



THE SCIENTIFIC PUBLICATION DEPARTMENT
Museum of Islamic art
"Islamic archaeological studies"
GUIDELINES FOR CONTRIBUTORS

Aims

“Islamic Archeological Studies” (IAS) is the official peer-reviewed journal of the Museum of Islamic Art. It publishes original research articles in Arabic, English or French. It aims at improving our knowledge in the Islamic archeological field, thanks to the publication of authentic scientific researches. This journal is also a documentary record for these researches and their scientific terminology. In addition, the goal is to enrich the academic library with scientific researches dealing with the Islamic archeology.

Ethical and Legal Rules

1. Manuscripts submitted to IAS must be **original work**. The authors will give the explicit written assurance that the paper submitted has not been published in any other book or journal, nor currently submitted for publication to another journal. They must also commit that they will not deliver it to another journal after being approved for publication.
- 3- The authors should agree to transfer **copyright** of their work to the journal. They will receive a copy (or electronic copy) of their article, and one of the published issue. They should not copy the format of the published journal. The authors who ask for additional copies will receive 6 of them after paying for the fees.
- 4- The original journal copies of the research should not be sent back whether published or not.
- 5- All manuscripts proposed to publication will be subject to peer-review process by reviewers that are experts in the area of the particular paper. After being reviewed, the paper should be accepted, accepted with revisions, or rejected. If a manuscript is accepted with revisions, the requested modifications should be undergone in order to be finally approved. The researcher is given only one month maximum to reconsider the recommendations of the referees or the modification of the editor board. If the researcher does modify his paper or does not send it on time, the approval of the research publication will be disregarded.
6. The Editorial board should not be responsible for the author’s expressed opinions, views and the contents of a published manuscript in IAS.

Submission

1. Manuscripts should to be submitted, in **.doc format and as a PDF file**, to the Editor-in-Chief, to the **following addresses**:

- By mailing:

The Editor-in-Chief of Islamic Archaeological Studies
Scientific Publication Department,
Museum of Islamic Art in Cairo
Port Said Street, Bab al-Khalq in front of Cairo security directorate, Cairo

- By email:

Recipient: The Editor in Chief of Islamic Archaeological Studies
Email address: miainegyptmagazine@gmail.com



2. A **summary** in English of no more than 150 words and at least 5 **key words** must be provided at the beginning of the article, which be used for indexing and retrieval. The summary and the key words should therefore be written so that it can be understood independently of the body of the article.

3. A proposed manuscript should include, as **annex**, the **researcher curriculum vitae**, which will include his name in Arabic and English, his recent job address, his scientific degree and a list of his most important papers or books. A reliable means of reaching the authors, preferably a valid email address and phone number, must also be provided with the manuscript.

4. The **final text**, which should include the changes recommended by the editor or referees, **must be sent by mail**, and **supplied on a disk**, preferably PC, using MS Word, in 12-point font for foreign languages and in 14-point font for Arabic language, and **in hard copy** printed clearly on A4 or standard American paper, on one side only, double-spaced throughout and with ample margins. Please do not justify the right-hand margin or employ multiple typeface styles or sizes.

Manuscript Preparation

1. **File format and fonts:** Authors should preferably make use of PC format, and MS Word, in 12-point font for foreign languages and in 14-point font for Arabic language. They should make use of **Unicode** fonts. Authors must check with the editor, in advance, if the text employs any non-standard fonts (e.g. Persian, Turkish, Chinese texts ... etc), and may be asked to supply these on a disk with the text.

2. General rules:

- Titles such as 'Dr.', or 'Prof.' in text or notes or for authors should not been used.
- Brackets should be all 'round', e.g. ()
- Use single quotation marks throughout.
- Avoid using Arabic diacritics in the transliteration system.
- The numbers of the centuries must be spelled out, e.g. 'fifth century' not '5th century'.
- The '-' between dates, page references... etc (133-210)

3. **Footnotes:** 'Harvard-system' is employed for referencing. Every page has its own footnotes taking in consideration not to be posted to the following page. In case of posting the sign (=) should be put both at the end of the footnote and the beginning of the next page. Footnote should be double-spaced and their numbers should be placed above the line (superscript) without any brackets.

4. Transliteration System

For Arabic, Ottoman Turkish and Persian, IAS uses the IJMES system, whose transliteration chart is available at: http://ijmes.chass.ncsu.edu/IJMES_Translation_and_Transliteration_Guide.htm

5. Research references:

5. 1. Arabic Sources and references:

- Arabic sources:

The source should be written for the first time as follows:

- Ibn Iy s, Mu ammad ibn A mad al- anaf (930AH/1523AD), *Bad 'i' al-zuh r f waq 'i' al-duh r*, Released by Mu ammad Mustaf Ziy dah, General Egyptian Book Organization, Cairo, first edition, 1983, vol., p. (all the volumes number should be written in the bibliography at the end of the research).

In case of repetition it is written as follows:

- Ibn Iy s, *Bad 'i' al-zuh r*, vol. , p.

- Arabic references:

For the first time, it should be written as follows:



- asan al-Bash , *al-Fun n al-isl miyyah wa-l-wa 'if 'al al- th r al-'arabiyyah*, Dar al-Nah ah al-'Arabiyyah, Cairo, first edition, 1966, vol, p.

In case of repetition it is written as follows:

- asan al-Bash , *al-Fun n al-isl miyyah*, vol, p.

- Arabized references:

The reference should be written for the first time as follows:

- Leonard Kutrial , *The International Archeological Encyclopedia*, translated by Muhammad Abd al-Q dir Mu ammad, Zak Iskandar, General Egyptian Book Organization, Cairo, second edition, 1977, p.

In case of repetition it is written as follows:

- Leonard Kutrial, *The International Archeological Encyclopedia*, p.

- Periodicals:

The reference should be written for the first time as follows:

- 'Abd al-Ra man Zak , "al-Nuq sh al-zakhrafiyyah wa-l-kit b t 'al al-suy f al-isl miyyah", *Journal of Egyptian Institute for Islamic Studies*, vol. 5, issue1-2, Madrid, 1957, p.

In case of repetition it is written as follows:

- 'Abd al-Ra man Zak , "al-Nuq sh al-zakhrafiyyah", p.

- Dissertations:

The reference should be written for the first time as follows:

- dil Abd al-Mun im Suwaylam, *al-Ittij h t al- aq idiyyah wa-l-fikriyyah f al- a r al-afaw wa ath ruh 'al al- fun n al-isl miyyah*, unpublished P.H.D thesis, Faculty of Art, Ayn Shams University,1994, p.

In case of repetition it is written as follows:

- dil Abd al-Mun im Suwaylam, *al-Ittij h t al- aq idiyyah wa-l-fikriyyah f al- a r al-afaw* , p.

5.2. Non Arabic sources and references:

- Non Arabic sources

The rules applied to Non Arabic sources are the same than the ones applied to Arabic sources.

- References

The reference should be written for the first time as follows:

- Baer, Eva, *Metalwork in Medieval Islamic Art*, New York, 1983, p.

In case of repetition it is written as follows:

- Baer, E., *Metalwork*, p.

- Periodical:

The reference should be written for the first time as follows:

- Canaan, Tewfik, "The Decipherment of Arabic Talismans", in *Magic and Divination in Early Islam*, ed. Emilie Savage-Smith. The Formation of the Classical Islamic World, Vol 42, Ashgate/Varorium, Aldershot, 2004, pp. 125-177.

In case of repetition it is written as follows:

- Canaan, T., "The Decipherment of Arabic Talismans", p. 128.

- Dissertations:

The reference should be written for the first time as follows:



- Heshmat, G., *La Médecine populaire et magique en Égypte à l'époque mamlu ke (648-923/1250-1517)*, Thèse de doctorat présentée à la Faculté des Lettres, Université 'Ayn Shams, Le Caire, 2007, p.

In case of repetition it is written as follows:

- Heshmat, G., *La médecine populaire et magique en Égypte*, p.

6. Electronic media:

6.1. Quotations

Quote preferentially a hard-copy edition of material posted on a website. If material is available only in electronic form, provide sufficient information to enable users to access the sources easily. For example, a citation to the British museum is:

<http://www.britishmuseum.org>

Also citation of Jstor s articles is as follows:

https://archive.org/details/jstor_ejc

6.2. Captions for photographs and figures:

- Copyright

The responsibility for being allowed to use copyright material is the author' duty. This includes photographs of previously-published material. Articles which do not respect these conventions will be rejected.

- Credit and quality

Appropriate credit should be provided, double-spaced, on a separate sheet, and in electronic form on the disk with the final version of the article. Photographs and figures should be of **high quality and clear**. The numbers as well as the data of photographs and figures should be written clearly. The original copy will not be sent back to the author after the publication of the issue.

- Guidelines

Increasingly authors are submitting **digital images**. The following guidelines are intended to help. In case of doubt, please consult the SCA Scientific Publication Department before scanning the pictures. High- quality print-outs of all digital images must also be submitted.

- Photographs should be scanned at 300 dpi for reproduction at the same size. If they are likely to be reproduced at a larger scale, then they should be scanned at a proportionately-higher resolution (e.g. an image likely to be reproduced at twice its size, should be scanned at 600 dpi). The images should be saved as CMYK TIFF files (JPEGs are rarely adequate). If the file is saved as a TIFF then LZW compression can be used (as it does not degrade the quality) to keep the file size to a minimum. High-quality print-outs must also be submitted of all digital images. All image files must be submitted on a CD.

- Line-drawings should be scanned as 'line-art' at no less than 600 dpi and saved as TIFF files.