MANUSCRIPT SUBMISSION GUIDELINES

The conference proceedings will be published by Olms in Hildesheim (Germany) in the series "*Studies on Ibadism and Oman*" (editors: Abdulrahman Al Salimi and Heinz Gaube).

1) ACCEPTED FORMATS

We accept manuscripts sent in electronic form in a variety of word-processing formats, although we prefer **MS Word** using **Arial Unicode MS** script or compatible programs.

2) GENERAL GUIDELINES FOR MANUSCRIPT PREPARATION

Manuscripts should be written **in English**, with a length of about 20 pages (12 points script / single spacing).

Make sure that paragraphs are clearly distinguishable either by a blank line or an indent.

If you use **headers**, make sure these are recognizable as such. If you have more than one level, there should be a clear and consistently used distinction between them (e.g.1 / 1.1 /1.1.1)

For references/notes use only **endnotes.** Add a **bibliography** of works used or refered to.

Use *italics* for *italics*. Underlined text will be typeset as *italics*. The use of **bold type** is discouraged.

Quotation marks: single 'quotation marks' should be used to distinguish words, concepts or short phrases. Double quotation marks ("... ...") should be used for longer quotations.

3) TRANSCRIPTIONS AND TRANSLITERATIONS

As to the transcription and transliteration from the principal languages of Africa and Asia the Unicode system (e.g. provided by the script font Arial Unicode) should be used.

Arabic: Please indicate diacritics and special characters, like ḍ, ḥ, ṣ, ẓ, including ayn = ʿ [Unicode (hex): 02BF], hamza = ʾ [Unicode (hex): 02BE], long vocals (ā, ī, ū). Note the following: thah = th, khah = kh, dhal = dh, shin = sh, ghayn = gh; female nisba as -iyya [not -īya]

4) BIBLIOGRAPHY

a) Primary Sources

Give surname of author and year of publication (disregard al-).

Give name of author in full, surname first.

Give title of works in full and in italics.

Specify the edition.

Give names of editors and/or translators.

Give city and date of publication.

Darjīnī 1974
al-Darjīnī, Aḥmad b. Saʿīd: *Kitāb ṭabaqāt al-mashāʾikh bi-l-Maghrib*, ed. Ibrāhīm Ṭallāy, 2 vols., Constantine 1974.

b) Secondary Literature
- Books/monographs
Give surname of author and year of publication (disregard al-).
Give surname of the author first, followed by the initial letter (letters) of the first name.
Give the full title of the publication in italics.

Gaube 2010
Gaube, H.: *Die Wächter der Revolution*. Muscat 2010.

- Articles in periodicals
title of article in roman; name of periodical in italics; give volume number, year and pages in Arabic numerals; give the entire page range of the article.

Gaube 1998
Gaube, H.: Die Macht der Mitarbeiter. In: *Zeitschrift für Arbeitsrecht* 3 (1998) 12-24.

- Articles in edited collections
title of article in roman; name of collection in italics; place and year of publication; give the entire page range of the article in roman.

Gaube 1998
Gaube, H.: Die Macht der Mitarbeiter. In: Maier, W., and S. Schulze (eds.): *Neue Wege in der Arbeitswelt*. München 1998, 10-22.

5) REFERENCES IN THE TEXT
All references/notes should be in **endnotes** (not in the text!), and in in abbreviated form**:**
Give name(s) of author(s), year of edition, volume, pages.

Masʿūdī 1983, I: 114, 122.
Deloche 1996: 225-6.

6) NUMBERS
1-10 as: one, two, three etc.
From 10 onwards in numerals (11, 12, 13...)
Centuries: 10th, 15th, 20th BC / AD or BCE / CE – without dots, Hijra → H

7) ILLUSTRATIONS
Submit illustrations as separate electronic files. Do not embed illustrations in the text.
Acceptable file types are **tiff, jpeg** and **eps**.
Color photographs and black and white photographs should be scanned with a minimum resolution of 300 dpi (dots per inch) and a size of 10 cm by 15 cm. Small photographs cannot be enlarged without significant loss of quality. For this reason images downloaded from the internet are usually unusable.
Maps and graphs (line drawings) should be scanned with a minimum resolution of 600 dpi at the

size of reproduction.

Number the files according to the number of the illustration in the text.

Mark clearly in the text where each illustration needs to be inserted. This will be the approximate place where the typesetter will insert the illustration as exact placing can only be determined at the time of typesetting.

8) LEGAL PERMISSIONS

Illustrations: It is the author's responsibility to secure permission/copyright to use any approved illustrative materials that is not their own (whether re-drawn or not).

Texts: There are universally accepted rules for the use of quotations from other people's works, but these are also a bit vague: when in doubt, seek permission from the owner of the rights.