphs without quotation marks.

## 2. Structuring the Manuscript

Manuscripts should be structured as follows:

- Title, name and affiliation: Full title of the article, your name(s), your academic affiliation and your email address
- example:  
**Full title of the contribution (bold)**  
Surname, Given name, Universität Hamburg, Germany  
E-mail: name@uni-hamburg.de
- Abstract and keywords: Every text should be submitted with an abstract in English, and the language the article is written in. The abstract should sum up your argument within 150 to 200 words. Add up to six keywords both in English and the language of your article that adequately capture the main elements of your paper. Examples might be: late Ottoman Empire, economy, trade, textiles.
- Text: Number all headings, distinguish consistently between primary, secondary and tertiary headings. Use the following format to number your headings:
  - Primary heading: 1.
  - Secondary heading: 1.1
  - Tertiary heading: 1.1.1
- Bibliography: Begin on a new page. See detailed instructions below.
- Acknowledgments: Place on a separate page after the main body of the text.
- Tables, figures, and electronic illustrations: submit in separate document. See detailed instructions below.

## 3. Tables, Figures, and Electronic Illustrations

If you want to submit tables, figures or electronic illustrations with your paper:

- Please submit each table, figure or illustration both inserted at the right spot in your article and in a separate electronic file. The file should be named so that the material can be easily identified and inserted. The name on each data file or photo should include figure and number (e.g. file name: yourname\_fig\_01.jpg).
- Tables and figures should be continuously numbered through the entire text (Table 1, Table 2, etc.; Figure 1, Figure 2, etc.) in order of their first appearance in the text. Cite all illustrations as figures (not plate, map, plan, illustration, etc.).
- Every figure must have a brief caption, correspondingly numbered, which will be printed beneath the figure: do not include the caption in the actual figure. Add the author of the visual material or the holder of the rights on the image in a credit line, if applicable provide the year of the photo.
- Indicate in the text when you are referring to a figure by adding in brackets ‘(see Fig. 1).’
- Illustrations should be submitted in high-resolution (300 dpi) and submitted in .jpg, .tiff or .eps format. Note that the high-resolution (large-size) files should not be

emailed to us but must be uploaded to a website or a file distribution system, such as Dropbox, WeTransfer or drive.google.com etc. (Specific instructions will follow once your manuscript is accepted for publication).

- Copyrights of all visual material must be cleared and provided by the author to the editors. The editorial board might ask for the proof of obtaining these copyrights. In submitting an article the author/s clear/s the publisher from all future disputes on copyrights by third parties.

#### **4. Footnotes**

Please provide a bibliography at the end of the text and give abbreviated references in the footnotes according to the following rules:

- Each reference should be in the form of an abbreviated reference:

Author's Surname Year, Page(s).

example:

Findley 2010, 34–5.

Fodor 2017, 881–2.

Multiple references in the same footnote should be listed according to alphabetical order (author's surname) and divided by semicolon.

example:

Findley 2010, 34–5; Fodor 2017, 881–2.

- Pages should be divided by an en-dash (–) and not a hyphen (-). There should not be a space between dash and page numbers.
- Page numbers should be given in the following format:
  - a) 34–6; 101–9; 444–8 (instead of 34–36; 101–109; 444–448)
  - b) 34–44; 101–19; 444–58 (instead of 34–44; 101–119; 444–458)

#### **5. Bibliography**

The bibliographic entries should be entered in a comprehensive bibliography at the end of the article – formatted as in the examples below. The following rules should be observed:

- When the same author is cited more than once, provide in each instance the name and list publications in chronological order from earliest to most recent.
- List multiple authors or editors in full for up to three names, for more, use 'et al.'
- Titles of publications that do not use the Roman alphabet should be given in transcription.
- If the year of publication is given according to the Hijri calendar, please add the year of publication according to the Gregorian calendar in brackets, e.g.: 1387 [2008].

- In case of missing information, please use ‘n.p.’ for ‘no publishing house’ and ‘n.d.’ for ‘no date of publication.’ If the publication does not mention an author, please start your entry with the title of the work.

### **Monograph:**

Surname, Given name. Year of Publication. *Title*. Place of Publication: Publishing House.

example:

Findley, Carter Vaughn. 2010. *Turkey, Islam, Nationalism, and Modernity. A History, 1789–2007*. New Haven/ London: Yale University Press.

### **Collective work**

Surname, Given name and Surname, Given name (eds.). Year of Publication. *Title*. Place of Publication: Publishing House.

example:

Petrić, Hrvoje and Žebec Šilj, Ivana (eds.). 2017. *Environmentalism in Central and Southeastern Europe. Historical Perspectives*. Lanham, Maryland: Lexington Books.

### **Article (Journal)**

Author’s Surname, Given name. Year of Publication. ‘Title of the Article’. *Journal Title*. Volume Number, Issue Number. Pages. (Use en-dashes between page numbers. Do not use ‘f.’ or ‘ff.’ to indicate page numbers.)

example:

Zürcher, Erik-Jan. 2005. ‘How Europeans adopted Anatolia and created Turkey’. *European Review*. 13.3. 379–394.

### **Chapter or article in a collective book**

Surname, Given name. Year of Publication. ‘Title of the Contribution’. In Names of Editors (eds.). *Anthology Title*. Place of Publication: Publishing House. Pages.

example:

Dursun, Selçuk. 2017. ‘The History of Environmental Movements and the Development of Environmental Thought in Turkey, 1850-1980’. In Petrić, Hrvoje and Žebec Šilj, Ivana (eds.). *Environmentalism in Central and Southeastern Europe. Historical Perspectives*. Lanham, Maryland: Lexington Books. 111–132.

### **Dissertation**

Surname, Given name. Year of Publication. ‘Title’. PhD Dissertation, Name of University, Place.

example:

Al-Dbiyat, Mohamed. 1980. ‘Salamieh et sa région’. PhD Dissertation, Université François Rabelais, Tours.

### **Online resources**

Surname, Given name. Year of Publication. *Title*. Place [if known]. URL: weblink (accessed day month year)

example:

Fortna, Benjamin C. (ed.). 2015. *Childhood in the Ottoman Empire and After*. Leiden: Brill.  
URL: <https://brill.com/view/title/31713> (accessed 3 October 2018).

## 6. Unpublished Primary Sources

The following instructions are important for citing primary sources:

- Please provide a separate list of cited primary sources. If this applies, your bibliography should be divided into two sections, one titled ‘Primary Sources,’ another titled ‘Secondary Sources.’
- If you are quoting from unpublished primary sources (e.g. archive materials), please list them underneath a separate section, titled ‘Unpublished Primary Sources,’ in your bibliography. Please list unpublished primary sources from archives as follows:

Archive name (abbreviation / acronym), place  
[List of all used sources from the archive]  
Full name of the dossier. (Dossier Code). Shelf mark.

example:

*T.C. Cumhurbaşkanlığı Devlet Arşivler (Osmanlı Arşivi), Istanbul*  
Bab-ı Âlî Evrâk Odası Ayniyât Defterleri (BEO.AYN.d.) 1718–78  
Cevdet Maliye (C.ML) 3027  
Deâvî Nezâreti Defterleri (DV) 4–19  
İrade-Dahiliye (İ.DH) 603–42016

## 7. Transcription

Please use the following transcription systems:

- In German texts, please use the DMG system for Arabic and Ottoman Turkish  
<https://www.uni-heidelberg.de/fakultaeten/philosophie/ori/islamwissenschaft/md/ori/islamwissenschaft/transkription.pdf>

For Persian, please use  
<https://www.uni-marburg.de/de/cnms/iranistik/studium/leitfaden-transkription-persisch.pdf>

- In English texts, please use the IJMES system for Arabic and Ottoman Turkish  
<https://www.cambridge.org/core/services/aop-file-manager/file/57d83390f6ea5a022234b400/TransChart.pdf>

For Persian, use the options proposed by the journal *Iranian Studies*  
<https://associationforiranianstudies.org/journal/transliteration>

- In French texts, please use the REMMM system  
<https://journals.openedition.org/remmm/16219>

For Persian, use the options proposed by the journal *Studia Iranica*.