

Guidelines for editors

Manuscripts

- Manuscripts usually include: edited text (Arabic, Persian, Turkish), English and Arabic introduction, bibliography, illustrations, i.e. sample pages of the original manuscript(s), indices (number and types to be agreed with academic editor).
- Editors are responsible for obtaining permission to publish any material under copyright.

Submission

- Proposals including a description of the project should be submitted to the OIB publication desk (oib-pub@orient-institut.org).
- Finalized manuscripts should be submitted to Dr. Ahmed M. F. Abd-Elsalam (abd-elsalam@orient-institut.org).
- Manuscripts should be submitted as Word (.doc, .docx) or rtf files.
- For specific needs concerning illustrations or special characters, please send also a PDF for consultation.

Font

- As basic font please use a Unicode based Font. We propose Simplified Arabic.

Formatting

- In general do as little formatting as possible. Layout will be done in final stages by professionals.
- Do not indent the first line of a paragraph with tab-stops or spaces; indicate paragraph breaks by leaving a blank line.
- The manuscript should be double spaced, font size 14.
- Do not justify the text; do not use automatic or manual hyphenation.
- No paragraph styles, i.e. use Word paragraph style “Standard” throughout.
- Bold script and italics should be used sparingly in the Arabic text.
- Chapter headings should be marked in bold and no further formatting.
- Illustrations should be sent as tif files with at least 300 dpi. Please include a publication agreement from the person or institution that holds the copyright.

Reference to pages of manuscript

- To indicate a new page of a manuscript, insert [...] in text.
In the print version, these ms. references will be set in the margin. The page break will be marked with a line | or / in the text.

Critical apparatus and annotations

- For the critical apparatus and annotations please use footnotes, in two separate apparatuses if needed:
 1. For the collation (muqābala) please use Arabic letters throughout: د, ج, ب, ح.
 2. For annotations please use Hindi numerals throughout: १, २, ३, ४.
- Each footnote starts with a capital letter and ends with a full stop. Please do not attempt further formatting.

Bibliographical referencing

- Do not use “ibid”, “idem” or “op. cit.”.
 - The bibliographical reference style should be uniform.
 - In case you quote other manuscripts please refer to the Guidelines of *Mamlūk Studies Review* (http://mamluk.uchicago.edu/msr_style_guide_2016.pdf).
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Steps for a successful submission

Please submit a sample (a couple of pages) of your edited work together with a sample of the original manuscript. After the OIB has expressed interest we will agree on a timetable for the submission of the complete edition with manuscript.

Please consider that these steps are necessary for the contract between the OIB and the editor. The contract will be only concluded after submission of the final manuscript! The successful submission and contract will be then followed by the revision of the edited text by the OIB before entering the production and publication phase of the book.