

## **SUBMISSION INSTRUCTIONS FOR *ANTHROPOLOGY OF THE MIDDLE EAST***

The Editorial Board welcomes submissions for publication in English or French. Mailed submissions will be reviewed, however e-mail submissions are encouraged. Please note that all correspondence will take place via e-mail. Please e-mail submissions and complete contact information to the following address: [soheilairan@gmail.com](mailto:soheilairan@gmail.com).

Mailed submissions must include a disk or 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.

Further correspondence and inquiries may be directed to Dr Birgit Reinel, Managing Editor, at the following address: [birgitreinel@yahoo.de](mailto:birgitreinel@yahoo.de).

Research articles should be between 4,000 and 7,000 words, although longer papers may be considered. Contributions for the Notes from the Field section should include works in progress or works pending funding in the range of 1,500 to 4,000 words. Book reviews should be 500 to 1,500 words, and reports on conferences, films and announcements should be 150 to 700 words in length.

An abstract of not more than 100 words and 5 to 8 keywords must be included, along with a biographical note. The abstract should summarize or paraphrase the content of the article, with exact duplication being avoided. The abstract, keywords and biographical note for French articles must be submitted in English.

Submitted article must be prepared as a Word or RTF file at the A4 paper size standard with 2.5 cm margins on all sides. Both main text and notes should be double-spaced in a 12-point font, preferably Times New Roman.

Manuscripts that have been accepted for publication but do not conform to the *AME* style may be rejected or returned to the author for amendment. Upon acceptance, authors are required to submit copyright agreements and all necessary permission letters for reprinting or modifying copyrighted materials. The author is fully responsible for obtaining all permissions. Major alterations to the text cannot be accepted at proof stage.

### **AME ENGLISH STYLE GUIDE**

The *AME* style guide is based on the *Oxford Guide to Style* (OGS), 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 *Academie Francaise* for articles in French. Authors may refer to *Regles Typographiques*.

## ARTICLE TITLE AND HEADINGS

- Use capitalization in the article title and headings (in English) for nouns, pronouns, verbs and adjectives.
- Prepositions and conjunctions are not capitalized (or, but, over, through, between).

### **Introduction to the Many Forms of Money**

*The Euro versus the Pound*

- French articles require the initial cap for the first word only in the title or heading.  
**Du canapé à la tasse de thé : une esthétique de l'événement**

## ABBREVIATIONS

- Avoid unnecessary abbreviations.
- Acronyms must be spelled out on first appearance. Provide parenthetical explanations: REM (rapid eye movement).
- Do not use the full point after abbreviations including the first and last letter of the word (contractions):  
Mr            Mrs            Dr            St            Ltd
- Some abbreviations drop the full point, including those in the international system of measurement:  
Mme        Mlle        m            mm        kg
- A full point for:  
vol.        seq.        no.        ibid.        et al.
- Use full points in the abbreviation of names of countries (except the USSR) but omit them with acronyms:  
U.S.        U.K.        UN        EU        NATO

## PUNCTUATION

- All punctuation should be followed by a single space and not a double space.
- There should be no period at the end of headings or subheads.
- There is no need for double punctuation at the end of a sentence, either after an abbreviation or after a punctuation mark in quotation marks or a book or article title.

## TRANSLITERATION

- We recommend that contributors refer to the ALA-LC Romanization Tables system for transliteration.
- All technical terms from languages using non-Roman alphabets (and with no acceptable romanization system) must be fully transliterated with diacritical marks clearly indicated.
- Contributors are fully responsible for the consistency and accuracy of their transliteration.
- Transliterated terms (with the exception of those words that have become familiar in English, such as: catharsis, habeas corpus, fait accompli) should be italicized on the first instance and throughout the remaining text.

## [BRACKETS] AND (PARENTHESES)

- Use square brackets for editorial comments within quotations or for uncertain data in references (e.g., if the publication year or city is ascertainable but does not appear in the book).
- Brackets are also used within parentheses: (he used to go there [to Tehran] every spring).

- Include translations of foreign-language quotations in brackets immediately following the quotation (without italics and without quotation marks):  
'Todas somos amigas de desde chiquitas, casi puras vecinas' [We are all friends since we were small, and almost all are neighbours].

### QUOTATION MARKS

- Always use single quotes. Double quotes are only used within a quotation.  
He remarked: 'This charge of "fraudulent conversion" will never stick'.
- Unless the punctuation is part of an original quotation, the closing quote mark precedes all punctuation.
- Quotations of eight to ten lines or longer (or over 60 words) should be indented as extracts and separated from the main text. Such text extracts should not be set within quotation marks.
- Extracts longer than 400 words require copyright permission.

### DASHES

- The British style for dashes requires blanks before and after the en dash.
- An author may substitute a hyphen for the en dash if necessary. The typesetter will later convert the hyphen to the en dash:  
He spoke in a whisper - the room was quiet.  
He spoke in a whisper – the room was quiet.
- The en dash is commonly used in ranges without additional spaces:  
129–173, Monday–Thursday, vi–xii.

### ELLIPSES POINTS (...) (. ...) (, ...) (... !)

- Three points should be used for omitted text. There should be one space before and after the ellipsis.
- If the omitted text follows a completed sentence, there should be four dots, the first indicating a period (full stop). In contradiction to the three-dot ellipses, there is no space between the last word in the sentence and the first period ending the sentence.

### DATES, NUMBERS AND RANGES

- Dates should be set day/month/year, with no comma in between the elements, e.g., 26 January 1988.
- In general, use words for numbers that are less than 10, and numerals for all other numbers. Number ranges should not be abbreviated.
- In-text number ranges should employ prepositions not dashes:  
Use "from 1924 to 1928" or "between 1924 and 1928"  
Do *not* use "from 1924–1928," and not "between 1924–1928"

### AUTHOR-DATE SYSTEM

- In-text citations should follow the author-date system with full documentation in the Reference section.

- Every author mentioned in the reference list must be cited in the main text, and every author cited in the main text must be listed in the reference list.
- Confirm that spelling and dates are consistent between the main text and the reference list.
- Any parenthetical notes should be presented as endnotes, and should be kept short and to a minimum.
- Acknowledgements should not be included as a numbered note but given its own heading and paragraph following the body of the text, prior to the note and reference sections.

#### **IN-TEXT, AUTHOR-DATE CITATION EXAMPLES**

(Smith 1987; Pickett and White 1985)

Jones's research (1977, 1979a, 1979b)

(Kant n.d.; McGinnis forthcoming)

Single Author with Multiple Sources: (Smith 1993: 63; 1998: 124–169)

Three or More Authors: (Jones et al. 2001)

Authors with Same Last Name: (D. Smith 1981; G. Smith 1999)

#### **REFERENCE LIST**

- The reference list must be in alphabetical order. For multiple listings under an author's name, list the oldest publication first, followed by the next publications, in chronological order.
- In the references section please use underscores rather than dashes to indicate a subsequent title by the same author.
- Please confirm that web links are accessible as cited.
- If possible, update information where references cited are in press or submitted for publication.

#### **REFERENCE EXAMPLES**

BOOK:

Wagner, R. G. [1975] (1981), *The Invention of Culture* (Chicago: University of Chicago Press).

——— (1986), *Symbols that Stand for Themselves* (Chicago: University of Chicago Press).

BOOK WITH DIGITAL OBJECT IDENTIFIER (DOI)

Wagner, R. G. [1975] (1981), *The Invention of Culture* (Chicago: University of Chicago Press). doi:10.2345/tic.1981.123456

BOOK IN FRENCH:

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

TWO AUTHORS:

Apffel-Marglin, F. and Marglin, S. A. (eds.) (1996), *Decolonizing Knowledge: From Development to Dialogue* (Oxford and New York: Clarendon Press).

CHAPTER/ESSAY IN A BOOK:

Franklin, S. (1995), 'Romancing the Helix', in *Romance Revisited*, (ed.) J. Stacy and L. Pearce (London: Lawrence & Wishart), 7791.

ARTICLE IN A JOURNAL:

Joyce, C. (1992), 'Western Medicine Men Return to the Field', *Bioscience* 42, no. 6 (June): 399–402.

ARTICLE WITH DOI NUMBER:

Joyce, C. (1992), 'Western Medicine Men Return to the Field', *Bioscience* 42, no. 6 (June): 399–402. doi:10.3456/bios.1992.123456

TRANSLATIONS:

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

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).

PAPERS READ AT MEETINGS:

Speth, J. and Dindel, D. (1975), 'Seasonal Variability in Early Hominid Predation', paper presented at symposium, *Archaeology in Anthropology: Broadening Subject Matter*, seventy-fourth annual meeting of the American Anthropological Association.

DISSERTATION:

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

UNPUBLISHED MATERIAL:

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

ORGANIZATION AS 'AUTHOR':

Metropolitan Housing and Planning Council (1982), *Map 2000: Metropolitan Area Plan for the Year 2000* (Chicago: Metropolitan Housing and Planning Council).

#### MATERIALS IN ARCHIVES:

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

#### INTERNET / WORLD WIDE WEB SITES:

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

#### ARTWORK

- Every table and figure should be referred to directly in the text.
- Mark the typescript clearly to show where tables and figures should be placed in the text: (Table 2 here; Figure 2 here). It will not always be possible for the typesetter to place them exactly where you indicate, so in-text references should be by table number and not as 'the above' or 'the following'. For the same reason, any explanatory notes should appear beneath the table or figure.
- There should be no full point at the end of a table or figure heading.
- Number the tables and figures independently and consecutively (Table 1, Table 2, Table 3; Figure 1, Figure 2, Figure 3) as opposed to grouping items together (Table 1a, Table 1b, Table 1cd).
- As necessary, the source should appear beneath the legend in this form:  
Source: Smith, 1994, reproduced with permission from ...

#### TABLES

- Tables can be supplied as either Word or Excel files.
- Table titles should appear above the table in the following form:  
Table 1: Title of table

#### FIGURES

- For optimal reproduction photos and maps should be submitted as TIFF (resolution at 300 dpi) and line art as EPS (800 dpi), grayscale, with all fonts embedded. Additionally, all images should be approximately the size they will appear in print at the resolution indicated.
- Photocopies, laser printed artwork and web resolution JPEGs are not acceptable for reproduction.
- For the purpose of submission figure legends should appear in the body of the main text file, however in print they will appear beneath the figure in the following form. :  
Figure 1: Title of figure