

***ENCYCLOPEDIA OF THE MIDDLE EAST AND SOUTH ASIA***

**REFERENCE GUIDE**

The materials that follow have been compiled to guide your work as a contributor for the forthcoming publication by Sharpe Reference, *The Encyclopedia of the Middle East and South Asia*. Please read all relevant sections carefully and consult them again during the course of your work.

**I. CONTRIBUTOR GUIDELINES ..... 1**

**II. MANUSCRIPT FORMATTING AND SUBMISSION ..... 4**

**III. STYLE GUIDE ..... 7**

**APPENDIX: SAMPLE ENTRY ..... 12**

## I. CONTRIBUTOR GUIDELINES

This five-volume encyclopedia to be published by M.E. Sharpe is conceived with readers of varying levels in mind. Though we invite and encourage scholars of varied disciplines to contribute their knowledge and expertise, it is important to note that the intended audience of the encyclopedia is not primarily or exclusively the academic professional. The encyclopedia will of course aid in the advanced research of college students, but it will also be accessible to high school students and other interested readers outside of the academic community. Additionally, the editorial board of the *Encyclopedia of the Middle East and South Asia* is particularly interested in demonstrating how the regions of the Middle East and South Asia have interacted over time. It should also be noted that the encyclopedia is primarily focused upon culture, history, religion, geography, and archeology. While politics, economics, and current events will not be ignored, such topics will be subsumed under the broader discussion of culture, history, geography, etc. Articles in the Encyclopedia will be organized according to a five-level schema, with level one representing the most general or basic topics, and level five representing the most specific.

Level one entries will be allotted between 1000 and 1500 words. Level two entries will be allotted 750 words. Level three entries will be allotted approximately 500 words, and level four entries will range from 200 to 250 words. Level five entries, conversely, will be approximately 50-100 words. **Refer to your assignment letter and contract for your specific assignment. Please do not exceed the word limit.**

The guidelines that follow are designed to ensure the integrity and reliability of our publications. Please read them carefully before you begin to write.

### *Audience and Reading Level*

The reference work to which you are contributing is aimed at students at varying levels and general readers, in addition to a scholarly audience. Your writing therefore should be clear, organized, and accessible, so that an average reader unfamiliar with the subject can easily grasp the material you present. Your prose should be both engaging and informative. Avoid jargon, complex terminology, and esoteric allusions. Please note that you are preparing an encyclopedia entry, not a journal article. Re-read your first draft and edit it rigorously before submission.

### *Informational Content*

Keep your contribution fact-based. Do not focus primarily on what other scholars have written. Please be as specific as possible, and keep in mind the diversity of the audience.

**Check your facts.** Use multiple and reliable sources and be sure to double-check all dates, name and place spellings, and other factual details. An encyclopedia is too information-intensive for any one person to corroborate all facts in all entries, so the accuracy of your article is ultimately at your command.

Use quoted material sparingly and do not include footnotes. If quotations are used, then both the content and person whom you are quoting should be absolutely integral to the primary topic. Always introduce the quote with the name of the person and title of the work (with publication date) from which it derives— e.g., As Mohammed Ali Jinnah notably announced in his speech inaugurating the constituent assembly (August 11, 1947), “You are free. You are free to go to your temples. You are free to go to your mosques or any other place of worship in the State of Pakistan.”

### ***Objectivity and Balance***

Bring an objective, unbiased, and directly articulated point of view to your text. Avoid advocacy, editorializing, or special pleading in any form. When there is a fundamental disagreement over facts, evidence, or their interpretation, present the debate in a fair and balanced manner. Entries on related topics should be complementary and mutually supportive, rather than repetitive or contradictory.

### ***Organization and Structure***

Generally, entries should follow a basic “pyramid” structure. The lead sentence should provide a succinct identification or definition of the subject. The rest of the initial paragraph should summarize the essential information about the subject by stating the importance of the particular period or field of study. Succeeding paragraphs should follow a logical progression, whether it is chronological or otherwise. Do not end the article merely by reiterating information or observations.

Level one and level two contributions must have a separate outline that details the organization of the article. Outlines must be submitted as a separate Microsoft Word document and must specifically detail the primary subject headings by which the content of the contribution is organized. Within each subject heading, there should be one to two brief summary statements that indicate the content within those subject headings.

The contributor’s name should appear at the end of the article, above any supplementary material (i.e. further readings), in *italic* type, flush left.

### ***Further Reading List***

Entries of more than 500 words should include a further reading list. The further reading list should cite books, articles, and other sources recommended for further reading by the target audience. As a general rule, include one citation for every 250-300 words.

### ***A Final Word***

Remember that the primary responsibility for text quality lies with you. It is important that you give your work a consistent and logical structure, cover your subject in a straightforward, information-intensive style, double-check your facts and edit your prose before submitting your entry, and leave no loose ends. Your project editor and our editorial staff will verify that your manuscript serves its function, conforms to the style of the

Encyclopedia of the Middle East and South Asia, and is ready for production. We cannot assume responsibility for completing work that an author has left rough or incomplete.

## II. MANUSCRIPT FORMATTING AND SUBMISSION

IF YOU HAVE ANY QUESTIONS ABOUT PREPARING AND SUBMITTING YOUR MANUSCRIPT, PLEASE CONTACT US FOR GUIDANCE.

Your contacts are:

Gordon Newby, [gnewby@emory.edu](mailto:gnewby@emory.edu)

Sarita Alami, [salami@emory.edu](mailto:salami@emory.edu)

### FORMAT

**Maintain consistency and follow the below mentioned rules.**

All articles must be double-spaced and paginated with standard 1” margins. **12-point Times New Roman font is required.**

Do not use hyphenation or justification.

Do not use automatic functions for numbering, outlining, or bullets. Please insert these items manually.

Use the line-feed (carriage return) only at the end of a paragraph, not the end of each line.

Do not use a line space between paragraphs unless it is a necessary part of the text

Do not use footnotes or endnotes.

For in-text quotations, follow the contribution guidelines (see pg. 2)

**Layout** (see Appendix sample, pg. 12)

On the first page of the article, begin typing:

**Entry Title in upper and lower case, bold, flush left; if title is a person, invert the name and include birth and death years in parentheses.**

[line-space] Begin first line of text flush left. Do not use returns at the end of lines.

Each successive paragraph is indented one tab, *except* after a subhead (align left). Do not use a line-space between each paragraph. At the end of the article, insert one line-space and then type the author’s name and sources, as below. [line-space]

*Author’s name, flush left, italicized*

[line-space] **Further Reading List, upper and lower, bold** (as defined in the Contribution Guidelines)

### ***Tables, Figures, Graphics***

Feel free to include tables, charts, diagrams, and graphs with your article, if appropriate. Depending on the size of the item, each can count for one-third to one-half a page of manuscript. Please do not include more than one table per 1,000 words.

Create tables using the table utility in Microsoft Word or as an Excel spreadsheet. Do *not* construct tables by using tabs in a Word document. If you are not sure how to create a table, please contact us for help.

Submit each item in its own separate file *and* as a printout. Include source information and indicate the program used to create it. Make sure that each table or chart printout is clearly identified and that placement in the text is indicated.

Submit diagrams, charts, or other graphic elements as *camera-ready art*. Use photocopies of the originals to note labels and special symbols. If you submit the art on compact disk, also provide clean, laser (*not* inkjet) printouts.

Tabular information and figures should be associated with a particular passage in the text; type <<**XXX Near Here**>> (bold letters in double brackets) at the end of the appropriate paragraph.

*Example:*

... According to the 2000 U.S. Census, mortality rates decreased markedly in the last decade of the century. (line-space)

<<**Table 1.2 Near Here**>>

(line-space) Indent and begin the next paragraph of text

### **RIGHTS and PERMISSIONS**

If you are using a **table, figure, document**, or any other material that has already been published or is under copyright protection, you must secure written permission to use it *prior to submitting your entry*. In order to publish the material, we require nonexclusive world rights in all formats, including electronic. Be sure to contact us regarding any permissions you may require and to receive a copy of our standard request letter. Do *not* pursue publication rights on our behalf without doing so.

**Photographs and other illustrations** are typically acquired by professional researchers, but we welcome general or specific suggestions from project editors and contributors alike. Be advised, however, that publication rights must be ensured for all images that appear in our works. We require nonexclusive world rights in all formats, including electronic. Please contact us before pursuing publication rights.

## **SUBMISSION**

**Submission of manuscript to the editorial board:** Submit your contributions on compact disk, via email, *and* as a double-spaced printout directly to the following address on or before the deadline as stated in your assignment letter and contract.

Gordon D. Newby  
Professor and Chair  
Department of Middle Eastern and South Asian Studies  
Emory University  
S-312 Callaway Center  
537 Kilgo Circle  
Atlanta, GA 30322

Be sure to keep backup copies of the disks and printouts, as well as all notes and source materials, until the Encyclopedia is published.

### ***Electronic Specifications***

**Compact Disks:** Label the CD with the assigned headwords, author's name, date of submission, and software). Each item—article, table, figure, or other—should be saved and submitted in a separate file.

**Filenames:** Use filenames that identify the content of the file and that cause them to fall into a natural order (usually alphabetical). *Example:* “Jinnah, Mohammed Ali” and “Jinnah, Mohammed Ali Table”

**Word processing:** Microsoft Word (required)

**Tables, Figures:** Microsoft Word or Microsoft Excel

**Illustrations/Graphics:** JPG or TIF

**PDF Files are *not* acceptable.**

### III. STYLE GUIDE

*The Encyclopedia of the Middle East and South Asia Reference style is essentially that of The Chicago Manual of Style, 15th Edition. Usage and spelling are essentially those of Merriam-Webster's Collegiate Dictionary, 11th Edition.*

#### ***Spelling***

Geographical names should be given in standard English spellings when available.

Use American English usage and spelling, not British English: labor, *not* labour; defense, *not* defence; among, *not* amongst. In Sharpe publications, the preferred transliteration system for Russian is the modified Library of Congress system (without diacritical marks or ligatures) (see *Chicago Manual*, 10.116, Table 10.3). For the romanization of Chinese use pinyin (Beijing, *not* Peking; Qing, *not* Ch'ing). Avoid the use of contractions, except in direct quotes.

#### ***Dates and Time***

Keep dates standard and consistent. *Examples:* June 12, 1988, *not* 12 June, 1988, *not* June 12th, 1988 (unless in a title) January 1991, *not* January of 1991 or January, 1991 October 1994, *not* Oct. 1994

For ancient dates, use B.C.E. and C.E. (Before Common Era and Common Era), rather than B.C. and A.D. They should be in SMALL CAPS. Spell out centuries: seventeenth century, twenty-first century. Delete apostrophe in decades: 1990s, *not* 1990's. Do not abbreviate decades: 1960s, *not* 60s or '60s; 1970s and 1980s, *not* 1970s and 80s. Keep seasons in lower case: spring 1997, *not* Spring 1997, *not* the spring of 1997. Date-range style: 1962–1965; 1897–1902 (en dashes, *not* hyphens); from 1964 to 1968, *not* from 1964–1968.



## ***Numbers***

Do not begin a sentence with a numeral.

Spell out single-digit numbers, and use numerals for two-digit numbers (10) and above (three French hens, 144 in a gross, 56-year-old president, four and 20 blackbirds) Use a comma in a number of four or more digits, unless a page number or year (1,000 and 26,552, *but* page 1000 and 1942).

Spell out ordinal numbers: (first, ninety-ninth, *not* 1st, 99th). *Exception*: 37th Congress, 106th Congress Spell out percent: 25 percent, *not* 25%. Spell out and hyphenate fractions: one-eighth. Large numbers: 1 million or 6 million, *not* 1,000,000 or six million; 100,000 *not* 100

thousand. Use a zero to open decimal fractions (0.3). Monetary values: \$17 million, *not* 17 million dollars; £45, *not* 45 pounds sterling. Time: 4:00 A.M. or 9:45 P.M. *not* four o'clock or nine forty-five (A.M. and P.M. should be in

SMALL CAPS). Leave spaces before and after the colon in a ratio (1 : 1). Elide page numbers (153–76).

## ***Punctuation***

Use serial comma: I like coffee, tea, and beer; *not* I like coffee, tea and beer. No periods in abbreviations or acronyms: FBI, *not* F.B.I.; PRC, *not* P.R.C. *Exception*: U.S. (used as an adjective only), *not* US.

Close spaces between initials: T.S. Eliot; W.E.B. Du Bois. When using full dates, commas precede and follow the year; when using full place names, commas precede and follow the state. *Example*: Before I visited Washington, D.C., on October 26, 1994, I visited Hartsdale, New York, and Burlington, Vermont.

## ***Capitalization***

Capitalize only singular proper nouns and true proper adjectives: Middle East and Southeast Asia.

In titles, do not capitalize conjunctions, articles, and prepositions (and, the, in) unless they contain more than four letters (Around) or are integral to a verb (Work Out).

### ***Italicization***

Italicize the titles of books, periodicals, plays, operas, motion pictures, poetry collections or long poems, works of art (paintings, statues), and television and radio programs.

Italicize legal cases; use abbreviation *v.* for versus; and give date in parentheses if it is not supplied in sentence or context. *Example:* In *Brown v. Board of Education* (1954), the Supreme Court outlawed segregation in public schools.

Use roman type and quotation marks for the titles of articles, chapters, essays, short stories, songs, and unpublished works.

If a relatively unfamiliar foreign term (*khozraschet*) will be used repeatedly throughout a text, it is advisable to italicize and define the term the *first* time it is used, and thereafter leave it in roman type.

Do not italicize Latin or other foreign-language expressions that are in general use or appear in the dictionary (status quo, ad hoc, perestroika, vis-à-vis, etc.).

Names of institutions or organizations (e.g., Bundestag; Goskomstat) should *not* be italicized even if the translation is provided.

### ***Hyphenation***

Hyphenate adjectival forms (middle-class neighborhood, well-regarded attorney, eighteenth-century England, long-term results), but not adverbial modifiers ending in -ly (fully automated systems, newly arrived immigrant).

“Object + gerund” compounds (problem solving) are generally not hyphenated except when used adjectivally (word-processing systems, decision-making abilities).

Close up prefixes (prewar) unless the root is capitalized (post-Soviet), or complex (post-Cold War), or begins with the same vowel that ends the prefix (anti-intellectual).

### ***Internet Terms***

Web site World Wide Web,  
the Web Internet Intranet  
home page

### ***Miscellaneous***

Do not use e.g., i.e., and etc.

Always provide full names and titles of persons referred to in article upon first mention. *Example:* To avoid impeachment, President Richard Nixon resigned from office in August 1974. Vice President Gerald Ford became president and pardoned Nixon one month later.

When citing a U.S. representative or senator, write out full title and name, followed by party affiliation/state abbreviation. State abbreviations should follow Postal Service style. *Example:* Senator Joseph McCarthy (R-WI), Representative James G. Blaine (R-ME).

Most titles are lowercased unless followed by a personal name: the president, the president of Kyrgyzstan, or Prime Minister Golda Meir.

Do not include honorifics: Mr., Mrs., Miss, Ms.

When citing an organization, always write out the full name. If you are going to cite it again, place initials in parentheses after first mention. If you are not citing the organization again, omit initials. *Example:* The Federal Bureau of Investigation (FBI) issued a statement. . . . When contacted, the FBI director refused to comment.

Avoid and/or and most phrases with slashes.

Avoid he/she and (s)he.

Avoid sexist, dated, and inappropriate language.

### ***Further Reading List***

The terms Inc., Co., Publ., Ltd., Press, and the like should *not* appear in the bibliography with the publisher's name; but do include Verlag, and Press only when referring to a University Press. *Thus:* Basic Books; McGraw-Hill; Wiley; Springer Verlag; Politizdat; Nauka; New York University Press.

Use two-letter Postal Service codes to abbreviate the names of states in bibliographic entries (NY, CA, MA); do not use periods between letters (including Washington, DC);

Do not include the state abbreviation for publishers in major metropolitan areas (New York, Los Angeles, Philadelphia, London) or if the state is evident from the publisher (Albany: State University of New York Press).

Spell out author's full first name where available, *not* initials.

### **Samples**

*Books by authors:* Doe, John, Jr. *American Immigration*. New York: Oxford

University Press, 1990.

Smith, Anne B., and Richard Jones. *No Going Back: The High-Tech Revolution*. Westport, CT: Greenwood, 1998.

*Books by editors:*

Treadwell, Edward F., ed. *The Constitution of the State of California*. San Francisco: Dutton, 1923.

*Articles in books/compiled volumes:*

Roe, Richard. "Immigration in Texas." In *Immigrants of America*, ed. Arthur Schlesinger Jr., 499-513. Washington, DC: Georgetown University Press, 1999.

*Articles in journals:*

Roe, Jane. "Immigration in California." *International Immigration Review* 50:2 (August 1974): 432-59.

*Government reports:*

House of Representatives, Committee on Un-American Activities. *Investigation of Un-American Activities in the United States*. 79th Cong., 2d Sess., January 30, 1999.

## APPENDIX: SAMPLE ENTRY

[labels in brackets are for identification purposes only, do not include in manuscript]

### **Ka’bah**

The Ka’bah, “cube,” located in Mecca, is the shrine at the center of the Muslim world.

Referred to as the “House of God,” it is the central point on earth toward which all Muslims face when performing daily prayers. One of the major religious obligations in Islam is making pilgrimage to the Ka’bah at least once in a Muslim’s life.

The present Ka’bah is a cube-like building made of local Meccan granite and Yemeni mortar. It is 50’ high, 40’ on its longest side and about 35’ on its shorter walls. It is hollow, with a door on the long side about 7’ above the ground, necessitating rolling stairs to enter. The corners are situated roughly on the points of the compass, with the eastern corner containing the Black Stone that has been the major feature of the structure since pre-Islamic times. Inside the Ka’bah, there are gold and silver lamps hanging from a ceiling supported by wooden pillars. The Ka’bah is covered by a black cloth brocaded in gold and silver, called the *Kiswah*, “curtain,” containing the words of the declaration of faith and quotations from the Quran. This covering is renewed each year, with the old cloth cut into pieces as relics for the pilgrims.

The history of the Ka’bah shows that the Black Stone is the primary focal point of Muslim veneration but is not an object of worship, since only the aniconic Allah is worshipped. While we have only slight mention outside of Muslim accounts of the history of the Ka’bah, we are told that it was destroyed and rebuilt several times in Muhammad’s lifetime and afterward by war, fire, and flood. In one incident, the Black Stone, which is really a dark reddish brown, was cracked into three pieces and several fragments and is

now encased in a heavy silver bezel to hold it together. During Muhammad's Farewell

Pilgrimage, he kissed the Stone during his circumambulation, which action has become

customary for pilgrims since. The circumambulation, which is counter-clockwise, is made as

close to the Ka'bah as possible.

The pre-Islamic records of the Ka'bah indicate that it was an ancient shrine and place of sacrifice. The geographer Ptolemy refers to Mecca as *Macoraba*, a term that is likely cognate with South Arabian *mikrab*, "temple", and Northwest Semitic *qurban*, "sacrifice." Arabic records indicate that the Ka'bah was a place of pagan sacrifice until the arrival of Islam. Quranic verses and Muslim legends assign an importance to the Ka'bah similar to the position of the Jerusalem Temple for Judaism. Many Western scholars have pointed to similarities among stories about the two shrines. It is said to be at the center of the earth and the location at which Adam first performed worship of God. It is held to be directly beneath a heavenly counterpart that some hold to be the "real" Ka'bah. Under heavenly guidance, it is said to have been first constructed by Abraham and his son Ishmael when the *Sakinah* circled the spot and instructed them to build. The Black Stone is said to have been brought from heaven by the angel Gabriel giving rise to modern, secular speculation that the stone is meteorite. The nearby well of Zamzam was the source of water for Ishmael and Hagar when they were cast into the desert. Abraham was the first to institute the Pilgrimage (Arabic: *Hajj*), and it is held to be the location of the graves of Abraham, Ishmael, Hagar and a number of prophets. In the process of rebuilding the Ka'bah in Muhammad's early life, a pry bar was placed under the foundation stone to move it, and the whole earth is said to have shook, indicating that it was the foundation of the world. In this reconstruction, Muhammad acted to resolve a conflict over who would

have the honor of restoring the Black Stone by placing it in his cloak and having a representative of each Meccan clan lift the stone into place.

With Muhammad's conquest of Mecca in 8 A.H./629 C.E., the accretions and numerous pagan idols that had become associated with the Ka'bah were purged, and Islamic worship established. It is said that there were over three hundred and sixty different idols that had been moved into the Ka'bah. According to tradition, Muhammad left an image of Maryam, the mother of Jesus, intact inside of the cleansed Ka'bah. It is said to have been put there by the Coptic craftsman who helped the Meccans rebuild the shrine. This image was destroyed in the civil wars during the 'Umayyad period. The sacred precinct around the Ka'bah thus became the place that Muslims perform the *Hajj* and the Lesser Pilgrimage (Arabic:

*'Umrah*), including the annual ritual sacrifice.

In 64 A.H./683 C.E., during the attempt of 'Abd Allah b. az-Zubayr to gain the caliphate, the Ka'bah was nearly destroyed in the siege, and a subsequent fire cracked the Black Stone into three pieces. When the siege was lifted, the Black Stone was repaired with a silver bezel, and the Ka'bah was rebuilt and enlarged. In 74 A.H./693 C.E., the Umayyads conquered Mecca, killed az-Zubayr, and undid many of the alterations, returning the Ka'bah to a simpler form, which form it still retains. In 317 A.H./929 C.E., the Qaramatians carried off the Black Stone, which was restored after twenty years. While the Ka'bah itself has retained the general size and form it had in Muhammad's lifetime, much work has been done to improve the surrounding areas to accommodate the *Hajj* visitors. Since 1376 A.H./1956 C.E., the stones that paved the walkway around the Ka'bah were re-laid, an electric lighting system replaced the oil lamps, water taps provided, and the walkway between Safa and Marwah used for the ritual run covered by a tall ceiling. In

keeping with Wahhabi doctrines, the improvements in the Ka'bah have resulted in the elimination of saint-shrines and other buildings.

Nearly all branches of Islam have left the Ka'bah as a central part of Islamic religious practice, the Qaramatians being an obvious exception. In the Islamic mystical tradition, its importance has been re-interpreted and linked with a heavenly Ka'bah that is, according to some, directly above the earthly shrine. Above all, the experience of visiting the Ka'bah is not veneration of the building or the Black Stone, but an aid to contemplation of God.

**Gordon D. Newby**

#### **Further Reading**

Peters, F.E. *The Hajj*, Princeton: Princeton U. Press, 1994. Peters, F.E. *Jerusalem and Mecca: the Typology of the Holy City in the Near East*, New York: New York University Press, 1987 Spicer, Beverly White *The Ka'bah*, Lanham: University Press of America, 2003.