

## II GUIDELINES FOR AUTHORS

(In this section ‘authors’ is used to mean whoever submits work to IIT for publication; in this sense, a translator is also an ‘author’.)

### 2.1 KNOW THE PRODUCTION PROCESS

IT IS ESSENTIAL that prospective authors understand the production process outlined in the previous section. Making that process more efficient (which benefits all parties) is the rationale behind these guidelines.

Work must be submitted both in paginated typescript (so-called ‘hard copy’) and in electronic form on diskette (so-called ‘soft copy’). Submitting work as an attachment to e-mail is not encouraged: the transfer process usually entails severe losses of formatting and characters. (However, see 2.3 below.)

Do not attempt to reproduce in your typescript the look of the printed page as you would like it to be, or by analogy with previous IIT publications. Instead, present your work in a form that makes the task of the editors more straightforward:

- a. Make a list of all the elements enclosed with a manuscript, such as maps, photographs, tables, etc., indicating the number of items in each category, just as you would indicate the number of pages of text. Doing this will enable the editor to confirm that the package as received is complete.
- b. Print on only one side of the paper; use double spacing throughout. Indicate headings clearly as such, as well as the level of the heading – for example, chapter headings might be marked ‘HI’, section headings would then be

‘H2’, sub-sections ‘H3’, and so on. Leave a wide margin (at least two inches) on one side of the page to allow for readers’ or editors’ notes.

- c. By far the greatest single source of problems in preparing a text for publication is unreliability, inconsistency or incompleteness of the academic apparatus. As editors cannot themselves supply the necessary information, they are obliged to engage in lengthy and frequent correspondence with authors which burdens and delays the production process. It is always worthwhile therefore, before submitting your work, to re-check the content of quotations, footnotes and sources for completeness and accuracy, as well as ensuring that the sources of **all** quotations are fully detailed in the footnotes. Similarly, re-check the bibliography and the glossary.

## **2.2 KNOW THE PRODUCTION ROUTE**

By ‘production route’ we mean the computer operating-systems and software that are used between the electronic copy supplied by the author and the final, printed product. As the technology is evolving rapidly, and as it can be prohibitively expensive to keep up with it, we do not consider it practicable to insist on a single, fixed production route for IIIT journals or books. However, authors should be aware of the issue of compatibility of the WP (word-processing) package and (most especially) the typeface they are using, with those used in-house by IIIT and then by typesetters and printers commissioned by IIIT. It is, for example, most frustrating – for editors as well as authors – that authors’ painstaking efforts to transliterate are annulled when the work is opened using a WP package or font that cannot convert the transliterated characters. Documents attached to e-mails are even more vulnerable to conversion difficulties and much of the formatting, as well as any special characters, may be lost in the process.

It is quite likely that software will soon become available that is both universal and reliable in its competence to reproduce typefaces and formats across different WP and operating systems. In the meantime, authors are requested to:

- a. be aware that in-house preparation at IIIT of textual matter is currently done using the WP package Microsoft Word 2000 (for MAC or Windows operating systems) and that final output is produced using QuarkXPress for MAC;
- b. indicate clearly in an accompanying letter or e-mail the name and version number of the WP software they have used, and any other information that might be helpful in attempting to convert it;
- c. submit a hard copy which can serve as a 'master' against which any print-out from an electronic copy can be checked and corrected.

### 2.3 WHEN E-MAIL IS THE ONLY ROUTE

We appreciate that there are circumstances in which authors may have no practicable alternative to sending part (or whole) documents by e-mail, i.e. without hard copy or with hard copy 'to follow' after some (often unpredictable) postal delay. When e-mail is the only option, and MS Word or some other equally common and powerful WP package is not available to them, we would ask authors to send documents in Text Only format. The current practice among academics who correspond regularly by e-mail and need to indicate transliteration is as follows: use lower case throughout; double up vowels that are meant to be long; type the strong consonants in upper case; use apostrophe (') for hamzah; use the grave accent (`) for 'ayn; thus:

ā ī ū would be typed: aa ii uu  
‘umalā’ would be typed: `umalaa’  
đ ħ ş ț z would be typed: D H S T Z

*Example*

The name Muṣṭafā Maḥmūd would be typed muSTafaa  
maHmuud

The title *al-Ḥikmah fī Makhlūqāt Allāh* would be typed  
al-Hikmah fii makhluuqaat allaah

There are obvious limitations to this ‘solution’ – the non-use of upper case in any Arabic words and phrases, and the absence of formatting (such as italic). However, it has the merit of simplicity and reliability, and a relatively straightforward Find and Replace operation can be used by IIIT staff to convert characters into the desired form.

A less popular, but also effective, ‘solution’ is to underline the characters (including ` and ’ for ‘ayn and hamzah) that are meant to be transliterated. This is a slower method but, since underlining is a fairly stable format that usually survives the e-mail process, just as reliable. The same examples as above using this method would appear thus:

*Example*

The name Muṣṭafā Maḥmūd would be typed Muṣṭafā  
Maḥmūd

The title *al-Ḥikmah fī Makhlūqāt Allāh* would be typed  
al-Hikmah fī Makhluqat Allāh

## 2.4 KNOW THE IIIT STYLE-SHEET

Authors should make themselves familiar with the conventions listed hereafter in the Style-sheet, and apply those conventions consistently when preparing their work for submission. Authors’ cooperation in this matter will, by reducing unnecessary labor during the editorial

process, contribute significantly to improving both the quality and quantity of IIT publications.

The conventions are self-explanatory as listed. Here, we would urge authors to give special attention to the following:

1. The list of words which must be spelled in a certain way regardless of usage elsewhere. (See Appendix 2, pp.54–57 below.)
2. The rationale and the rules of transliteration (4.2.1, and Appendix 3). In particular, when the names of persons are to be transliterated and when not (4.2.1(c)).
3. The order of items to be supplied in references in footnotes, and in references in the bibliography; and the punctuation used to separate these items (4.8.1–3).
4. How to give references in footnotes in the ‘long’ and ‘short’ styles (4.8.2–3).
5. How to indicate long quotations or ‘excerpts’ (4.4(b)).
6. How to indicate quotations from the Qur’an (4.4(f), (g)).
7. The use of single and double quotation marks (4.10.5).