

Guidelines for Authors:

Submission of Abstracts and Research Papers

- The language of the paper should be British English.
- The abstract should be of 100-200 words.
- Authors are invited to submit their original papers by emailing them to conference@maktabahjafariyah.org. The submissions should be in Microsoft Word format (e.g. DOC, DOCX, or RTF) for easy review and standardisation.
- Kindly ensure that the CV of the author is included with the submission.
- The name and other details of the author should not be visible anywhere on the manuscript.
- Any self-citation should be left blank until the paper is accepted.
- Each paper submitted should include an abstract of 100-200 words and five or six keywords.
- Although there is no specific length requirement, comprehensive papers usually range from 5,000 to 15,000 words. The papers, significantly shorter, may lack depth, while those that are much longer may diverge from their main topic.
- Papers should be original and not be under consideration for publication elsewhere.
- Unsolicited book reviews will not be accepted, but scholars interested in reviewing books are welcome to contact conference@maktabahjafariyah.org

Guidelines on Formatting

- Authors should use only standard formatting options such as italics, underline, bold, tab, return, superscript, subscript, endnotes, and simple tables when necessary. The default settings of your word processor should be maintained in the manuscript.
- One uniform font should be used throughout the text, e.g. Arial or Times New Roman, the modern versions of which contain all the Arabic characters and special diacritics.

Guidelines on Style

- Authors should adopt British English spellings and style conventions. Use en-dashes with a space on either side [–], not em-dashes [—], and single quotation marks for direct

- speech, reserving double quotations for quotes within quotes.
- Non-English words not assimilated into the English language should be italicised, except for proper nouns.
- Use of bullet points should be avoided.
- Quotations exceeding 40 words should be fully indented, and the beginning of each new paragraph should be indented.
- Use a comma before the final 'and' in a list. For example: 'one, two, and three' rather than 'one, two and three'.
- Use one space after full stops.
- When citing Hijri years, the dates should be followed by 'AH', unless it is clear what calendar is being used from the context. For the Iranian calendar, use 'AH (solar)'.
- All non-English words, names, and titles must be transliterated with the exception of (a) naturalised words, and (b) modern personalities (such as published authors) with a single legally recognised spelling of their names (e.g. Seyyed Hossein Nasr, not Sayyid Ḥusayn Naṣr).
- Arabic, Farsi, and Urdu words and names should be transliterated using our [transliteration system](#). Words from other languages should be transliterated according to a standard system.

Referencing

General Principles

Authors may select either the author-title referencing method or the author-date 'Harvard' system, in accordance with scholarly conventions. The author-title approach is particularly appropriate for referencing classical and historical works, whereas the author-date format is typically favoured for modern academic publications. Regardless of the system employed, please adhere to the following standards:

- Titles of books and academic journals are to be presented in italics.
- Titles of journal articles and book chapters are to appear within single quotation marks.
- Journal titles must be given in full and should not be abbreviated.
- If the precise publication date is unavailable, an estimated date preceded by 'circa' (e.g., 'c.1921') should be provided.

For comprehensive details on style, refer to R. M. Ritter (ed.), *The Oxford Style Manual* (Oxford: Oxford University Press, 2016), or consult the *MHRA Style Guide*.

Author-Title Method

References should be indicated using Arabic numerals and detailed in corresponding endnotes. For subsequent citations, you may omit the full publication details, providing only the author's name and a page reference where appropriate. 'Ibid.' may be used to indicate consecutive references to the same source. References should be formatted according to the examples below.

Book: Muhammad ibn Ya‘qub al-Kulayni, *Usul al-Kafi II* (Beirut: Dar al-Adu’, 1992), bk. 1, ch. 1, p. 8, no. 6.

Edited book: Alan G. Padgett (ed.), *Reason and the Christian Religion: Essays in Honour of Richard Swinburne* (New York: Oxford University Press, 1994).

Translated book: Mohammad ibn Hasan al-Tusi, *A Concise Description of Islamic Law and Legal Opinions*, trans. A. Ezzati (London: ICAS Press, 2008), 275.

Article in edited book: Philip L. Quinn, ‘Swinburne on Guilt, Atonement, and Christian Redemption’, in *Reason and the Christian Religion: Essays in Honour of Richard Swinburne*, ed. Alan G. Padgett (New York: Oxford University Press, 1994), 277–300.

Article in journal: Ruhollah Bockmier, ‘Discriminating between Inequalities: John Rawls and Ayatullah Muhammad Baqir Sadr on Distributive Justice’, in *Journal of Shi‘a Islamic Studies*, vol. 1, no. 2 (Spring 2008), 76–94.

Webpage: John W. Limbert, *Negotiating with the Islamic Republic of Iran: Raising the Chances for Success – Fifteen Points to Remember* (United States Institute of Peace, 2008) <http://www.usna.edu/MiddleEastUSIP%20Special%20Report%2001%202008.pdf>. Accessed 2 July 2009.

E-mail: E-mail from John Smith to James Watkins, ‘Islamic Studies Course Content’ (14:53, 23 September 2010).

Author-Date (Harvard) Method

This referencing system is prevalent in the social sciences. When using the author-date method, citations should be made using the surname of the author and the year of publication of their work, as follows:

- Sadr (2003: 69–71) explores metaphorical language in jurisprudence.
- It has been contended that a genuine appreciation of Islamic social customs arises only when they are viewed with an understanding of the specific contexts in which they develop (Smith 1998).
- Griffel (2009) offers a comprehensive examination of the renowned classical Islamic theologian, Abu Hamid al-Ghazali, encompassing both an account of his life and an analysis of his philosophical thought.

‘Ibid.’ is not used in this system. Full details of all references cited should be listed at the end of the paper in the references section. Use single letters to distinguish multiple works by the same author in the same year, e.g., 1995a, 1995b, 1995c. References should be formatted according to the examples below:

Book: Locke, John (1975). *Essay Concerning Human Understanding*, Oxford: Clarendon Press.

Edited book: Clarke, P. (ed.) (1988). *Islam*, London: Routledge.

Translated book: Tabataba'i, Muhammad Husayn (2003). *The Elements of Islamic Metaphysics*, trans. Ali Quli Qara'i, London: ICAS Press.

Article in edited book: Nyang, S. S. (1988). 'Islam in North America', in *Islam*, ed. P. Clarke, London: Routledge.

Article in journal: Gilliat-Ray, S. (1998). 'Multiculturalism and Identity: their Relationship for British Muslims', in *Journal of Muslim Minority Affairs* XVII, no. 2, 347–354.

Webpage: Rizvi, Sajjad (2009). 'Mulla Sadra', in *The Stanford Encyclopedia of Philosophy* (Summer 2009 Edition), ed. Edward N. Zalta <<http://plato.stanford.edu/archives/sum2009/entries/mulla-sadra/>>. Accessed 12 November 2009.

E-mail: Williamson, Brian (2005). E-mail from Brian Williamson to Catharine White, 'New Perspectives' (09:15, 1 January 1999).

Copyright

Authors are responsible for obtaining permission for any copyrighted material used within their papers.

After Submission Process and Guidelines

The following process applies to papers submitted for the conference:

- All submissions will receive an acknowledgement of receipt by email.
- Papers will undergo an initial editorial review, followed by a double-blind peer review by at least two academic referees selected by the Academic Review Committee. This phase may take several weeks.
- The authors will be notified of the revision that may be required in the paper. The author will need to incorporate all the requested revisions within the stipulated time.
- The author will be notified of the final acceptance after the Academic Review Committee reviews the revisions done by the author.
- In case of co-authorship, only one author will be allowed to present the paper.
- Limited travel funding may be available to participants.