



Christian-Muslim Relations

A Bibliographical History 1700-1914

(CMR1900)

CONTRIBUTOR GUIDELINES

**These Guidelines are necessarily long and detailed.
Please read them carefully before starting to research and write your entry.**

**If you are uncertain about any point, contact your Section Editor
or the Research Officer, John Chesworth (j.a.chesworth@bham.ac.uk).**

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1. Introduction

1.1 CMR

The purpose of CMR is to produce a history of Christian-Muslim relations throughout the world in the period 600-1914, as this history is represented in documents written about the other faith and against it in broadly Christian and Muslim settings. CMR focuses on religious encounters and relations, and on distinctly religious attitudes towards the other as they developed and were passed down. It includes social, political and military aspects only as these reveal religious and spiritual aspects.

It comprises a series of volumes covering the regions of the world in successive centuries. These volumes are made up of entries on individual authors and works, together with introductory essays. Entries reflect the current state of research, though they may sometimes contribute new information or offer new interpretations and insights. There is also an online version.

CMR is intended as a tool for specialists in Christian-Muslim relations, and also for students who are beginning research in the field. It is designed to make information available in an accurate and readily accessible form.

The introductory essays in each volume cover the historical context in which the works included were written, and topics of general importance for the period. The entries each consist of two or more main parts: a biography of the author or history of the issuing organisation, and an account of each work and its significance for Christian-Muslim relations. Each part contains bibliographical lists, which for some works can be extensive.

The print version of CMR is published by Brill, Leiden, as part of the *History of Christian-Muslim Relations* series.

The online version is published at <http://referenceworks.brillonline.com/>.

The project is conducted by a number of teams, each responsible for a region of the world. These teams consist of specialists in the field, and the whole project is conducted from Birmingham University under the overall directorship of Professor David Thomas.

1.2 Deadline and submissions

The deadline for your entry is **6 months** from your acceptance of the invitation to contribute. It is extremely important to adhere to this. Your initial submission of the entry is assumed to denote your consent to it being published.

After submission, entries will be reviewed by a number of members of the project team. Entries may be subjected to extensive editing to bring them in line with CMR format and style. The project team members may contact you to discuss your entry or with a request to revise or reshape it. In exceptional cases we maintain the right to reject an entry.

You will be sent a proof of the entry before it is published, and your name will appear as contributor at the end of the entry, denoting your final responsibility for what is included in it.

2. Deciding on an entry

2.1 Individual works and the scope of CMR

Each team member – also known as a Section Editor (SE) – draws up lists of works to be included in CMR. These are finalised after discussion with other team members, and sometimes with external mentors. However, the team member may not have detailed knowledge about every work on their list. You, on the other hand, will have been invited to write an entry because of your specialist knowledge, about the author of the works on which the entry is based, the period in which they were written or the geographical area from which they come. So the first step after you have received an invitation is to judge whether you think the work falls within the scope of CMR and to discuss with your SE how it may or may not be relevant.

2.2 Criteria for including a work

Inclusion will depend on an affirmative answer to either question 1 or 2 below, and also to at least one of questions 3-10.

1. For 18th century works, did the author die before the end of the year 1800?
2. For works before 1914, was the author's main or best-known period of activity before 1914 (this will allow well-known authors from the early 20th century who did not necessarily die before 1914 to be included)?
3. Is the work entirely or substantially devoted to a description of aspects of the other faith?
4. Is the work entirely or substantially devoted to an evaluation of the other faith?
5. Is the work entirely or substantially devoted to a comparison of the two faiths, or an explanation, or defence of one faith for the other?
6. Does the work contain noteworthy accounts of conversion, cooperation or persecution?
7. Is the work a theology of interfaith relations in which Christianity and Islam feature?
8. Is the work an account of new encounters between Christians and Muslims (e.g. Christians meeting Muslims in sub-Saharan Africa; Methodist Christians discovering Sufi Muslim slaves in America)? (CMR records the first encounters between the faiths, even when they are not substantial elements of works.)
9. Does the work contain new or significant interpretations of aspects of the other faith, or aspects of the author's own faith in light of the other?
10. Does the work include positive appreciations of the beliefs or practices of the other faith?

Unless works have definite (not incidental) religious characteristics, application of these criteria are likely to exclude automatically such works as travelogues, military, trade, geographical or architectural histories.

If you have any doubt at all about the relevance of a work, please consult your SE (who may seek clarification from Birmingham).

3. General information

3.1 The Content Management System

Entries should be uploaded onto the project Content Management System (CMS). The CMS follows the CMR Word Template provided (see below). To ensure compatibility, use a Unicode font (Arial Unicode MS is recommended). We strongly advise you to compose your entry on the Word Template, and then copy and paste it into the CMS. Remember to save work regularly. Composing directly onto the CMS may result in loss of work. You may find some of the fields on the CMS have been prefilled, e.g. the name of author and/or works, dates, language. Please check this information and edit it as necessary.

Further guidelines about using the CMS can be found in the document: 'CMS Manual for Contributors', which you should have received. If you have not received login details for the CMS or a copy of the 'CMS Manual for Contributors', please contact the [project team](#).

3.2 Language

Contributions should be written in UK English (if this proves impracticable, please contact your SE). For spellings, reference should be made to the Concise Oxford English Dictionary 11th edition. In general, words of foreign origin should be transliterated and/or italicised, with the exception of words that have become familiar through usage; these should be treated as English words, and not italicised or transliterated (e.g. Qur'an, Hadith, Safavid, Mughal).

3.3 Dates

All dates should be given according to the Common Era calendar (e.g. 1524, 1729, 1865) without CE or AD. Dates from the Hijri and other calendars should only be included when they give relevant additional information, e.g. the exact date of someone's death according to original sources. In general, only year dates are required (no days or months, unless these are particularly significant). The exception is when giving dates of birth and death, where accuracy is necessary (see 4.2.4 below).

Indicate sequences of dates as concisely as is compatible with clarity, hence: 1764-72 (not ~~1764-1772~~); 1822-5 (not ~~1822-1825~~).

3.4 Transliteration

All non-Roman script should be transliterated according to the Library of Congress guidelines: www.loc.gov/catdir/cpsol/roman.html. The main exceptions to this are Arabic and Ge'ez. For Arabic, follow the system used in *The Encyclopaedia of the Qur'ān* and *Encyclopaedia of Islam THREE*. Contact the Project Research Officer John Chesworth j.a.chesworth@bham.ac.uk if you are in doubt about transliteration.

3.5 Capital letters

Use capital letters sparingly. For titles of books and articles, use capitals only for the first word and proper nouns (e.g. Hindi, Peter, Greeks, Moscow). Hence:

C. Hillenbrand, *A Muslim principality in crusader times*, Leiden, 1990

not

C. Hillenbrand, *A Muslim Principality in Crusader Times*, Leiden, 1990

Give personal titles, such as 'king', 'sultan' and 'pope', without a capital, except when they are used in association with a particular individual. Hence: 'When sultans wrote to King George V, they usually received courteous replies, though the Sultan of Mysore was offended not to hear quickly from the king.'

3.6 Non-standard entries

The standard format on the CMR template and the Content Management System follows the pattern: section on the Author, followed by section(s) on their work(s). However, in some cases it makes more sense to group works of the same type together into 'cluster' entries, e.g. generic court or diplomatic correspondence. For entries of this kind, please consult Guidelines 4.2.15 'Cluster entries', and for further advice, e.g. about how to structure your material, consult your Section Editor.

4. Writing an entry

4.1 Author

This section provides information about the author or organisation that has produced a work. For anonymous works where there is no information about the author and there is no debate about the authorship, leave this section blank.

4.1.1 Display name

Give the most common short form of the author or organisation's name, e.g.:

Leo Africanus

This is the name that will form the title of the entry.

4.1.2 Full name

Give the full version of the name, plus common variants, particularly any in languages other than the original, e.g.:

Al-Ḥasan ibn Muḥammad ibn Aḥmad al-Wazzān al-Fāsī; Yuḥannā al-Asad al-Gharnāṭī al-Fāsī; Johannes Leo Africanus; Johannes Leo Medici; Giovan Lioni Africano; Joan Lione Granatino

4.1.3 Date and place of birth/death

Give the date of birth/death of the author, or the date of foundation/disbandment of an organisation, as accurately as possible, including day and month if known

Use the format: day (as a cardinal number) month (as a name) year, with no punctuation: 1 July 1723, 24 April 1833. Use Common Era dating. Estimated dates should be given as follows:

Approximately 1824 (or about 1903)

Before 1742

After 1724

Between 1811 and 1813

If the date is unknown write: Unknown, though it is preferable to give a year or period, even if it is only general, e.g.: 'Latter part of the 17th century', or 'Early 18th century'.

The entry in the **Date of birth / death** field should be brief. Any discussion about uncertainty or disagreement over either of these dates should be mentioned at the beginning of the **Biography** section.

For **Place of birth / death**, give the town if known, or the region or country when the town is not known. If the name of the place has changed, give the name used in the author's time and add the name currently used in brackets, e.g. Batavia (Jakarta). If necessary, give Unknown. Again, if there is any uncertainty or disagreement about the place or birth and/or death, refer to this at the beginning of the **Biography**.

4.1.4 Biography

The purpose of the biography is only to give an outline of the main points in the life of the author or the organisation, covering upbringing/development and main activities. It should include any discussion among scholars about uncertainties over dates or places of birth and death. It is not intended to be an exhaustive account of the author or organisation. It should normally not be longer than **500 words** at the very outside, and will usually be much shorter.

Do not go into minute details about such items as the author's family or friends, unless these are directly relevant to the works on Christian-Muslim relations.

Refer to any major works by the author that are not treated in the **Source** section of the entry (e.g. refer here to Shakespeare's sonnets and his plays of different kinds, while reserving detailed treatment of *Othello* for the second part). Make special mention of the author's works that have an indirect bearing on the subject of Christian-Muslim relations but are not discussed in full in the **Source** section of the entry (e.g. an itinerary to Cairo that is mainly topographical and says nothing significant about Muslim beliefs or morality).

For an **organisation**: provide details of its founding, the names of significant individuals connected with it, any changes of name, amalgamations with other organisations, and its main aims as set out in any official charters or statements, particularly mentioning any of relevance to Christian-Muslim relations.

When referring within the text to works that are listed in full under **Primary** and **Secondary** sources, use the format: author surname, short title, page(s) (if required), e.g. Watt, *Muslim intellectual*, pp. 27-32. Do not use the format: author surname, date (i.e. Watt, 1979). For further details on short references, see Guidelines 4.2.1 'Referencing within Biography, Description and Significance fields'.

4.1.5 Primary sources (earliest studies)

List the **main works** that feature details about the author written during their life or just after. These may include personal correspondence or other works in which the author gives biographical details, and also works by others that refer to the author, but they should **not** be a simple list of the author's works. Add any brief annotations that readers might find helpful in brackets after each, e.g. (Voltaire's correspondence about the Ottomans in Egypt). Some overlap with sources cited in relation to the author's works on Christian-Muslim relations is often inevitable.

This list is not intended to be exhaustive, and should normally be restricted to the **5-10 sources** that form the basis of later biographies.

Primary sources should be listed in **chronological order of the appearance of their original version** (not of any modern editions).

4.1.6 Secondary sources (modern studies)

This list should include the main scholarly studies on the author **since about 1950** (although earlier works that are still regarded as significant should also be listed). These may include important discussions about primary biographical information, new biographies and articles or book chapters about details of the author's life, or of the development of the organisation. An overlap with the works cited later under source literature is often inevitable. The list is not intended to be exhaustive, and should normally be restricted to no more than about **10 key sources**.

Secondary sources should be listed in **reverse chronological order**, with the most recent studies at the top of the list.

If there is an authoritative biography of the author or history of the organisation, list this in its chronological place and add a note in brackets to the effect, e.g. (the fullest and most authoritative biography/history, listing the most important earlier sources).

The distinction between primary and secondary sources may become blurred, especially with respect to later authors. In such instances, list all main works in the **primary sources** field.

Refer to Section 5 below for referencing details.

4.2 Source

The **Source** section provides information about works on Christian-Muslim relations, and is the most important part of the entry. Each relevant work by the same author should have its own separate source entry.

4.2.1 Short original title

Give the standard or an appropriate short title in the original language, transliterating non-Roman scripts according to the Library of Congress transliteration systems for most languages except Arabic and Ge'ez. For Arabic, follow the system used in *EI3*. Contact John Chesworth, j.a.chesworth@bham.ac.uk for a copy of the transliteration system for Arabic and Ge'ez.

With long titles, give a standard short form that you intend to use in the text in the **Description** and **Significance** fields, e.g. *Instrucción del Arzobispo de Granada*

4.2.2 Full original title

Provide the full title of the work in its original language, e.g. *Instrucción del Arzobispo de Granada en respuesta a cierta petición que hicieron los vecinos del Albaicín sobre lo que debían hacer y las prácticas cristianas que debían observar*

4.2.3 Alternative title(s)

List any well-known alternative titles for the piece, including those in other languages, transliterating non-Roman scripts. You can add new fields by clicking the 'Add' button to the right of the field in the CMS, and delete them by pressing the red **X** button.

4.2.4 Short title in English

Give an accurate translation of the short title, following the original as close as possible.

4.2.5 Full title in English

Give a translation of the full original title.

4.2.6 Modern English title(s)

Provide any other titles by which the work is commonly known in English. You can add new fields by clicking the 'Add' button to the right of the field, and delete them by pressing the red **X** button.

4.2.7 Date

Be sure to fill in this box. Give the date when the work was completed as accurately as possible, even if you have to estimate a date or period of composition. This is very important, because the entries will be ordered in CMR1900 according to the date of the source (or in the case of more than one source from an author/organisation, the date of the last to appear). If the exact date is unknown, write: 'Approximately', 'Before', 'After', or 'Between ...and...'.
...

Please only include dates in this field. Any explanations or discussions about disputed or estimated dates should be given in the **Description** field (e.g. 'The fact that in work Y the authors refers to work X indicates that Y was written after X').

4.2.8 Original language

Select the original language from the drop-down menu. If the language is not listed, select 'Add language', and make a note in the **Comments** field at the end of the entry.

To add multiple languages, keep the Control (**Crtl**) button (for Windows users) or the **Command** button (for Mac users) pressed while selecting the required languages. If there is any uncertainty/debate about the original language, mention this in the **Description** field.

4.2.9 Description

This is one of the most important sections of the entry. It should take the form of a short essay that gives a full descriptive account of the work and the contents that are connected with Christian-Muslim relations. It should cover the following aspects of the work wherever possible:

- Discussion of the date, if this is disputed.
- Full title and alternative titles, if disputed.
- Authenticity, if in doubt.
- Circumstances of writing, including original language, if this is under debate.

- Length: give the number of pages and specify whether this is based on a manuscript or on a modern edition, e.g. 'In Smith's edition it comes to 80 pages.' If the work deals only partially with Christian-Muslim relations, indicate the length of these specific sections, e.g. 'In Zayd's edition, which totals 350 pages, the analysis of Christian teachings occupies 30 pages.'
- Structure and contents of the work as a whole, described briefly, e.g. 'The work is divided into four main parts, each comprising a different number of chapters.'
- Structure and contents of the Christian-Muslim elements, including the themes covered in the work, e.g. Incarnation, the corruption of the Bible, the authenticity of the Qur'an, conversion to Islam. **The focus should be on the religious and/or spiritual character of the author's account, as opposed to the purely political or historical.**
- The thematic relation of this work to any earlier and later works by same author.
- The relationship of this work or any elements within it to works by other authors.
- If the work is not extant, give references to works in which it is mentioned and described.

4.2.10 Significance

This also is a very important section. It should provide an evaluation of the significance of the work in the history of Christian-Muslim relations and its influence on later thought, and give details of any later works that draw on it.

- Give an account of the significance of the work in the light of the development of Christian-Muslim relations at the time it was written.
- Mention its similarity to, and possible dependence on, earlier works, and its original features.
- Mention any original (or derivative) treatment of the main themes of Christian-Muslim relations contained in it.
- If possible, mention its reception, its influence on later works, and its relevance for present-day Christian-Muslim relations.
- Comment on significant terms and uses of language, e.g. how some Portuguese works on India refer to Muslims as 'Moors', or Spanish works use the term *mihrab* for altar.

4.2.11 Publications

In this field, list any unpublished forms of the work, e.g. manuscripts or archives, followed by published editions and translations. Separate unpublished from published editions and translations by a single line space. Editions and translations should normally be given in a single chronological list (not in two separate lists).

Manuscripts and other unpublished resources (e.g. archives, letters, diaries):

List all known sources. But if there is a complete recent survey of these (maybe in the introduction of a scholarly edition), refer to that instead, and give the relevant page numbers.

List the sources **according to date, starting with the oldest**, and add the known or estimated date of each in brackets. The date is very important; if it is not known, give (Date unknown) and place this item at the end of the list.

For examples of referencing manuscripts and archives, see the examples in Guidelines 5.4.12 and 5.4.13.

Editions and translations

Give a full list of editions and translations, including partial editions and translations. Completeness is of extreme importance here. If the title of a publication does not reveal whether it contains an edition, a translation or both, please give an explanation for this in brackets, e.g.

E. Montalto and R. Giustiniani (ed. and trans.), *Diario dell'assedio all'isola di Malta. 18 maggio-17 settembre 1565*, Rome, 1965, Genoa, 1995 (Italian trans.)

Other relevant comments can also be added in brackets, e.g. (most complete critical edition), (Russian paraphrase), e.g.

F. Alvares, *Historiale description de l'Ethiopie*, Antwerp, 1558 (pirated edition of the 2nd vol. of *Historiale description de l'Afrique* above)

Reprints of the same edition need not be noted, unless a recent reprint of an old work makes it easily available, e.g.

A. Stewart, *The wanderings of Felix Fabri*, London, 1897 (repr. New York, 1971; incomplete trans.)

Any later editions (as opposed to reprints) should be indicated by superscript numbers as follows: 1959², 1967³. Indicate the edition referred to in the text of the entry after the date of the original publication, as in the following example:

M. Haas, *Huldrych Zwingli und seine Zeit. Leben und Werk des Zürcher Reformators*, Zurich, 1969 (1982³)

Here 1982³ indicates that the third edition of the work, published in 1982, was used in the preparation of this entry.

List editions and translations in one single list (do not give two lists) in **chronological order** of their publication, with the earliest first.

4.2.12 Studies

List all monograph studies, book chapters and articles on the work, as well as substantial encyclopaedia entries, from 1950 onwards, together with pre-1950 studies that remain relevant. Studies in which this work features in any significant way should also be referenced, even if the work is not the main topic of the study.

Do not list studies that discuss the work's general historical context unless they make specific reference to the work itself. When the work is not the main subject of a study, give the numbers of the pages that refer to it.

In the case of very well-known works that have attracted an unmanageably wide literature, give a judicious list, and include any publications that list earlier studies.

List studies in **reverse chronological order**, with the most recent at the top. Again, if any studies are particularly pertinent, add a brief comment in brackets.

4.2.13 Keywords

The Keywords function is no longer used with *CMR*.

4.2.14 Comments and extra keywords

Use this field to list any languages that do not appear in the dropdown lists, or any other minor matters you wish to draw to the editors' attention.

4.2.15 Cluster entries

'Cluster entry' is the term used for entries that deal with material that does not fall into the standard format of one Author and his/her work. This type of entry brings together works from the same genre into one entry, e.g. generic court or diplomatic correspondence, or works that are not of major importance individually, but which together disclose an important attitude or trend. Examples from past volumes include 17th century English Turk ballads, correspondence between Elizabeth I and the families of Muslim rulers, works by Jesuits in Japan.

In broad terms, there are three main types of cluster entries:

1. Works that can be grouped together because they derive from the same general period and area, and share the common feature of referring to the other faith mainly in passing references rather than in sustained treatments. Mentions of each work and author in the entry will be relatively brief, with no more than a sentence or two on what is said about the other faith (for example, personal letters that refer to a major event or personage).
2. Works that can be grouped because they cover very similar ground and may repeat the same facts and attitudes. Mentions of most works and authors in the entry will be relatively brief, though the more prominent and important can be taken as representative and given fuller descriptions and analyses in a paragraph or two devoted specifically to them (for example, chronicles).
3. In the case of works whose primary significance is treatment of the other faith, brief reference can be included in an entry about one particular example by inserting additional paragraphs in the **Description** and **Significance** fields. It may often be useful to use sub-headings to indicate how you are dividing each field.

If you are writing about works of this kind and are unsure how to structure your material, please consult your Section Editor or the Research Officer, John Chesworth (j.a.chesworth@bham.ac.uk).

5. Preparing bibliographies

5.1 Introduction

CMR1900 is intended to provide comprehensive bibliographical lists. While the bibliographical lists in the **Author** section should include only the main scholarly studies, it is fundamentally important that the bibliographical lists in each **Source** section should be complete and accurate for the period 1950 onwards (see 4.2.12).

In order for these lists to be correctly cited and up-to-date, please check major catalogues. Among the most helpful are:

- Hollis Catalogue, Harvard University: <http://lms01.harvard.edu/F/>
- WorldCat: www.worldcat.org (searchable in numerous languages)
- Library of Congress Catalogue: <http://catalog.loc.gov/>
- Google Books: <http://books.google.com/bkshp>
- Google Scholar: <http://scholar.google.com>
- Al-Kindi Catalogue: <http://alkindi.ideo-cairo.org>
- Index Theologicus: <http://www.ixtheo.de/> (also searchable in Arabic)

It is also worth checking the following online bibliographical databases:

- *Index Islamicus*: www.csa.com
- *ATLA Religion database*: www.atla.com
- *Jstor, the Scholarly Journal Archive*: www.jstor.org

In the **Biography** section, list the works in **Primary sources** in **chronological order** of composition (not publication) with the earliest first, and the works in **Secondary sources** in **reverse chronological order** with the latest first.

In the **Publication** field, list sources in **chronological order** with the earliest first. Separate the list of unpublished material (manuscripts, archives) from published material (editions, translations) by a single line space.

List the **Studies** in **reverse chronological order** with the most recent first.

5.2 General notes

5.2.1 Referencing within Biography, Description and Significance fields

When citing scholarly works in the main fields of the entry, use the 'short reference' format (CMR does not employ the author + date system) and provide the full reference in the bibliography that follows. The 'short reference' follows the format: author's surname + (recognisable) short title, followed by the page numbers.

For example:

- Hillenbrand, *A Muslim principality*, pp. 35-42

(Full reference: C. Hillenbrand, *A Muslim principality in crusader times*, Leiden, 1990)

- López Elum, 'La población', p. 162

(Full reference: P. López Elum, 'La población de la morería de Játiva (1493)', in *Estudios de Historia de Valencia*, Valencia, 1978, 161-70)

For works with more than three authors or editors, give the first author followed by 'et al.' (not italicised). For example:

- Arkoun et al., *Histoire de l'islam*, p. 27

(Full reference: M. Arkoun et al., *Histoire de l'islam et des musulmans en France du moyen âge à nos jours*, Paris, 2006)

If the reference appears in more than one bibliographical list, use the 'short reference' in the second and any further mentions. In long entries, if a study is repeated several pages after the original reference, repeating the full details may help readers.

Note that shortened article titles retain their single inverted commas.

Do not use 'op. cit.', 'ibid.', 'id.', 'loc. cit.' etc. Instead, repeat the short form of the reference.

5.2.2 Page references

For articles and chapters in collected works, give the full page run without pp. Give the numbers of the first and last pages (do not use f. or ff.), as in this example:

C.F. Robinson, 'Ibn al-Azraq, his *Ta'riḫ Mayyāfāriqīn*, and early Islam', *Journal of the Royal Asiatic Society* 6 (1996) 7-27

It is often necessary to cite a discussion about a particular issue that appears on only a few pages of an article or book. In this case, give the relevant page number(s) using p. or pp. For example:

K. Reinhardt and H. Santiago-Otero, *Biblioteca bíblica ibérica medieval*, Madrid, 1986, p. 264

Here, 'p. 264' indicates the page in the book that is relevant to the discussion.

C.F. Robinson, 'Ibn al-Azraq, his *Ta'riḥ Mayyāfāriqīn*, and early Islam', *Journal of the Royal Asiatic Society* 6 (1996) 7-27, pp. 12-7

Here, '7-27' gives the full page run of the article, and 'pp. 12-7' indicates the pages relevant to this particular discussion. Notice that pp. is only used for the pages that actually deal with the source.

As with sequences of dates, indicate a sequence of page numbers as briefly as is compatible with clarity, hence 355-7 (not pp. 355-357); pp. 416-25 (not pp. 416-425).

5.2.3 References from scripture

Give references from the Bible and Qur'an as follows: Genesis 21:15; Revelation 22:21; Q 3:16; Q 112:3.

Separate the chapter number from the verse by a colon, with no space between. Give the name of the biblical book in full. Abbreviate Qur'an to Q followed by a space (there is no full stop), and give the sura as a number (no names).

5.2.4 Abbreviations and contractions

Do not use abbreviations, with the following exceptions:

c. for circa (not ~~ca.~~)

et al. (not italicised) when there are more than three authors or editors of a work: A.N. Other et al. (eds), ...

p. and pp., vol. and vols, ed. and eds

fol. and fols for folio and folios

As a general rule, abbreviations (words shortened to their first letters) are followed by a full-stop, while contractions (words from which the middle letters have been omitted) are not: thus, editor = ed. (abbreviation), but editors = eds (contraction).

5.3 Referencing: Standard format

5.3.1 Authors and editors

For authors and editors, give their initials (no first names) and last name. Do not insert a space between the initials, but leave a space between the last initial and last name:

W.P. Stephens, *The theology of Huldrych Zwingli*, Oxford, 1986

C. Fantazzi (ed.), *A companion to Juan Luis Vives*, Leiden, 2008

D.R. Blanks and M. Frassetto (eds), *Western views of Islam in medieval and early modern Europe. Perception of other*, New York, 1999

Hyphenated first names should be abbreviated with a full stop after each initial. For example, Jean-Claude is shortened to: J.-C.

5.3.2 Titles of books

Titles of books are italicised. Only the first word of a title and subtitle are capitalised. The rest of the title is given in lower case, with the exception of proper nouns:

D.S. Katz, *The Jews in the history of England 1485-1850*, Oxford, 1994

Separate the main title from any subtitle by a full stop (not a comma, colon or hyphen):

P. Crone and M. Cook, *Hagarism. The making of the Islamic world*, Cambridge, 1977

T.C.P. Zimmermann, *Paolo Giovio. The historian and the crisis of sixteenth-century Italy*, Princeton NJ, 1995

Words italicised in the original title should be un-italicised:

S. Stroumsa, *Dāwūd ibn Marwān al-Muqammiṣ's Twenty chapters* ('Ishrūn maqāla), Leiden, 1989

Extensions of titles and subtitles of the type: '*Introduction, text and commentary*', '*presented by his students on his sixtieth birthday*', '*proceedings of a conference in Stockholm, September, 1987*' can be omitted (unless this results in loss of clarity). Hence, shorten:

M. Henze, *The Syriac apocalypse of Daniel. ~~Introduction, text and commentary~~*, Tübingen, 2001

to:

M. Henze, *The Syriac apocalypse of Daniel*, Tübingen, 2001

5.3.3 Place of publication

Whenever possible, use the anglicised name for the place of publication (e.g. Brussels rather than Bruxelles, Rome rather than Roma). For works published in the US, add the two-letter State abbreviation, for example: Cambridge MA with no punctuation between.

If a series of places is included, give only the first, e.g. Leiden, rather than ~~Leiden, New York, Köln~~.

If no place of publication is known, give (s.l.) in brackets.

5.3.4 Publishers

Omit the name of publishers, except when the work is from a little-known publisher and these details would help a reader. Hence:

A. Rippin, *Muslims. Their religious beliefs and practices*, London, 1990

but

Aḥmad ibn Jaʿfar ibn al-Munādī, *Al-malāḥim*, ed. ʿA.-K. al-ʿUqaylī, Qom: Dār al-sīra, 1418 AH (1998)

When the publisher's name is given, separate it from the place of publication by a colon.

Do not include the title of the series in which a book has appeared.

5.3.5 Date of publication

Give the date of the first publication, followed by the date of any new edition you are using (dates of reprints are unnecessary), with the number of the edition in superscript: e.g.

L. Caretti, *Gerusalemme liberata*, Turin, 1971, (2005³)

If the date of the publication appears according to the Hijri calendar, add AH and give the Common Era date in brackets:

Ibn al-Munādī, *Al-malāḥim*, ed. ʿAbd-Karīm al-ʿUqaylī, Qom: Dār al-sīra, 1418 AH (1997/8)

If there is no date, give (s.d.) in brackets.

5.4. Referencing: Examples

5.4.1 Single-authored book

C.F. Robinson, *ʿAbd al-Malik*, Oxford, 2005

5.4.2 Edited book, by a single editor

S. Wild (ed.), *The Qurʾan as text*, Leiden, 1996

5.4.3 Co-authored and co-edited books

For books with two authors or editors, separate the names by 'and' (not '&'):

D. Sourdel and J. Sourdel-Thomine, *La civilisation de l'islam classique*, Paris, 1983

D.R. Blanks and M. Frassetto (eds), *Western views of Islam in medieval and early modern Europe. Perception of other*, New York, 1999

For books with three authors or editors, use a comma between the first two authors, with 'and' before the last:

M. Balard, A. Demurger and P. Guichard, *Pays de l'islam et monde latin Xe-XIIIe siècle*, Paris, 2000

For books with more than three authors or editors, give only the first name together with 'et al.':

M. Arkoun et al., *Histoire de l'islam et des musulmans en France du moyen âge à nos jours*, Paris, 2006

5.4.4 Works without an author/editor

For a publication issued by an organisation which does not mention an author or editor, use the name of the organisation:

Association freudienne internationale, *Le Colloque de Cordoue. Ibn Rochd, Maimonide, Saint Thomas ou la filiation entre foi et raison*, Castelnau-le-Lez, 1994

5.4.5 Translated/edited works

The name of the editor and/or translator of a primary source should follow the title, preceded by ed. and/or trans.:

Peter Abelard, *A dialogue of a philosopher with a Jew and Christian*, trans. P.J. Payer, Toronto, 1979

‘Abd al-Jabbār al-Hamadhānī, *Tathbīt dalā’il al-nubuwwa*, ed. ‘A.-K. ‘Uthmān, Beirut, 1966

If the editor and/or translator has included a significant study of the source in the publication (i.e. more than a brief introduction to the text), their name precedes the title:

E. Feust, *Die Asia*, Frankfurt am Main, 1995 (German trans.)

M. Wickert, *The liberation of Jerusalem*, Oxford, 2009 (English trans.)

In these examples, the role of the editor and/or translator is not signalled by ‘ed.’ or ‘trans.’

5.4.6 Multi-volume works

For works comprising more than one volume that were all published in the same year, give the relevant volume number of your page reference **after** the place and date of publication, using vol. followed by Arabic numerals:

A. Rippin, *Muslims. Their religious beliefs and practices*, London, 1990, vol. 1, p. 30

This indicates you are referring to vol. 1 from a work of which all the volumes were published in the same year.

For works of more than one volume that were published in different years (usually encyclopaedias), treat each volume as a separate work. So, give the relevant volume number **before** the place and date of publication of that volume, using vol. followed by Arabic (not Roman) numerals:

P. Smith, *An economic history of the Indian Ocean*, vol. 6, New York, 1954

This indicates you are referring to vol. 6, which was published in 1954, with other volumes published in different years.

5.4.7 Journal articles

Give the title of the article within single inverted commas, followed by a comma *after the closing inverted comma*, the name of the journal **in full in italics** followed (no comma) by

volume number in Arabic numerals (issue numbers are not normally necessary). Give the date in brackets, followed by the page run with no comma or 'p.' or 'pp.'

Examples:

R. Hissette, 'Guillaume de Luna – Jacob Anatoli – Jacob Mantinus. A propos du commentaire moyen d'Averroès sur le "De interpretatione"', *Bulletin de Philosophie Médiévale* 32 (1990) 142-58

J. Schenkel, 'Tvoyage van Mher Joos van Ghiste. Frictie tussen feit en fictie', *Scientiarum Historia* 19 (1993) 81-95

If a journal article has been reprinted in a collection of articles, give a reference to the collection in brackets, without page numbers:

P. Kraus, 'Beiträge zur islamischen Ketzergeschichte. Das *Kitāb az-Zumurrud* des Ibn ar-Rāwandī', *Rivista di Studi Orientali* 14 (1933-4) 93-129, 335-79 (repr. in P. Kraus, *Alchemie, Ketzerei, Apokryphen im frühen Islam. Gesammelte Aufsätze*, Hildesheim, 1994)

5.4.8 Dissertations (PhD, MA, MPhil)

For PhD, MPhil and MA dissertations, use the format:

Author + title within single inverted commas + place and date of completion + (PhD/MPhil/MA Diss. and the name of the university):

J. Aguadé, 'Messianismus zur Zeit der frühen Abbasiden. Das *Kitāb al-Fitan* des Nu'aim ibn Hammād', Tübingen, 1979 (PhD Diss. University of Tübingen)

If the dissertation has been published substantially in its original form, give its publication details in the format used for published works (Guidelines 5.4.1):

J. Aguadé, *Messianismus zur Zeit der frühen Abbasiden. Das Kitāb al-Fitan des Nu'aim ibn Hammād*, Berlin, 1982

5.4.9 Chapters in books and conference volumes

Give the titles of book chapters and contributions to conference proceedings within single inverted commas, followed by a comma and 'in' before the editor and title of the book:

E. George, 'Author, adversary, and reader. A view of the *De veritate fidei Christianae*', in C. Fantazzi (ed.), *A companion to Juan Luis Vives*, Leiden, 2008, 315-57

5.4.10 Dictionary and encyclopaedia entries

The format for references to encyclopaedia and dictionary entries is as follows:

J.A. Baker, art. 'St German, Christopher', in *Dictionary of national biography*, Oxford, 2004, 609-10

For well-known dictionaries and encyclopaedias, the full publication details (including volume and page numbers) are not required. For example:

U. Rubin, art. 'Children of Israel', in *Encyclopaedia of the Qur'ān*

5.4.11 Online material

Add references to online editions of works or archive collections immediately following the listing.

- *Ad nominis Christiani socios consultatio qua nam ratione Turcarum dira potentia repelli possit ac debeat a populo Christiano*, Basileae: [Nicolaus Brylinger], [1542]; http://www.e-rara.ch/bau_1/content/titleinfo/643739
- *Heinrich Bullinger – Briefwechsel/Heinrich Bullinger's correspondence*; <http://www.irg.uzh.ch/hbbw.html> (an invaluable web-based resource from the University of Zurich)
- M. Phillpott, 'John Foxe bibliography', *Acts and monuments online*; <http://www.johnfoxe.org/index.php?realm=more&type=bibliography>

5.4.12 Manuscripts

Here is an example of how to cite a manuscript:

MS Florence, Biblioteca Medicea Laurenziana – Or. 426, fols 18r-96v (1505; Arabic [Karshūnī] – oldest surviving dated MS of the West-Syrian recension)

Names of cities and libraries are given in standard form, followed by '–' and the shelf mark currently given by the library:

MS Alençon, Bibliothèque municipale – 17

MS Rome, Biblioteca Angelica – gr. 120

MS Prague, National Library – 112

(not: ~~MS Praha, Národní knihovna – 112~~)

MS Damascus, Syrian Orthodox Patriarchate – 45

(not: ~~MS Dimashq, al-Batrakiyya al-urthūdhuksiyya – 45~~)

Give the full name of the library, except in the following instances:

MS Vat (not ~~Biblioteca Apostolica Vaticana~~)

MS Paris, BNF (not ~~Bibliothèque nationale de France~~)

MS London, BL (not ~~British Library~~)

Add folio numbers and (estimated) dates wherever possible, using the contracted form ‘fols’.
Use r and v (rather than a and b):

MS Prague, National Library – 112, fols 30v-34r (12th-13th century)

MS Damascus, Syrian Orthodox Patriarchate – 45, fols 20v-23v (1845)

If the date is not known, put (Date unknown) and add any significant details after this within the brackets:

(Date unknown; Arabic [Karshūnī] - oldest surviving dated MS of the West-Syrian recension)

5.4.13 Archival sources

When referring to sources found in archives, such as letters, mission logs, minutes books, use the following pattern:

- Archives Birmingham, University of Birmingham, Cadbury Research Library – Church Missionary Society: CMS/CA5/O16/164 (Krapf’s log of journey from Aden to Mombasa December 1843 and January 1844)
- Archives London, University of London, School of Oriental and African Studies, Archives and Special Collections – Religious Tract Society: RTS Minutes of Executive Committee Fiche Box Number 12 (FBN) 74 (22 May 1894-19 March 1896)
- Archives Venice, Venetian State Archives – Lettere e Scritture Turchesche: VI: 37-40 (612) (1618; L’agà della cassa del mufti, Resul, ai Savi all mercanzia)