

# THE MAGAZINE

Islamic World of Art (IWA) presents sophisticated ideas related to past and contemporary Middle Eastern and Islamic art in accessible prose.

We are not an academic journal, although many of our contributors are academics: if you are submitting material that has been developed in an academic context, please consider how it can be re-framed as a magazine article for a general readership.

## STRUCTURE OF THE MAGAZINE

Every issue of IWA has a regular structure. The magazine contains:

### Cover story

Each issue has a cover story (2000–2500 words) about contemporary issues related to Islamic art, architecture, and other cultural aspects of the Arab-Islamic world. The subject of the cover story is decided by the editors in chief.

Linked to the cover story, we publish an in-depth article that tackles an aspect of the cover story.

### Literary brackets

Strictly linked to the cover story, it is a reflection on the topic of the cover story starting from a literary source.

### Articles

Each issue contains two or more articles (1000–1500 words) on Islamic art and architecture, in the broader sense of the term.

### Interview

Every issue contains an interview with a contemporary artist.

### Bookshelf

Each issue showcases a couple of book reviews (500 words). Usually the books that we choose to review are connected in one way or another with the cover story but not necessarily. Of course, the books are always new.

### Gallery

The gallery is not only a showcase of beautiful images; we see it as an article in images. It has an introduction (500 words), and the images come with a description (each 250-word max).

## PICTURES & PHOTOS

When submitting an article, include pictures that we can use (up to five per article). Always provide a description of the image, including the link where you found it.

We want to duly credit photographers and artists: for each image, provide the contact of the copyright owners and the sources, when possible.

Pictures should be preferably a minimum of 1050 px x 700 px, in jpg or png format.

PLEASE, EMAIL YOUR SUBMISSION TO [EDITORS@IWAMAG.ORG](mailto:EDITORS@IWAMAG.ORG).

# STYLE GUIDE

## NAMES, TITLES, AND FOREIGN WORDS

### General rule

If a name or a foreign word has entered the English vocabulary and is commonly used and understood, we follow the commonly accepted spelling. For words that have officially entered the English language, we use the Merriam-Webster dictionary. If the foreign word is not in English vocabulary, we transliterate, following the transliteration tables in Appendix I (below). Capital letters are used for proper names. Italics are used for transliterated foreign words and titles of books, movies, magazines, and the like.

### abbreviations and acronyms

Do not use full points (periods) in abbreviations or spaces between initials, including those in proper names: IMF, mph, eg, 4am, pdf, No 10, AN Wilson, WH Smith, UNHCR.

Use all capitals if an abbreviation is pronounced as the individual letters (an initialism): BBC, CEO, US, VAT, etc; if it is an acronym (pronounced as a word) spell out with initial capital, eg Nasa, Nato, Unicef, Isis unless it can be considered to have entered the language as an everyday word, such as laser, pin number, and sim card.

### accents

Use accents when they are used in the original language but not in anglicized words such as cafe. People's names, in whatever language, should also be given appropriate accents where known.

### Arabic names

For transliteration, use the table in the appendix (below).

Where a particular spelling has become widely accepted through usage, we should retain it. Where an individual with links to the West has clearly adopted a particular spelling of his or her own name, we should respect that.

### *al-*

Means "the". In names it is not capitalised. Sometimes it appears as as- or ash- or ad- or ul-: these should be ignored and can be safely rewritten as al-.

Exceptions: by convention, Allah (al-Lah, literally "the God") is written as one word and capitalised, and in Saudi royal names, Al Saud is correct (in this case, "al" is actually "aal" and does not mean "the").

### *abdul, abu and bin*

These are not self-contained names but are connected to the name that follows. In transliteration, "abd" (slave) is lowercase, eg Ahmad abd al-Rahman al-Saqqaf, except when used at the start of a name, and abu (father of) and bin (son of) are similar.

When they appear in the middle of a name, they should be lowercase and used in combination with the following part of the name: Faisal abu Ahmad al-Saqqaf, Faisal bin Ahmad al-Saqqaf. Despite the above, some people are actually known as "Abdul". This is more common among non-Arab Muslims. And some Arabs run "abd" or "abu" into the following word, eg the writer Abdelrahman Munif.

### *Muhammad*

This spelling is used for the prophet and most Muhammads living in Arab countries, though where someone's preferred spelling is known, we respect it, eg Mohamed Al Fayed, Mohamed ElBaradei.

### foreign place names

Style for foreign place names evolves with common usage: if there is an English version, opt for that one; if not, transliterate.

### foreign political parties

In general, we use the English translation of a political party if (a) that is how it is most commonly known in the English-speaking world, or (b) the party's name in its own language is not easy for readers to translate

themselves. Otherwise, we use the name of the party in its own language. All initialisms are in the party's own language.

foreign words and phrases

Italicise, with roman translation in brackets, if it really is a foreign word or phrase and not an anglicised one (in which case it is roman with no accents).

plurals of foreign words

When a foreign word (and its plural) has entered English vocabulary, the plural used is the one commonly accepted: kibbutzim is the plural of kibbutz. When a word is not commonly used in English and is transliterated, the plural is formed adding the English "s" to the singular form: *hadith* becomes *hadiths*, not *ahadith*.

titles

Italicise, but do not put in quotes, titles of books, films, TV programmes, paintings, songs, albums, and the like.

Words in titles take initial caps except for a, and, at, for, from, in, of, on, the, to (except in initial position or after a colon): *A Tale of Two Cities*, *Happy End of the World*, *Shakespeare in Love*, *Superman: The Early Years*, *I'm in Love With the Girl on a Certain Manchester Megastore Checkout Desk*, etc.

## NUMBERS & NUMERALS

General rule

Spell out from one to nine; numerals from 10 to 999,999; thereafter one million, two billion, 12 million, 25 billion; spell out ordinals from first to ninth, thereafter 10th, 31st, etc.

At the beginning of a sentence, numbers should always be spelled out.

ages

David Cameron, 49 (not "aged 49"); Freddie Bawden Marsh, four.

A 62-year-old man; a 62-year-old; 62 years old.

The woman was in her 20s.

between 15 and 20

Not "between 15 to 20" or "between 15-20".

calendar

Since we are based in Europe, we give preference to dates in the common era (Gregorian calendar). In case it is necessary to use the Hijri calendar, always provide the Gregorian date (in brackets).

CE and BCE

We prefer BCE/CE instead of BC/AD: sixth century BCE – sixth century CE.

century

Sixth century, 21st century, etc; but sixth-century manuscript, 21st-century boy, etc.

chapters

Like this: chapter 6, chapter 16 (not roman numerals).

currencies

When the whole word is used, it is lowercase: euro, pound, sterling, dong, etc. Abbreviate dollars like this: \$50 (US dollars); A\$50 (Australian dollars); HK\$50 (Hong Kong dollars).

Since the magazine is based in Europe, our base currency is euro (€); plural euros and cents.

dates

The normal format is: 21 July 2016 (day month year; no commas).

To express a time frame, use the en-dash: 21 July–6 August, 6–10 August, etc.

Use figures for decades: the 1960s, the swinging 60s, etc. mid-60s, mid-70s, etc.

fractions

Two-thirds, five-eighths, etc, but two and a half, three and three-quarters, etc.

However, use  $\frac{1}{3}$ ,  $\frac{3}{4}$  in tables, recipes, etc.

Do not mix fractions and percentages in the same story when possible.

half

No hyphen when used adverbially: you look half dead; half wine, half water.

Hyphen when used adjectivally: a half-eaten sandwich; a half-cut subeditor; half-time oranges.

The boy is six and a half but a six-and-a-half-year-old boy.

Half a dozen, half past six.

metric system

We use the metric system for weights and measures. In case another system needs to be used, give the metric conversions (in brackets).

roman numerals

To be used for kings, queens, Caliphs: al-Walid I, Mehmet II, Louis XIV

9/11

Use 9/11 when it is being evoked as a particular event, rather than just a date, eg:

How 9/11 changed the world for ever.

But "how the events of 11 September 2001 changed the world for ever" would follow our normal date style.

Ten Commandments

Not 10 Commandments.

years

Write 2012, not "the year 2012"; for a span of years use the en-dash thus: 2011–2012, not 2011/2012.

## PUNCTUATION

brackets

If the sentence is logically and grammatically complete without the information contained within the parentheses (round brackets), the punctuation stays outside the brackets. (A complete sentence that stands alone in parentheses starts with a capital letter and ends with a stop.)

Square brackets can be used in direct quotes when an interpolation is added to provide essential information.

bullet points

Try to avoid them, but if needed, start with a capital letter, use a semicolon after each one, and a full stop after the last one, ie:

- This is the first bullet point;
- This is the second;
- And this is the third.

colon

When used between two sentences, or parts of sentences, where the first introduces a proposition that is resolved by the second, use a lowercase letter after the colon.

But if used to introduce a quote, the quoted sentence starts with a capital letter: eg He said: "You'll never take me alive."

commas

We use the Oxford comma:

- Gold, silver, copper, tin, and mercury;
- Gold, silver, and copper;
- Gold and silver

Use commas to separate independent clauses when they are joined by any of these seven coordinating conjunctions: and, but, for, or, nor, so, yet.

- This is correct: I went to a restaurant, and I had tacos. This is incorrect: I went to a restaurant, and had tacos.

hyphens

Use one word wherever possible. Try to reduce the use of hyphens as they clutter the text and make it difficult to read.

numbered lists

As with bullet points, try to avoid it. In case it's necessary:

1. Similar to bullet points;
2. Like this;
3. With full points after the number.

quotes and quotation marks

Use double quotes at the start and end of a quoted section, with single quotes for quoted words within that section. Place full points and commas inside the quotes for a complete quoted sentence; otherwise the point comes outside.

When beginning a quote with a sentence fragment that is followed by a full sentence, punctuate according to the final part of the quote, eg The minister called the allegations "blatant lies. But in a position such as mine, it is only to be expected."

Use double quotation marks for words that aren't actually quotations, for example: These are the people who put the "style" in style guide.

semicolons

Semicolons can only be used when a sentence includes two independent clauses that are equally important to the sentence or in a series that already includes commas. Semicolons are not used with coordinating conjunctions (and, but, or) but can be used with coordinating conjunctions (however, therefore, indeed). For example:

I have a big test tomorrow; I can't go out tonight. (Incorrect: I have a big test tomorrow, I can't go out tonight.

I have a big test tomorrow; and I can't go out tonight.)

I have a big test tomorrow; however, I'm going out anyway.

When I went on vacation, I visited Barcelona, Spain; Perpignan, France; and Bangor, Wales.

## LATIN

eg

No full points.

etc

No full points.

ie

No full points or commas, ie like this.

## SOURCES

bibliography

Bibliographical references should be provided as follows:

*books*

Kennedy, Hugh. *The Caliphate*. London: Penguin Books, 2016.

Lange, Christian, and Songül Mecit, eds. *The Seljuqs. Politics, Society and Culture*. Edinburgh: Edinburgh University Press, 2011.

Mernissi, Fatima. *The Forgotten Queens of Islam*. Translated by Mary Jo Lakeland. Cambridge: Polity Press, 1993.

*chapters / essays published in books*

Redford, Scott. "City Building in Seljuq Rum". In *The Seljuqs. Politics, Society and Culture*, edited by Christian Lange and Songül Mecit, 256-276. Edinburgh: Edinburgh University Press, 2011.

*articles in magazines or journals*

Imbert, Isabelle. "In the Mist of the Aftermath". *IWA Islamic World of Art*, issue 5, Winter 2019.

notes

Avoid notes, both footnotes and endnotes. If you need to specify something or to cite your source, do that in the text of the article.

reference materials

For bibliography, we use the *Chicago Manual of Style* as our source. You can check the full "Notes and Bibliography: Sample Citations" entry in the online manual.

Our guiding dictionary is the Merriam-Webster.

When citing the Qur'an, use the translation by AJ Arberry.

# APPENDIX I

## TRANSLITERATION TABLES

Arabic	
ا	a
ب	b
ت	t
ث	th
ج	j
ح	h
خ	kh
د	d
ذ	dh
ر	r
ز	z
س	s
ش	sh
ص	s
ض	d
ط	t
ظ	z
ع	'
غ	gh
ف	f
ق	q
ك	k
ل	l
م	m
ن	n
ه	h
و	u/w
ي	i/y
ة	ah

Persian	
ا	a
ب	b
پ	p
ت	t
ث	s
ج	j
چ	ch
ح	h
خ	kh
د	d
ذ	dh
ر	r
ز	z
ژ	zh
س	s
ش	sh
ص	s
ض	d
ط	t
ظ	z
ع	'
غ	gh
ف	f
ق	q
ك	k
گ	g
ل	l
م	m
ن	n
و	u/v
ه	h
ة	h
ی	i/y

# APPENDIX II

## TERMS TO BE USED WITH CAUTION

**"Allah"** is Arabic for "God". Both words refer to the same concept: it makes sense to talk about "God" in an Islamic context and to use "Allah" in quotations or for literary effect.

**antisemitic, antisemitism** not anti-Semitic, anti-Semitism. As the International Holocaust Remembrance Alliance writes, "The unhyphenated spelling is favored by many scholars and institutions in order to dispel the idea that there is an entity 'Semitism' which 'anti-Semitism' opposes."

**Arab** both a noun and an adjective, and the preferred adjective when referring to Arab things in general, eg Arab history, Arab traditions. Arabic usually refers to the language and literature: "the Arabic press" means newspapers written in Arabic, while "the Arab press" would include newspapers produced by Arabs in other languages.

**Bilad al-Sham** the province of Syria during the early Caliphates. **Levant** should be used to name the region in our times - not the Bilad al-Sham, or the al-Sham.

**Islam** means "submission to the will of God".

**Islamic** should not be used to describe people: Islamic architecture, Islamic tradition, Islamic school, but *not* Islamic women.

**Islamic State** or **Isis**.

**Islamist** a person who believes in Islamism, ie the organisation of government and society in accordance with laws prescribed by Islam.

**jihād** used by Muslims to describe three different kinds of struggle: an individual's internal struggle to live out the Muslim faith as well as possible; the struggle to build a good Muslim society; and the struggle to defend Islam, with force if necessary.

**jihadi** noun (plural **jihadis**) and adjective. Only use this term in the most general sense to apply to a Muslim pursuing jihād, in particular the first two kinds of struggle. If referring to the third struggle, jihadist is preferable (see below).

**jihadist** noun and adjective. A person who believes in **jihadism**, ie the fundamentalist pursuit of violent jihads to defend the Islamic faith. It can be used to refer to members of formal organisations, such as Islamic State or al-Qaida, as well as those who are not. For example, the Charlie Hebdo killers or Woolwich murderers would be referred to as jihadist terrorists.

**Jerusalem** should not be referred to as the capital of Israel: it is not recognised as such by the international community.

**Muslims** should never be referred to as "Mohammedans", as 19th-century writers did. It causes serious offence because they worship God not the prophet Muhammad.

**nation** should not be used to mean country or state but reserved to describe people united by language, culture, and history so as to form a distinct group within a larger territory.

Beware of attributing the actions of a government or a military force to a national population ("the Israelis have killed 400 children during the intifada"). Official actions always have opponents within a population; if we don't acknowledge this, we oversimplify the situation and short-change the opponents.

**occupied territories** Gaza and the West Bank.



**Palestine** is best used for the occupied territories (the West Bank and Gaza); if referring to the whole area, including Israel, use "historic Palestine" (but Palestine for historical references to the area before 1948).

**Palestinians** don't call Palestinians in Gaza "Gazans".

**Qur'an** is the holy book of Islam, not Koran. When citing the Qur'an, use the translation by AJ Arberry.

**Settler** should be confined to those Israeli Jews living in settlements across the 1967 green line, ie in the occupied territories

### **Shia, Sunni**

Two branches of Islam (note: not Shi'ite); plural Shia Muslims and Sunni Muslims, though **Shias** and **Sunnis** are fine if you are pushed for space.

### **smuggling v trafficking**

There are three key differences between people smuggling and trafficking:

1. Exploitation: smugglers are paid by people to take them across borders, after which the transaction ends; traffickers bring them into a situation of exploitation and profit from their abuse in the form of forced labour or prostitution;
2. Consent: migrants usually consent to be smuggled; a trafficked person does not (or their "consent" is meaningless because they have been coerced);
3. Borders: smuggling always takes place across international borders; trafficking does not.

### **terrorism, terrorists**

A terrorist act is directed against victims chosen either randomly or as symbols of what is being opposed (eg workers in the World Trade Center, tourists in Bali, Spanish commuters). It is designed to create a state of terror in the minds of a particular group of people or the public as a whole for political or social ends. Although most terrorist acts are violent, one can be a terrorist without being overtly violent (eg poisoning a water supply or gassing people on the underground).

Does having a good cause make a difference? Whatever one's political sympathies, suicide bombers, the 9/11 attackers, and most paramilitary groups can all reasonably be regarded as terrorists (or at least groups some of whose members perpetrate terrorist acts).

Nonetheless we need to be very careful about using the term: it is still a subjective judgment – one person's terrorist may be another person's freedom fighter, and there are former "terrorists" holding elected office in many parts of the world.

Often, alternatives such as militants, radicals, separatists, etc, may be more appropriate and less controversial, but this is a difficult area: references to the "resistance", for example, imply more sympathy to a cause than calling such fighters "insurgents".

Note that the phrase "war on terror" should always appear in quotes.

**West Bank barrier** should always be called a barrier when referred to in its totality, as it is in places a steel and barbed-wire fence and in others an eight-metre-high concrete wall; if referring to a particular section of it then calling it a fence or a wall may be appropriate. It can also be described as a "separation barrier/fence/wall" or "security barrier/fence/wall", according to the nature of the article.

**Zionist** refers to someone who believes in the right for a Jewish national home to exist within historic Palestine; someone who wants the borders of that entity to be expanded is not an "ultra-Zionist" but might be described as a hardliner, hawk, or rightwinger.

You can be a leftwing Zionist, a rightwing Zionist, a secular Zionist or a religious Zionist – the word should, therefore, be used with great care.