

Anthropology of the Middle East

SUBMISSION INFORMATION FOR CONTRIBUTORS

The Editorial Board welcomes submissions for publication in English or French. E-mailed submissions are preferred, but mailed submissions will be reviewed. Please e-mail submissions to the editor, Soheila Shahshahani, at soheilairan@gmail.com.

Mailed submissions must include a CD and three printed copies of the article. Please mail materials to:

Dr Soheila Shahshahani, Editor, *Anthropology of the Middle East*
Shahid Beheshti University, B.P. 19585-193, Tehran, Iran

Please direct other queries to the managing editor, Dr Birgit Pour Ramazan, at birgit.pourramazan@gmx.net.

Research articles should be **4,000 to 7,000 words**, although longer articles may be considered. Notes from the Field contributions (1,500 to 4,000 words) should include works in progress or works pending funding. Book reviews should be 500 to 1,500 words, and reports on conferences and films should be 150 to 700 words.

FORMATTING

The document must be set at the US letter standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides and no extra spaces between paragraphs. A 12-point standard font such as Times New Roman is required for all text, including headings, notes and references. Any unusual characters or diacritics should be flagged by placing the entire word in **red type**.

COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number and e-mail), biographical data of approximately 100 words for each author (in English), a total word count, the number of tables and/or figures included and any acknowledgements. Affiliations and e-mail addresses will be posted online for indexing/abstracting purposes.

ABSTRACT/KEYWORDS

The article must include an abstract of no more than **125 words** and **5 to 8 keywords**. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order and separated by commas; only proper nouns should be capitalized. The abstract, keywords and biographical note for French articles must be submitted in English.

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ARTWORK

For optimal reproduction, **figures** or **photos** should be submitted as high-resolution JPGs or TIFFs (300 ppi), or as EPS files with all fonts embedded. Additionally, all images should be at least 4 x 4 inches at the resolution indicated. **Tables** should be made and submitted in Microsoft Word or rtf. All figures and tables should be in separate files and numbered consecutively; only placement indicators and captions (with source/copyright information) should be included in the articles themselves.

PUBLICATION

Manuscripts accepted for publication that do not conform to the style guide may be rejected or returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publisher. Authors cannot supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance. Contributors will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

STYLE GUIDE

The *AME* style guide is based on the *New Oxford Style Manual* and *Hart's Rule* with some deviations for house preferences. The journal uses British punctuation and spelling, following *The Oxford English Dictionary* (OED). Please follow the standard rules of the *Académie Française* for articles in French. Authors may refer to *Règles Typographiques*.

TRANSLITERATION

- § We recommend the ALA-LC Romanisation Tables system for transliteration. Samples of the recommended transliteration system for Persian are at the conclusion of these guidelines.
- § All technical terms from languages using non-Roman alphabets (and with no acceptable Romanisation system) must be fully transliterated with diacritical marks clearly indicated.
- § Transliterated terms (except words that have become familiar in English, such as catharsis, habeas corpus, fait accompli) should be italicised on the first instance and throughout the remaining text.

CITATION SYSTEM

AME follows the in-text **author-date system**, with full documentation in the reference list. Any other notes should be **endnotes** (using Word's automatic endnote function) and kept short and to a minimum.

Author-Date Examples

- Multiple authors in alphabetical order: (Khalil 2008; Shuqayr 1916; cf. Bell 1981)
- Single author with multiple dates: (Tremayne 1977, 1979a, 1979b)
- Single author with multiple dates and pages: (Bleiberg 1993: 63; 1998: 124–169)
- Three or more authors: (Tompkins et al. 2001)
- Authors with same last name: (D. Smith 1981; G. Smith 1999)
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The first mention of an author in the main body text (not in-text citations) should include the first and last name. Multiple sources in a parenthetical note should be listed alphabetically.

REFERENCE LIST

- § The reference list must be in alphabetical order. For multiple titles under an author's name, list the oldest publication first, followed by the next publications in chronological order.
- § Repeat the author's name in full to indicate a subsequent title by the same author.
- § Authors' first and middle names should be abbreviated rather than written out.
- § If possible, update information when cited references are listed as in press or submitted for publication.
- § Please confirm web links are accessible as cited.
- § List only one publication city, unless there is a second publisher.

REFERENCE LIST EXAMPLES

Book with one author/editor

- Wagner, R. G. [1975] (1981), *The Invention of Culture* (Chicago: University of Chicago Press).
- Sampson, R. (ed.) (1980), *Early Romance Texts: An Anthology* (Cambridge: Cambridge University Press).

Book in French

- Baudrillard, J. (1967), *Pour une critique de l'économie politique du signe* (Paris: Gallimard).

Book with multiple authors/editors

- Preucel, R. W. and Hodder, I. (eds) (1996), *Contemporary Archaeology in Theory* (Oxford: Blackwell).

Chapter or other part of a book

- Hodder, I. (2000), 'Agency and Individuals in Long-Term Processes', in *Agency in Archaeology*, (ed.) M.-A. Dobres and J. Robb, (London: Routledge), 21–33.

Journal article

Joyce, C. (1992), 'Western Medicine Men Return to the Field', *Bioscience* 42, no. 6: 8–22, doi:10.3456/bios.1992.123456.

Translations

Cortázar, J. (1969), *Cronopios and Famas*, (trans.) P. Blackburn (New York: Random House).

Al-Hijji, Y. (2004), *Nawakhithat al-Safar al-Shira'i fil-Kuwait* [The deep-sea captains of Kuwait] (Kuwait: Centre for Research and Studies on Kuwait).

Translated title

Bernet, M. (2009), *A Nation Like Any Nation: Toward the Establishment of an Israeli Republic* [in Hebrew] (Jerusalem: Carmel).

Sabaye Moghaddam, M. (2010), *Zâr in Iran and Other Countries* [in Persian] (Tehran: Naghmeh-yi Zendegi).

Article in a newspaper or magazine

Fontanelle, E. C. and Mandible, V. (1951), 'Iron Despair: Postwar Bewilderment', *World Spectator*, 6 April.

Movie

Hitchcock, A. (dir.) [1959] (2000), 'Crop Duster Attack', in *North by Northwest* (Burbank, CA: Warner Home Video).

Paper presented at a meeting or conference

Szebehely, M. (2007), 'Carework in Scandinavia: Organisational Trends and Everyday Realities', paper presented at the 5th Annual ESPAnet Conference, Vienna, 20–22 September.

Thesis, dissertation, or unpublished manuscript

Downer, J. (1975), 'Necessity and Knowledge in the Later Philosophy of Wittgenstein' (PhD diss., University College of North Wales).

Marciniak, E., and Jefferson, N. (1985), 'CHA Advisory Committee Appointed by Judge Marvin E. Aspin: Final Report' (December), unpublished.

Archive materials

Individual items in archives are usually best cited in endnotes and may be cited according to the conventions of the particular archive or kind of material being cited. A collection as a whole may be cited in the reference list.

Egmont Manuscripts (n.d.), Phillips Collection (Athens: University of Georgia Library).

Dedyk, C. (1933), Linguistics Memos, Rossiskii Gosudarsvenyi Isoricheskii Arkhiv [RGIA], fond 1129, opis 1, delo 491, 11 February, 74–83, 116–119 (Russian State Historical Archives, St. Petersburg).

Websites and blogs

Access dates are only required when no date of publication or revision can be determined from the source.

World Health Organisation (2000), 'Committee on Technical Barriers to Trade – Notification – Mexico – Tequila', <http://docsonline.eto.org/TBT/Notif.00/168> (accessed 9 April 2000).

Marshall, R. (2011), 'Falling on the Sword of the Spirit', *Immanent Frame*, 28 February, <http://blogs.ssrc.org/tif/2011/02/28/falling-on-the-sword-of-the-spirit>.

ARTICLE SUBMISSION CHECKLIST

- ❑ **Copyright assignment form** is signed and submitted (*no later than the final revised article submission*);
- ❑ **Cover sheet** is included and provides:
 - **Title** of the article;
 - An **abstract** that is no more than 125 words, is a summary or overview of the entire article and does not duplicate verbatim sections of the main text;
 - Five to eight **keywords** that are in alphabetical order and separated by commas (with only proper nouns capitalized);
 - Complete **contact information** for each author (mailing address, phone number and e-mail);
 - A **bio** of approximately 100 words for each author;
 - Total **word count**, the number of tables and/or figures included and any acknowledgments.
- ❑ For any **figures**, ensure that:
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 - Separate files are provided (clearly named and consecutively numbered) and in the **required format** with all accompanying **permissions**.

PLEASE ENSURE THAT:

- The style guide has been followed;
- All text, including headings, notes and references, is in a standard 12-point type, such as Times New Roman, and double-spaced with a 1-inch margin on all sides and no extra spaces between paragraphs;
- UK spelling is used throughout and a spellcheck has been performed;
- Different levels of headings are indicated by varying the typeface. Use **bold** type for an **A head** (a main text heading). Use **bold italic** for a **B head** (a first-level subheading). Use *non-bold italic* for a **C head**;
- Superscript note reference numbers and/or asterisks are not placed on article titles, headings, epigraphs, or the contributor's name;
- Contributions are referred to as articles (not essays or papers);
- Numbers 0–9 are spelled out, as are large whole numbers (e.g., eight hundred), and all number ranges are non-abbreviated;
- Foreign-language words that are not common in U.K. usage are italicized on every instance;
- Single quotation marks are used for all quotations and terms, except for quotes or terms within quotes;
- URLs are not located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). Any URLs have been relocated to endnotes or the reference list;
- Contractions and abbreviations such as e.g., i.e., etc. and et al. are not used in the main text (except in parentheses);
- Every author mentioned in the reference list is cited in the main text or notes, and every author cited in the main text and notes is listed in the reference list.