



# AL-MA'RIFA STYLE GUIDE

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## Article Format

This section provides a guide to the mandatory layout and formatting standards for submitting documents to al-Marifa. These guidelines are designed to ensure uniformity and professionalism across all submissions.

### Margins:

- **Margin Size:** Ensure margins are 2.54 cm on all four sides.
- **Document Size:** Set document size to "a4". (21 cm x 29.7 cm)

### Typeface:

- **English Font:** Use Brill font for English.
  - You may access the following folder to load the font onto your computer:  
"C:\Users\Muhammad Ishaaq\OneDrive - Al Marifa\Al-Marifa Style Guide\Fonts"
- **Arabic Font:** Use Scherzade for Arabic quotations:
  - You may access the following folder to load the font onto your computer:  
"C:\Users\Muhammad Ishaaq\OneDrive - Al Marifa\Al-Marifa Style Guide\Fonts"
- **Quotations from the Qur'an:** Specifically for quotations from the Qur'an, use "KFGQPC AN" font.
  - You may access the following folder to load the font onto your computer:  
"C:\Users\Muhammad Ishaaq\OneDrive - Al Marifa\Al-Marifa Style Guide\Fonts"
- **Main text:** Use twelve-point for the main text.
- **Main titles:** Use fourteen-point for main titles.
- **Subtitles:** Keep the size to twelve-point for subtitles.
- **Footnotes/ Endnotes:**
  - **Font Size:** Use ten-point for footnotes/ endnotes.
  - **Spacing:** Set spacing to 1.0.
- **Justification:** Apply normal justification.

### Layout:

- **Header:** The official [al-Marifa header](#) should be placed in the header section, positioned 1.25 cm from the top. The size should be set to 2.75 x 20.98 cm.
- **Footer:**
  - **Footer Position:** The footer should be set 1.25 cm.
  - **Disclaimer:** The disclaimer should be positioned in the footer of the first page, set 1.25 cm from the bottom.
    - The wording of the disclaimer will vary depending on the subject of the paper.

- Refer to the following document for the different disclaimers:  
 "C:\Users\Muhammad Ishaaq\OneDrive - Al Marifa\Al-Marifa Style Guide\Disclaimers.docx"
- **Logo Position + Size:** The al-Marifa logomark should be positioned on subsequent pages, with a size of 2.2 cm by 3.1 cm.<sup>1</sup>
- **Website URL Placement:** The website URL should be placed on subsequent pages, centred, and formatted in eleven-point font.

#### Spacing and Indentation:

- **Spacing:** Use 1.15 or 1.5 line spacing throughout the document,<sup>2</sup> except for the following:
  - Block quotations: Apply single spacing (1.0)
  - Block translations: Apply single spacing (1.0)
- **Indentation:**
  - **First Paragraph:** Do not indent the first paragraph of any section or subsection.
  - **Remaining Paragraphs:** Indent the “first line” all following paragraphs within each section or subsection by 1.27 cm.

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<sup>1</sup> A logo mark is the graphical or symbolic part of a logo that doesn't contain any text. It is often an icon, symbol, or design that visually represents a brand in a simplified form.

<sup>2</sup> Check with your project supervisor, as spacing differs from project to project.

## Quotations

- **General Rule:** Run-in quotations are part of the main text with quotation marks. Block quotations are set apart, indented, and don't use quotation marks.
  - Block quotes should start on a new line, be indented by **1.27 cm on both sides**, and use **size 10 font**.
- **Choosing What Type of Quotation to Use:** When choosing between run-in and block quotations, length is typically the deciding factor. Short quotations are usually run in "like this", while quotations of 50 words or more are often set as block quotations. Multi-paragraph quotations or those needing special formatting should also be set off.
- **Logical and Grammatical Flow:** When incorporating partial quotations into a sentence, ensure that the quoted text fits logically and grammatically, as though there were no quotation marks. Only include the essential portion of the original text.

**Example:** The narrator's constant references to "malicious code and obsolete data" detract from a more fundamental issue—that we are dumping "the burden of human history" onto computer hard drives.

- **No Comma to Introduce a Quotation:** Don't use a comma to introduce a quotation that is part of the sentence's structure. If the quotation fits naturally into the sentence, no extra punctuation is needed, unless required for other reasons.
- **Colon to Introduce a Quotation:** Use a colon to introduce a quotation when the introduction is a complete sentence. This often happens with phrases like "the following" or "as follows."

**Example:** The role of the author has been variously described. Henry Fielding, at the beginning of his History of Tom Jones, defines it as follows: "An author ought to consider himself, not as a gentleman who gives a private or eleemosynary treat, but rather as one who keeps a public ordinary, at which all persons are welcome for their money."

- **Bracketed Clarifications:** Use brackets to add clarifications, missing words, or corrections in a quote. Keep these additions minimal to avoid distracting readers. Brackets, not parentheses, should always be used for such changes.

## Source Citations and Bibliography

Chicago offers two citation systems. The first system, Notes and Bibliography, uses footnotes or endnotes combined with a bibliography. This approach provides flexibility by accommodating unusual sources and allowing for detailed commentary. It is especially favoured by writers in fields such as literature, history, and the arts due to its adaptability and thoroughness in citation.

The second system, Author-Date, involves using parenthetical citations within the text and a corresponding reference list. This method is preferred in the sciences and social sciences because it integrates citations directly into the text, making it easier to track sources. While it primarily uses parenthetical references, it can also include footnotes or endnotes if necessary.

Al Marifa will be using the Notes and Bibliography system.

### General Guidelines:

- **Footnote Citation System:** In the Notes and Bibliography system, citations are provided in footnotes or endnotes and are usually accompanied by a bibliography. Notes are numbered and correspond to superscript numbers in the text.
- **Notes and Bibliography Citations:** If the bibliography includes all works cited in the notes, the notes need not duplicate the source information in full because readers can consult the bibliography for publication details and other information. In works with no bibliography or only a selected list, full details must be given in a note at first mention of any work cited; subsequent citations need only include a short form.

### Footnote/ Endnote Guide:

- **Note Format (Refer to table 1 for format and examples):**
  - A footnote or endnote typically includes the author's name, title, and publication details, listed in that order.
  - Elements are separated by commas, and publication details are enclosed in parentheses.
  - Authors' names are given in standard order (first name first).
  - Titles are capitalized in headline style, italicized for larger works (books, journals) and in quotation marks for smaller or unpublished works (chapters, articles).
  - Terms like "editor" and "volume" are abbreviated.
- **Placement of Note Number:** A note number should generally be placed at the end of a sentence or at the end of a clause:

**Example:** "This," wrote George Templeton Strong, "is what our tailors can do."<sup>1</sup>

**Example:** It was the hour of "national paths" toward socialism;<sup>9</sup> but that expression, which turned out to be temporary, was more an incantation than a discovery.

- **Basic Structure of the Short Form:** The most common short form consists of the last name of the author and the main title of the work cited, usually shortened if more than four words:
  - **Long Form:** Margaret Walters, *Feminism: A Very Short Introduction* (United States: Oxford University Press, 2005) 64-65
  - **Short Form:** Walters, *Feminism: A Very Short Introduction*, 64.
  - **Separation of Page Numbers:** Page numbers are separated with an en-dash (CTRL + -)
- **Note That Applies to an Entire Chapter:** A note that applies to an entire chapter should be unnumbered and is preferably placed at the foot of the first page of the chapter preceding any numbered notes.
- **Multiple Note References:** More than one note reference should never appear in the same place (such as<sup>5,6</sup>); however, a single note can contain more than one citation or comment.
- **Quoting a Source in Succession:** When quoting the same source consecutively, you may further shorten the citation as follows:

Walters, *Feminism*, 64.

- **Quotation Within a Note:** When a note includes a quotation, place the source after the punctuation. There's no need to enclose the entire source in parentheses. Avoid changing existing parentheses to brackets, as this can create unnecessary clutter.

Example: 1. One estimate of the size of the reading public at this time was that of Sydney Smith: "Readers are fourfold in number compared with what they were before the beginning of the French war. . . . There are four or five hundred thousand readers more than there were thirty years ago, among the lower orders." Letters, ed. Nowell C. Smith (New York: Oxford University Press, 1953), 1:341, 343.

### Bibliography Guide:

- **Overview:** While not all annotated works require a bibliography, as full details can be provided in the notes, an alphabetical bibliography offers several benefits. It provides an overview of the sources used, indicating the scope of the author's research, and serves as a helpful reference for shortened note forms.
- **Bibliography Format (Refer to table 1 for format and examples):**
  - In a bibliography entry, elements are separated by periods, and publication details are not enclosed in parentheses.

- The first author's name is usually inverted (last name first) and entries are alphabetized by this name.
  - **Arabic Names:** Alphabetize Arabic last names that begin with the particle *al-* or *el-* ("the") under the element following the particle. Names that begin with *Abu*, *Abd*, and *Ibn*, like English names beginning with *Mac* or *Saint*, should be alphabetized under these terms.
- **Example:** *Al-Ghazālī* will be alphabetized under "G" and not "A". *Ibn Rushd* will be alphabetized under "I" and not "R".
- Titles are capitalized headline-style, italicized for larger works, and in quotation marks for smaller or unpublished works like dissertations and theses.
- Noun forms like "editor" and "volume" are abbreviated, while verb forms such as "edited by" are spelled out.
- The first word of the entry is capitalized unless it would normally be lowercase.

- **Layout:**

- Apply 1.27 cm "hanging indent" for each entry i.e, the 2<sup>nd</sup> line onward is indented.
- Single space each entry (1.0 line spacing)
- **3 Em Dash for Multiple Entries of the Same Author:** If an author or editor has multiple works listed in the bibliography, you only need to write their name in full for the first entry. For subsequent entries by the same author, you can replace their name with a 3 em dash (———) to indicate that the same author is responsible for those works.

- **Inserting the 3em dash:**

1. Press Ctrl + Alt + - (minus key) three times.
2. Change the three dashes to Times New Roman to create a full 3 em dash.

**Example:**

*Smith, John. Understanding History. Chicago: University of Chicago Press, 2020.*

———. *The Modern Era. Chicago: University of Chicago Press, 2022.*

———. *Cultural Perspectives on History. Chicago: University of Chicago Press, 2023.*

### Example Bibliography:

Al-Ghazālī, Abū Ḥāmid. *Qaḍiyat al-taşawwuf: al-Munqidh min al-dalāl*. Fifth Edition. Edited by 'Abd al-Ḥalīm Maḥmūd. Cairo: Dār al-Ma'ārif, n.d.

\_\_\_\_\_. *Al-Mustasfā min 'ilm al-uṣūl*. Edited by Aḥmad Zakī Ḥammād. Cairo: Sidra & Dār al-Maymān, 2009.

\_\_\_\_\_. *Iḥyā' 'ulūm al-dīn*. 9 vols. Jeddah: Dār al-Minhāj, 2011.

Al-Ḥamawī, Aḥmad. Ghamz 'uyūn al-baṣā'ir sharḥ al-Ḥamawī 'alā al-Ashbāh wa al-naẓā'ir li Ibn Nujaym. Karachi: Idārat al-Qur'ān wa al-'Ulūm al-Islāmiyya, 1432 AH.

Al-Ḥanbalī, Ibn Rajab. "Warāthat al-anbiyā': Sharḥ Ḥadīth Abi al-Dardā'" In *Majmū' rasā'il Ibn Rajab al-Ḥanbalī*. Edited by Abū Muṣ'ab Ṭal'at b. Fu'ād al-Ḥulwānī. 4 vols. Cairo: al-Fārūq al-Ḥadītha, 2003.

### Format of Book Citations:

The following templates show what elements should be included in what order when citing several common types of sources in notes (N) and bibliographies (B). They also show punctuation, capitalization of titles, and when to use italics or quotation marks. ## stands in for footnote number. XX stands in for page numbers actually cited, YY for a full span of page numbers for an article or a chapter.

Table 1

Type	Note	Bibliography
Single Author or Editor	Author's First and Last Names, <i>Title of Book: Subtitle of Book</i> (Place of Publication: Publisher's Name, Date of Publication), XX-XX.	Author's Last Name, Author's First Name. <i>Title of Book: Subtitle of Book</i> . Place of Publication: Publisher's Name, Date of Publication.
	<b>Example:</b> Margaret Walters, <i>Feminism: A Very Short Introduction</i> (New York: Oxford University Press, 2005), 64–65.	<b>Example:</b> Walters, Margaret, <i>Feminism: A Very Short Introduction</i> . New York: Oxford University Press, 2005.
Multiple Authors (2-3)	##. Author #1's First and Last Names and Author #2's First and Last Names, <i>Title of Book: Subtitle of Book</i> (Place of Publication: Publisher's Name, Date of Publication), XX–XX.	Author #1's Last Name, Author #1's First Name, and Author #2's First and Last Names. <i>Title of Book: Subtitle of Book</i> . Place of Publication: Publisher's Name, Date of Publication.

	<b>Example:</b> Șalāh 'Abd al-Fattāḥ al-Khālidī and Ҳudhaifah Șalāh al-Khālidī, <i>Al-Madkhal ilā 'ilm al-tafsīr</i> (Amman: Dār al-Nafā'is, 2019), 53-55	<b>Example:</b> Al-Khālidī, Șalāh 'Abd al-Fattāḥ and Ҳudhaifah Șalāh al-Khālidī. <i>Al-Madkhal ilā 'ilm al-tafsīr</i> . Amman: Dār al-Nafā'is, 2019.
<b>Book (More Than Four Authors)</b>	##. Author #1's First and Last Names et al., Title of Book ...	
	<b>Need to find an example.</b>	
<b>Author (s) Plus Editor or Translator</b>	##. Author's First and Last Names, <i>Title of Book: Subtitle of Book</i> , ed. Editor's First and Last Names (Place of Publication: Publisher's Name, Date of Publication), XX-XX.	Author's Last Name, Author's First Name. <i>Title of Book: Subtitle of Book</i> . Edited by Editor's First and Last Names. Place of Publication: Publisher's Name, Date of Publication.
	<b>Mullā Ilyās al-Kūrānī, <i>Hāshiyat al-Kūrānī 'alā sharḥ al-Taftāzānī li al-'Aqā'id al-Nasafiyah</i> ed. Bashīr Barmān (Beirut: Dār al-Kutub al-'Ilmiyyah, 2017) 67-69</b>	<b>Al-Kūrānī, Mullā Ilyās. <i>Hāshiyat al-Kūrānī 'alā sharḥ al-Taftāzānī li al-'Aqā'id al-Nasafiyah</i>. Edited by Bashīr Barmān. Beirut: Dār al-Kutub al-'Ilmiyyah, 2017.</b>
<b>Chapter in a Single Author Book</b>	##. Author's First and Last Names, "Title of Chapter" in <i>Title of Book: Subtitle of Book</i> , (Place of Publication: Publisher's Name, Date of Publication), XX-XX.	Author's Last Name, Author's First Name. "Title of Chapter". In <i>Title of Book: Subtitle of Book</i> , XX-XX. Place of Publication: Publisher's Name, Date of Publication.
	<b>Example: Samy A. Ayoub, "Case Studies of Late Ḥanafī Reasoning" in <i>Law, Empire, and the Sultan: Ottoman Imperial Authority and Late Ḥanafī Jurisprudence</i>, (New York: Oxford University Press, 2020), 39-56.</b>	<b>Example: Ayoub, Samy A. "Case Studies of Late Ḥanafī Reasoning." In <i>Law, Empire, and the Sultan: Ottoman Imperial Authority and Late Ḥanafī Jurisprudence</i>, 39-56. New York: Oxford University Press, 2020</b>
<b>Particular Volume from a Multi-Volume Work</b>	Author's First and Last Names, <i>Title of Book: Subtitle of Book</i> (Place of Publication: Publisher's Name, Date of Publication), Volume Number: XX -XX	Author's Last Name, Author's First Name. <i>Title of Book: Subtitle of Book</i> . Vol. Number. Place of Publication: Publisher's Name, Date of Publication.
	<b>Hibat Allah al-Tājī, <i>al-Taḥqīq al-bāhir sharḥ al-Ashbāh wa al-Naẓā'ir</i> (Istanbul: Dār al-Lubāb, 2021) 2:30 –33.</b>	<b>Al-Tājī Hibat Allah. <i>al-Taḥqīq al-bāhir sharḥ al-Ashbāh wa al-Naẓā'ir</i>. Vol.2. Istanbul: Dār al-Lubāb, 2021.</b>

<b>Multi-Volume Work as a Whole</b>	Author's First and Last Names, <i>Title of Book: Subtitle of Book</i> , ed., Editors Name, Number of Vols., (Place of Publication: Publisher's Name, Date of Publication).	Author's Last Name, Authors First Name, <i>Title of Book: Subtitle of Book</i> . Edited By Editors Name. Number of Vols. Place of Publication: Publisher's Name, Date of Publication.
	<a href="#">Muhammad Amīn Ibn Ābidīn, <i>Radd al-muhtār 'ala al-Durr al-mukhtār</i>, ed., 'Ādil 'Abd al-Mawjūd and 'Alī Muhammad Mu'awwad. 13 vols. (Riyad: Dār 'Ālam al-Kutub, 2003.)</a>	<a href="#">Ibn Ābidīn, Muhammad Amīn, <i>Radd al-muhtār 'ala al-Durr al-mukhtār</i>. Edited by 'Ādil 'Abd al-Mawjūd and 'Alī Muhammad Mu'awwad. 13 vols. Riyad: Dār 'Ālam al-Kutub, 2003.</a>

## Further Guidelines for Book Citations

### Place of Publication:

- **Place of Publication – City:** The place to be included is the one that usually appears on the title page but sometimes on the copyright page of the book cited—the city where the publisher's main editorial offices are located. Where two or more cities are given only the first is normally included in the citation.
- **No Place of Publication:** When the place of publication is not known, the abbreviation n.p. (or N.p. if following a period) may be used before the publisher's name. If the place can be assumed, it may be given with a question mark, in brackets.

[Example: \(n.p.: Windsor, 1910\)](#)

### Publishers Name:

- **Non-English Publishers' Names:** No part of a publisher's name in a language other than English should be translated, even if the city has been given in its English form.

[Example: Istanbul: Dār al-Lubāb](#)

### Date of Publication:

- **No date of Publication:** When the publication date of a printed work cannot be ascertained, the abbreviation n.d. takes the place of the year in the publication details. A guessed-at date may either be substituted (in brackets) or added.

[Example: Boston, n.d.](#)

[Example: Edinburgh, \[1750 ?\] or Edinburgh, n.d., ca. 1750](#)

## Journals

Journals are scholarly periodicals found mainly in academic libraries and require subscriptions. They may have "journal" in their title but not always, and they differ from magazines, which target a general audience. Journal articles usually include citations, while magazines do not. Many articles are accessible online through school libraries or databases, and when citing an online article, include the access date and URL. If using a database, you can mention the database name instead.

### Format of Journal Articles:

Table 2

Type	Note	Bibliography
Journal Article in Print	##. Author's First and Last Names, "Title of Article: Subtitle of Article," Title of Journal Volume Number, Issue Number (Date of Publication): XX-XX.	Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." Title of Journal Volume Number, Issue Number (Date of Publication): YY-YY.
	<b>Example:</b> 4. Alexandra Bogren, "Gender and Alcohol: The Swedish Press Debate," <i>Journal of Gender Studies</i> 20, no. 2 (June 2011): 156.	<b>Example:</b> Bogren, Alexandra. "Gender and Alcohol: The Swedish Press Debate." <i>Journal of Gender Studies</i> 20, no. 2 (June 2011): 155-69.
Journal Article Online	##. Author's First and Last Names, "Title of Article: Subtitle of Article," Title of Journal Volume Number, Issue Number (Date of Publication): XX-XX, URL.	Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." <i>Title of Journal Volume Number</i> , Issue Number (Date of Publication): YY-YY. Accessed Date of Access. URL.
	<b>Example:</b> 5. Binyamin Abrahamov, "A Re-Examination of al-Ash'arī's Theory of 'Kasb' According to 'Kitāb al-Luma'." <i>Journal of the Royal Asiatic Society of Great Britain and Ireland</i> , no. 2(1989): 210-21, <a href="http://www.jstor.org/stable/25212485">http://www.jstor.org/stable/25212485</a> .	Abrahamov, Binyamin. "A Re-Examination of al-Ash'arī's Theory of 'Kasb' According to 'Kitāb al-Luma'." <i>Journal of the Royal Asiatic Society of Great Britain and Ireland</i> , no. 2 (1989): 210-21. <a href="http://www.jstor.org/stable/25212485">http://www.jstor.org/stable/25212485</a> .

## Miscellaneous Citation Guidelines

### Websites

- **Citing Websites and Webpages:** To cite web pages or websites, include the following information as applicable:
  - The title or description of the specific page
  - The title of the site
  - The owner or sponsor of the site, and the URL.
  - If necessary, add "(website)" or "(web page)" for clarity. Include a publication date or a date of revision; if unavailable, provide an access date. For frequently updated resources, you may add a timestamp. Website citations are often included in notes, but if there are no notes, they can be listed in the bibliography under the site owner's name.

**Example for Notes:** 1. Tulayhah, "Ibn Kathir," Tulayhah: Profiles of Mufassirs, last modified August 8, 2021, <https://tulayhah.wordpress.com/mufassir-profiles/ibn-kathir/>.

**Example for Bibliography:** Tulayhah. "Ibn Kathir." Tulayhah: Profiles of Mufassirs. Last modified August 8, 2021. Accessed October 3, 2024.  
<https://tulayhah.wordpress.com/mufassir-profiles/ibn-kathir/>.

### Theses and Dissertations

- **Theses and Dissertations:** Thesis and dissertation titles are placed in quotation marks and not italicized, with the type of thesis, academic institution, and date following the title in parentheses for notes (but not for the bibliography). If accessed online, include a URL or, for documents from a commercial database, the database name and any identification number provided. For abstracts, add the word "abstract" after the title.

**Example of Note:** Aamir Bashir, "Private *Muftīs* in a Postcolonial State: A Study of Legal Reasoning Among Deobandī Ḥanafīs in Contemporary Pakistan (PhD diss., University of Chicago, 2022), 45.

**Example of Bibliography:** Bashir, Aamir. Private *Muftīs* in a Postcolonial State: A Study of Legal Reasoning Among Deobandī Ḥanafīs in Contemporary Pakistan. PhD diss., University of Chicago, 2022.

### Scriptural References

- **Reference to the Qur'ān:** References to the sacred and revered works of other religious traditions may, according to context, be treated in a manner similar to those of biblical or classical works. Citations of transliterated texts should indicate the name of the version or

translator. The Qur'ān is set in roman, and citations of its sections use Arabic numerals and colons (e.g., Qur'ān 19:17-21).

## Reference Works

- **Well-Known Reference Works:** Well-known reference books, such as major dictionaries and encyclopaedias, are normally cited in notes rather than in bibliographies.
- **Physical Edition:** if a physical edition is cited, not only the edition number, but also the date the volume or set was issued must be specified. References to an alphabetically arranged work cite the item (not the volume or page number) preceded by *s.v* (*sub verbo*).

**Example:** 1. *Encyclopaedia Britannica*, 15th ed. (1980), s.v. "salvation."

Most other reference works, however, are more appropriately listed with full publication details like any other book resource.

**Example:** 5. *MLA Style Manual and Guide to Scholarly Publishing*, 3rd ed. (New York: Modern Language Association of America, 2008), 6.8.2.

- **Reference Works Consulted Online:** Online reference works can be cited much like their printed antecedents; they are normally cited in the notes rather than in bibliographies. Include a URL as the last element of citation.

**Example:** 1. *Encyclopaedia Britannica Online*, Academic ed., s.v. "Arturo Toscanini," accessed April 6, 2016, <http://academic.eb.com/EBchecked/topic/600338/Arturo-Toscanini>.

## Introduction, Prefaces, Afterwords, and the Like:

- **Author of Introduction other than the Main Author:** If the author of the introduction or other part is someone other than the main author of a book, that author comes first, and the author of the book follows the title. In a bibliography entry, include the page number range for the part cited, as shown in the example below.

**Example of Note:** Muḥammad Rīḍwān Ḥarqasūsī, *Muqaddimat al-taḥqīq to al-Baḥr al-muhiṭ*, by Abū Ḥayyān al-Andalūsī, ed. Māhir Ḥabbūsh (Damascus: Dār al-Risālah al-‘Ilmiyyah, 2015).

**Example of Bibliography:** Ḥarqasūsī, Muḥammad Rīḍwān. *Muqaddimat al-taḥqīq to al-Baḥr al-muhiṭ*, by Abū Ḥayyān al-Andalūsī, 7–44. Edited by Māhir Ḥabbūsh. Damascus: Dār al-Risālah al-‘Ilmiyyah, 2015.

## Manuscripts Collections (I didn't have time to figure out our own examples pg 854):

- Manuscript version of books will be treated as books. The difference will lie in the publication details.

Footnote:

First name Last name, Title (Place: Library, MS #, Date of Manuscript AH), fol. #a/b.

[Ahmad ibn 'Alī al-Jaṣṣāṣ, \*Sharḥ al-Jāmi‘ al-kabīr\* \(Cairo: Dār al-Kutub al-Miṣrīya, MS 746, 720 AH\), fol. 27a.](#)

Bibliography

Last name, First name. Title. Place: Library, MS #, Date of Manuscript.

[al-Jassāṣ, Ahmad ibn 'Alī. \*Sharḥ al-Jāmi‘ al-kabīr\*. Cairo: Dār al-Kutub al-Miṣrīya, MS 746, 720/1320.](#)

Abū Ya‘qūb al-Buwaytī, *Mukhtasar al-Buwaytī* (Istanbul: Suleymaniye, Murad Molla, MS 1189, 625/1228), fol. 30b

## Transliteration

### Convention:

Everything will be according to the IJMES transliteration system.

ء	ء	ض	ڏ
ب	b	ٻ	ڦ
ت	t	ڦ	ڙ
ٿ	th	ع	ڻ
ج	j	غ	gh
ح	h	ڦ	f
خ	kh	ڦ	q
د	d	ڦ	k
ڏ	dh	ڦ	l
ر	r	ڻ	m
ڙ	z	ڻ	n
س	s	ڻ	h
ڙ	sh	ڻ	w
ص	ڻ	ڻ	y

The following will not conform to IJMES system:

- “aw” will represent او
- “ay” will represent اي
- The ڏ at the end of a word will be represented with an h unless that word is a muđaf in which case it will be represented by a t. E.g., Tabşirat al-adillah

## The laws of ﴿:

- The definitive article will be represented by “al” which will be attached to the word after it with a hyphen (-) and completely detached from the word before it in all cases. [E.g., Al-Māturīdī, Ilm al-kalām, al-Tawhīd, Ahl al-Sunnah wa al-Jamā'ah](#)
- The “al” will only have a capital A if it is at the beginning of the sentence. The word it is prefixed to will take a capital letter depending on whether that word is a proper noun or not. [E.g., al-Māturīdī \(If in the middle of sentence\) and Al-Māturīdī if at the beginning.](#)

## The Law of Hamza:

- Most transliteration systems drop the hamza when it occurs at the beginning of a word ([Ash'arī](#) not ['Ash'arī](#)).

## General Laws:

- **Non-English Words or Phrases:** Use italics for non-English words and phrases, especially if they are not in standard English dictionaries or are unfamiliar to readers. If the word or phrase is used often, italicize it only the first time. If it is used rarely, keep it italicized every time.  
[Example: According to the books of fiqh.](#)
- **Plurals of Non-English Words:** The plurals of non-English words should be formed as in the original language [e.g tafsīr as opposed to tafsīrs](#).
- **Non-English Proper Nouns in an English Context:** Don't italicize proper nouns from other languages, like names of places, institutions, or brands, even the first time they appear.
- **Translations of Terms from Other Languages:** A translation following a word, phrase, or title from another language is enclosed in parentheses or quotation marks.
- **Capitalization of Titles from Other Languages:** For titles in other languages, capitalize only the first word and proper nouns.
- Generally, all Arabic words that have been anglicised (such as Baghdad and Imam) will not be transliterated and will be written according to the English spelling. However, there are a few exceptions:
  - The word “Qur’ān” will be transliterated.
- **Rahimahullāh:**
  - When a name appears for the first time, add “rahimahullāh” after it and italicize it.
  - Do not use brackets for “rahimahullāh.”
  - Do not add “rahimahullāh” after subsequent mentions of the name.
- **rađiyallāhu 'anh/ 'anhā/ 'anhumā/ 'anhum:**
  - After the name of a *ṣahābī*, add in the praise as spelt above.