Arab Council for the Social Sciences Style Guide

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Table of Contents

Arab Council for the Social Sciences
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The Arab Council for the Social Sciences (ACSS) uses an adapted version of the *Chicago Manual of Style*. This section provides guidelines for the Council's writing style. Please try to follow these guidelines as closely as possible when preparing your document for submission.

Typescript
- Page Format: A4 (21 x 29.7 cm)
- Line Spacing: 1.5, with the following exceptions:
    - Block quotations, table titles, and figure captions should be single-spaced.
    - A prose quotation of five or more lines should be blocked.
    - A blocked quotation does not get enclosed in quotation marks.
    - An extra line space should immediately precede and follow a blocked quotation.
    - Blocked quotations should be indented 1.27 cm as a whole.
    - Notes and bibliographies should be singled-spaced internally; however, leave an extra line space between note and bibliographic entries.
- Margins: Top, bottom, left and right, 2.5 cm; header and footer, 1.7 cm
- Font: Standard such as Times New Roman and Arial, 12 points for English and French texts, 14 points for Arabic texts
- Text Alignment: Justified without indentation or hyphenation

Quotation Marks
Use double quotation marks for dialogue and quoted material in the text. Use single quotation marks for quotes within quotes, e.g. "A book is a 'magic carpet' that flies you off elsewhere." Quotations of 40 words and more should be indented, while keeping the quotation marks. Any alteration in a quotation should be acknowledged. Example: (Jones 1990, 120-121, emphasis added).

Section Headings
The ACSS recommends using a maximum of three level headings as follows:

1st level: Centered, font bold, 12 points, and with a capital letter starting every new word. **First Level Example**

2nd level: Centered, font underlined, 12 points and with a capital letter starting every new word. <u>Second Level Example</u>

3rd level: Centered, font regular, 12 points and with a capital letter starting every new word. Third Level Example

Arab Council for the Social Sciences
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Spelling and Word Choice

The ACSS uses American spelling: color, not colour; analyze, not analyse; traveling, not travelling. If a term in the text's original language exists for a word, use it. We use the [Webster's New World College Dictionary](). In English transliterations of Arabic terms, avoid *nisba* adjectives unless you are using the technical terms; jihadist, not jihadi, unless you want jihadi.

Abbreviations

Spell out the name the first time it appears and provide the abbreviation in brackets: "World Health Organization (WHO)." After that, you can use the abbreviation.

Full stops should be used after abbreviations (p., Ch.) but not after contractions or in acronyms: Dr, St, Mr, BBC, UNESCO, USA.

As a general rule, try to minimize the use of acronyms that do not add to the reader's understanding of the text. If many are used, they may be listed separately at the end of the text. In the list, alphabetize terms by the abbreviation, not by the spelled-out form. A list of abbreviations is generally not a substitute for using the full form of a term the first time it is used.

Capitalization

For capitalizations in English and French, check the dictionary ([Webster's for English]() and [Larousse for French]()) and follow the rules of capitalization in each language. When in doubt, do not capitalize. Examples: President Obama; president of the United States; the president.

Punctuation and Quotes

Use serial commas for simple lists: blue, green, and yellow. When elements in a series include internal punctuation, or when they are very long and complex, you may replace commas with semicolons.

Do not use a double space after a full stop or colon; use single spaces only.

For quotations, use American style formatting, which puts the final period or comma inside the quotation marks, for example, "Gandhi said, 'Poverty is the worst form of violence.'"

Italic

Use italic for titles of books, plays, films, long poems, newspapers, and journals (but not for articles in journals).

Italic type for emphasis should be used only sparingly. Do not use bold type for emphasis.

Arab Council for the Social Sciences
Style Guide
publications@theacss.org

Use Italics for foreign-language words, except Arabic words. For the purposes of this guide, any language that is different from the original language of the main document in question is considered a foreign language.

Dates
Write dates as follows: January 2, 1980. Use common-era (B.C., A.D.) dates only, unless quoting from an original source, in which case use the date as quoted (hijra, solar, etc.) with the common-era date in parentheses.

Numbers
Spell out whole numbers from one to one hundred, unless they contain a decimal or a fraction. Use numerals for measurements, e.g. 12 km, and ages, e.g. 10 years old. Spell out numbers at the start of a sentence. Insert a comma for thousands and tens of thousands, e.g. 1,000 and 10,000. Spell out the word percent in main copy and notes: 20 percent. Use the symbol % in tables and when in parentheses: (20%).

Foreign Words and Transliteration
The ACSS generally uses the International Journal of Middle East Studies (IJMES) system for transliteration of Arabic, Persian, Hebrew, and Turkish. If an English term exists for a word, use it.

Tables
Tables should be properly and consistently titled and numbered consecutively in the order in which they appear in the text. Table titles should appear above the table. The word "table" should be repeated in every title, followed by the appropriate number. Cite the source of the table with a "source line" at the bottom of the table.

Example: Table 1. Ratio of women to men in executive positions

Illustrations
Illustrations include diagrams, maps, images, charts, and graphs. All illustrations must be referred to as "Figure", must be titled properly and consistently, and must be numbered consecutively in the order in which they appear in the text. Cite the source of the figure information with a "source line" at the bottom of the figure. It is the responsibility of the author to obtain the necessary permissions for the reproduction of copyrighted works.

Notes
Place all notes at the end of the document, before the bibliography. Begin numbering the notes from 1, using Arabic numerals. Indicators in the text should appear outside the punctuation (…

Arab Council for the Social Sciences
Style Guide
publications@theacss.org

about recidivism,[4]) except for closing parentheses when the note is part of the parenthetical matter.

In general, limit notes to explanatory statements that develop an idea or expand a quotation. When giving references, please use the author-date system.

In-Text Citations

For in-text citations, follow the author-date system, and place them immediately after the quoted material, using the following format: author's name (space) year of publication (comma) page number(s) in parentheses.

Examples: (Amar 2013, 39–55), (Ward and Burns 2007, 52)

For works with four or more authors, the in-text citation should include only the first author followed by et al. ("and others"): (Lattimore et al. 2010)

Two or more works by one author in the same year should be distinguished as 1988a, 1988b, etc.

Two or more references from the same author should be separated by a comma: (Ariely 2009, 2013)

Two or more references from different authors should be separated by a semi-colon and listed in alphabetical order: (Bannan 1995; Betts and Diaz 1991)

For each author-date citation in the text, add a corresponding entry in the reference list under the same name and date. It is the author's responsibility to ensure such agreement as well as the accuracy of the reference.

Bibliography

For an automated way to generate reference lists, you can use bibliography software like Zotero or EndNote.

- Separate entry elements by periods rather than by commas. Do not enclose the facts of a publication in parentheses.

- Keep references in the language that they are published in; do not translate them. Make separate lists of references for each foreign language that is different from the original text. For example, in the bibliography for a text originally in Arabic, make a list of references for Arabic sources and a separate list of references for English sources.

Arab Council for the Social Sciences
Style Guide
publications@theacss.org

- List works alphabetically with authors'/editors' last name first, followed by their first name; for example, Smith, John. List authors' names in the order in which they appear on the cover or title page. When multiple references are listed for the same author, list them by order of publication from the most recent to the least recent. List references in the original text language first, followed by references in foreign languages. List books first, followed by periodicals, magazines, and newspapers.

- For every author-date citation in the text, add a corresponding entry in the reference list under the same name and date.

- Use headline-style capitalization for titles unless they are in a foreign Roman language. This means that the first letter of each word (except articles) should be capitalized. Titles of larger works (e.g., books and journals) are italicized; and titles of smaller works (e.g., chapters, articles) or unpublished works are presented in roman and enclosed in quotation marks. Noun forms such as *editor, translator, volume,* and *edition* are abbreviated, but verb forms such as *edited by* and *translated by*—abbreviated in a note—are spelled out in a bibliography.

- Foreign titles in Roman alphabets (French, German, etc.) should be capitalized as they would be in that particular language. All titles in non-Roman alphabets (Arabic, Cyrillic, etc.) must be transliterated and should follow English-language capitalization standards. An English translation of nonstandard language titles may be provided in parentheses after the title, at the author's discretion.

- In bibliographies, no page numbers are given for books; for easier location of journal articles or chapters or other sections of a book, the beginning and ending page numbers of the entire article or chapter are given.

- For internet citations, include a full URL and an author, title, and publication date if these are available. If there is no publication date in the citation, include an accessed date (any date on which the URL was valid). This rule also applies to URLs that are no longer active.

The following examples illustrate bibliography citations and in-text citations for the main reference types, which are most likely to come up in ACSS publications. The official *Chicago Manual of Style* site may be consulted for more detailed advice.

Arab Council for the Social Sciences
Style Guide
publications@theacss.org

Book

The general model for citing books is as follows:

Last name, First name. Year. *Title of Book*. # ed [if other than 1st edition]. Place of publication: Publisher.

Book by One Author

Traboulsi, Fawwaz. 2007. *A History of Modern Lebanon*. London: Pluto Press.
(Traboulsi 2007)

Book by Two or Three Authors

Note that from the second author onwards, the name order reverts to first name, last name.

Deeb, Lara, and Mona Harb. 2013. *Leisurely Islam: Negotiating Geography and Morality in Shi'ite South Beirut*. New Jersey: Princeton University Press.
(Deeb and Harb 2013)

Book by Four or More Authors

Note that in the bibliography, the reference should include **all the authors** in the order in which they appear on the cover page; while the in-text citation should include **only the first author followed by et al.** ("and others").

Evans, Julie, Patricia Grimshaw, David Philips, and Shurlee Swain. 2003. *Equal Subjects, Unequal Rights: Indigenous Peoples in British Settler Societies*. Manchester: Manchester University Press.
(Evans et al. 2003)

Editor, Translator, or Compiler Instead of Author

Brynen, Rex, and Roula El-Rifai, eds. 2014. *The Palestinian Refugee Problem: The Search for a Resolution*. London: Pluto Press
(Brynen and El-Rifai 2014)

Editor, Translator, or Compiler in Addition to Author

García Márquez, Gabriel. 1988. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape.
(García Márquez 1988)

Chapter or Other Part of a Book

Altorki, Soraya. 1986. "The City and the People." In *Women in Saudi Arabia: Ideology and Behavior Among the Elite*, 1-27. New York: Columbia University Press.
(Altorki 1986, 22)

Arab Council for the Social Sciences
Style Guide
publications@theacss.org

Chapter of Edited Volume Originally Published Elsewhere (As in Primary Sources)

Cicero, Quintus Tullius. 1986. "Handbook on Canvassing for the Consulship." In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).
(Cicero 1986, 35)

Preface, Forward, Introduction, or Similar Part of a Book

Iskandar, Adel. 2013. Introduction to *Mediating the Arab Uprisings*, edited by Adel Iskandar and Bassam Haddad, 1-9. Washington: Tadween Publishing.
(Iskandar 2013, 1-5)

Journal Article

The general model for citing journal articles is as follows:
Last name, First name. Year. "Article title". *Title of Journal* volume, number: pages [URL if online].

Article in a Print Journal

In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.

Falah, Ghazi. 1985. "How Israel Controls the Bedouin in Israel." *Journal of Palestine Studies* 54:35-51.
(Falah 1985, 36)

Article in an Online Journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

Zubaida, Sami. 2012. "Iraq: History, Memory, Culture." *International Journal of Middle East Studies* 44:333-345. Accessed November 28, 2014. doi:10.1017/S0020743812000116.
(Zubaida 2012, 340)

Article in a Newspaper or Popular Magazine

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, . . ."), and they are commonly omitted from a reference list. The following examples show the more formal versions of the

Arab Council for the Social Sciences
Style Guide
publications@theacss.org

citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

Mendelsohn, Daniel. 2010. "But Enough about Me." *New Yorker*, January 25.
(Mendelsohn 2010, 68)

Jarbawi, Ali. 2014. "The Deadly Politics of Revenge." *New York Times*, July 2. Accessed December 10, 2014. http://www.nytimes.com/2014/07/04/opinion/israel-reacts-to-the-kidnappings-in-the-west-bank.html.
(Jarbawi 2014)

Book Review
Kamp, David. 2006. "Deconstructing Dinner." Review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan. *New York Times*, April 23, Sunday Book Review. http://www.nytimes.com/2006/04/23/books/review/23kamp.html.

Thesis or Dissertation
Choi, Mihwa. 2008. "Contesting Imaginaires in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago.
(Choi 2008)

Paper Presented at a Meeting or Conference
Adelman, Rachel. 2009. "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24.
(Adelman 2009)

Interview
Rodriguez, Carrie. 2008. Acoustic Café. Interview by Cuz Frost. 88.3WGWG FM. November 20.
(Rodriguez 2008)

Web Sources
The general model for citing online sources is as follows:
Last name, First name [if any]. Date. "Title of Web Page." *Publishing Organization or Name of Website*. Publication date and/or access date if available. URL.

Blog entries or comments may be cited in running text ("In a comment posted to The Becker-Posner Blog on February 23, 2010, . . ."), and they are commonly omitted from a reference list.

Arab Council for the Social Sciences
Style Guide
publications@theacss.org

If a reference list entry is needed, cite the blog post there but mention comments in the text only. (If an access date is required, add it before the URL.)

Ghanem, Dalia. 2014. "The Islamic State: The Fear of Decline?" *Jadaliyya.* December 15. Accessed December 17, 2015. http://www.jadaliyya.com/pages/index/20278/the-islamic-state_the-fear-of-decline.
(Ghanem 2014)

Email or Text Message
E-mail and text messages may be cited in running text ("In a text message to the author on March 1, 2010, John Doe revealed . . ."), and they are rarely listed in a reference list. In parenthetical citations, the term *personal communication* (or *pers. comm.*) can be used.

(John Doe, e-mail message to author, February 28, 2010)
or
(John Doe, pers. comm.)

Database
When citing a database, make sure to list, at least, the name of the database, a descriptive phrase or record locators (such as a data marker or accession number) indicating the part of the database being cited or explaining the nature of the reference, an access date, and a URL, if available.

Example:

Arab Social Science Monitor Database. Universities section. Accessed February 15, 2016.

(Arab Social Science Monitor Database 2015)