

<b>Style, Punctuation and Formatting</b>	
spelling	American English Use <i>New Oxford American Dictionary</i> (also see below for spelling of specific names and words)
place names	Use <i>Merriam-Webster Geographical Dictionary</i> (3rd ed.) Only transliterate place names that are not known in English or have not been Anglicized, i.e., Tripoli not Tarāblis.
commas and full stops	place within quotations, <b>use serial comma</b>
quotations	American style: double, single, double use smart quotes, i.e., “ and ’ block indent quotations of 45+ words.
spacing	use single space between sentences
Qurʾānic quotations	without quotation marks, set in italics
page numbers	166–167 (full numbers)
numbers	Use en-dash between inclusive numbers.
circa	c. only (not ca, not italics)
reign	(r. 1112–1124 CE)
dates: AH and CE	Small caps and no periods. Use only when necessary to avoid ambiguity: AH always first, then CE (AH 61/650 CE)
death date format	(d. 61/650)

<b>References</b>	
Qurʾānic references	All references to the Qurʾān are to be given (3:21). Place between round brackets after the quotation or in the footnotes without the parentheses.
<i>Ḥadīth</i> references	See list of abbreviations for the major <i>ḥadīth</i> works.  For formatting, see notes on citing volumes.
foreign book titles	In European languages, capitalize all words of the title and italicize. In non-European languages, capitalize only first word and italicize all, e.g., <i>Futuḥāt al-makkiyya</i>
publishers	Names in full, all in caps.
editions	Do not include the edition number.
volumes	Volume numbers are given in Arabic numerals (regardless of how the publication writes them), and small caps, as below:  <b>Footnotes and Endnotes</b>  Muriel St. Clare Byrne, ed., <i>The Lisle Letters</i> (Chicago: University of Chicago Press, 1981), 4:243.  <b>and</b>  Sewell Wright, <i>Evolution and the Genetics of Populations</i> , vol. 2, Theory of Gene Frequencies (Chicago: University of Chicago Press, 1969), 129.  <b>Bibliography</b>  Pelikan, Jaroslav. <i>The Christian Tradition: A History of the Development of Doctrine</i> . Vol. 1, The Emergence of the Catholic Tradition. Chicago: University of Chicago Press, 1971.
<b>Notes (footnotes and endnotes)</b>	
Ibid.	In roman with full stop.  If followed by page number: Ibid., 54
op. cit./loc.cit.	do not use op. cit./loc. cit, use shortened note form instead (see below).
initials in note form and bibliography	Insert spaces around initials, e.g., D. M. Dunlop or Dunlop, D. M.,
note form	Firstname Lastname, <i>Title</i> , (City: Publisher, year of publication), 45.

shortened note form	Lastname, <i>Title</i> or <i>Shortened Title</i> , 45.
<b>Bibliography</b>	
bibliographic form	Lastname, Firstname. <i>Title</i> , City: Publisher, year of publication.
more than one work by the same author	title of the second work is preceded by 3 em-dashes and a full stop, e.g., -----.
al- should be inverted	e.g., Badawī, ‘Alī b.‘Umar al-.
translations of book titles	e.g., tr. Badawi, <i>The Book of Assistance</i> .  All caps only for published titles.  For translations of titles that are not published: <i>Kitāb al-bukhalā’</i> [The book of misers]
electronic sources	Use only in addition to printed books; these are not accepted on their own.
<b>Spelling</b>	
Arab names	For transliteration, refer to table.  Use al- with names e.g., al-Ghazālī and Abū Ḥāmid al-Ghazālī
elisions	do not use elisions in names (transliterate fully)  e.g., Abū al-‘Abbās
Persian and Turkish names	For transliteration, refer to table.
contemporary (1900–) names	If an author writes only in Arabic, Persian, or Turkish, transliterate.  If an author has been published in English or has had a work translated into English, use as in print (in the case of radically different transliterations, discuss with editor).
Ibn	Use only if it is part of the proper name as listed, e.g., Ibn Ḥajar.  within a name: change to b.  e.g., ‘Umar b. al-Khaṭṭāb
names of prophets and angels	Use English, e.g., Jesus, David, Gabriel, etc.

## Transliteration Keys

Arabic = A, Persian = P, Ottoman Turkish = OT, Modern Turkish = MT

Consonants										
Arabic /Persian letter	A	P	OT	MT		Arabic /Persian letter	A	P	OT	MT
ء	ʾ	ʾ	ʾ	—		ط	ṭ	ṭ	ṭ	t
ا	a	a	a	a		ظ	ẓ	ẓ		z
ب	b	b	b	b or p		ع	ʿ	ʿ	ʿ	—
پ	—	p	p	p		غ	gh	gh	g or	g or
ت	t	t	t	t		ف	f	f	f	f
ث	th	ṯ	ṯ	s		ق	q	q	ḳ	k
ج	j	j	c	c		ك	k	k or g	k or ñ ñ or y or π	k or ñ ñ or y or π
چ	—	ch	ç	ç		گ	—	g	g	g
ح	ḥ	ḥ	ḥ	h		ل	l	l	l	l
خ	kh	kh	h	h		م	m	m	m	m
د	d	d	d	d		ن	n	n	n	n
ذ	dh	ẓ	ẓ	z		و	w	v or u	v	v
ر	r	r	r	r		ه	-a	h	h*	h*
ز	z	z	z	z		ص	ṣ	ṣ	ṣ	s
ژ	—	zh	j	j		ض	ḍ	ẓ	ẓ	z
س	s	s	s	s		ي	y	y	y	y
ش	sh	sh	—	—						

\* when not final

Vowels					
	Arabic /Persian letter	A	P	OT	MT
Long vowels	ا or ع	ā	ā	ā	ā
	و	ū	ū	ū	ū
	ي	ī	ī	ī	ī
Doubled	يَّ	iyy final form ī	iyy final form ī	iy final form ī	iy
	وَّ	uww final form ū	uww final form ū	uvv	uvv
Diphthongs	اَ وَّ	au or aw	au or aw	ey	ey
	اِ يَّ	ai or ay	ai or ay	ey	ey
Short vowels	ا	a	a	a or e	a or e
	و	u	u	u or ü o or ö	u or ü o or ö
	ي	i	i	ı or i	ı or i

### Transliteration Notes

1. The Arabic script is transliterated as written and not as pronounced, e.g., *al-shams* and not *ash-shams*.
2. The *tā' marbūṭa* is not represented by a final *h* unless it ends the first term of an *iḏāfa* construction, as in *laylat al-qadr*.
3. Do not capitalize *al-* unless it is at the beginning of a sentence.
4. Conjunctions and prepositions are followed by a dash, i.e., *wa-*, *li-*, *fa-*.
5. Elisions in constructs apply with conjunctions and prepositions (letters that do not stand on their own) in Arabic e.g., *wa-l-*, *li-l-*, *fa-l-*, etc.
6. Foreign words are translated and the original word is transliterated and italicised and placed between round brackets at first occurrence, e.g., piety (*taqwā*). Thereafter the English translation is used.
7. Certain Arabic words may be irreplaceable in English, in which case they are used in transliteration and italics.