Author guidelines for
Frankfurter Zeitschrift für islamisch-theologische Studien

Contributions submitted to the Frankfurter Zeitschrift für islamisch-theologische Studien *must report original research and may not have been published, be under consideration for publication or in press elsewhere (the editorial board may allow exceptions in justified individual cases). Articles submitted should follow the guidelines of the journal and be submitted in their final form, ready for publication.*

Main articles should not exceed 40,000 characters (including spaces and footnotes), contributions to the debates section 15,000 characters (in case of an article followed by a reply the overall length should not exceed 25,000 characters) and book reviews should be no longer than 10,000 characters.

Manuscripts have to be submitted electronically, preferably as a word-document or the like (.doc., .docx. or .rtf), to: wagner-islamica@em.uni-frankfurt.de. The name of the file should include the author's name. An additional document should provide information regarding the author (in one line: educational background and current occupation).

1. Procedure & deadlines

For the journal's spring issue (March/April), the closing date is 1 October of the previous year. Authors will receive feedbacks on their articles until 1 December. The final, fully revised and formatted version of the article has to be submitted until 31 January (all deadlines are cutoff deadlines). The editorial board reserves their right to minor modifications of the final version in terms of language and formatting. Proofs will not be sent.

For the journal's autumn issue (September/October), the closing date is 1 April. Authors will receive feedbacks on their articles until 1 June. The final, fully revised and formatted version of the article has to be submitted until 31 July (all deadlines are cutoff deadlines). The editorial board reserves their right to minor modifications of the final version in terms of language and formatting. Proofs will not be sent.

2. Structure of the articles

Main articles require an abstract (max. 150 words) preceding the text of the article. All articles should have an introduction providing information on the general purpose of the article. The main part consists of several sections divided by subheadings. The articles should end with a summarizing conclusion.

3. Formatting

All types of articles published in the *Frankfurter Zeitschrift für islamisch-theologische Studien* require subheadings in decimal numeration (max. 3 numeration levels) – if using colons in subheadings, proceed with a capital letter afterwards. Font size is 12 pt. Please use Gentium or another Unicode font. A selection of Unicode fonts can be downloaded here: www.geschkult.fu-berlin.de/e/islamwiss/links/Technische_Hilfsmittel.

No other formats or layouts should be used in any part of the text, including subheadings and quotations. Likewise please do not use hyphenation, shifting etc. New paragraphs are added by pressing the return key.

4. Spelling and transliteration

Frankfurter Zeitschrift für islamisch-theologische Studien uses American rules of spelling (e.g. "favor" instead of "favour", "globalize" instead of "globalise"). Webster's Collegiate Dictionary applies in most spelling questions. Transliteration from other alphabets has to be done according to the transliteration system used by Brill's *Encyclopaedia of Islam (3)*.

These rules are mandatory for all articles. Terms of foreign origin that are in common use in the English language (caliph, fatwa, etc.) should be written in their English forms. All other terms, including names, have to be transliterated using a Unicode font such as Gentium (available for download, see "3. Formatting"). Abbreviations are to be avoided. Use italics for emphasis, but please do not apply it excessively.

5. Citation

Quotations must be indicated by double quotation marks, quotations within quotations are put into single quotation marks. Since all texts have to be monolingual, foreign quotations have to be translated into English, the original quotation can be added in footnotes. Omissions of words in quotations are to be indicated by three dots enclosed by round parentheses "(…)". Authors are responsible for the completeness and the correctness of quotations and references. A correct indication of sources is absolutely mandatory. Within quotations, transliterations and orthography remain in the form of the original text.

6. Bibliographical references

Sources and references are to be cited in the text (American style). The only exception to this is quoting online sources, which are to be referred to in footnotes.

According to the Harvard referencing system the author's last name, year and page number(s) are written in brackets (Müller 2013: 3f.). Several authors have to be separated with semicolons (Müller 2013; Schmidt 2011). To refer to several publications of one and the same author use a comma to separate the years of publication (Müller 2003, 2013). To refer to several publications of one and the same author within one year, place a lower case letter next to the dates in your in-text referencing to distinguish between these (Müller 2013a, 2013b). Use slashes („/") to separate several authors' names, use "et al." if there are more than three authors for one publication.

The Qurʾān is cited as follows: The Qurʾān Surah:verse.

7. Footnotes

Footnotes should be used sparingly and only for remarks and annotations. They are written in font size 10pt, footnote numbers are given in superscript form. The first word begins with a capital letter, the footnote ends with a full stop. Quoting in the footnotes follows the same rules as in-text quotations. Complete bibliographical references are given in the final bibliography only.

8. Bibliography

All sources which are directly or indirectly referred to have to be listed in the bibliography. The bibliography is arranged alphabetically by the author's last name. All information has to be consistently and clearly arranged. When the author's or the editor's name is missing, the title of the source is placed in lieu of the author's name in the alphabetical bibliography. If no year of publication is mentioned, use "n. d." ("no date"). In case of reprints indicate the year of the reprint followed by the year of the first publication in brackets.

The format for citing monographs in the bibliography is: Author's last name, first name: *title*, place of publication: publisher, year.

The format for articles in edited volumes is: Author's last name, first name: "title". In: *title*. Edited by editor's first name editor's last name. Volume number in Roman numerals, place of publication: publisher, year, page numbers.

For citing journal articles neither the editor nor the publisher nor the place of publication have to be indicated, rather the following pattern is to be followed: Author's last name, first name: title. In: *title of the journal*, no / year, volume, page numbers.

If a translator is to be mentioned, proceed according to the following pattern: Last name, first name: *title*, transl. by translator's first name translator's last name, place: publisher.

If there are several authors, separate the authors' names by using slashes between the names and leave a space on both sides of the slash. Write the complete names if there is more than one author. If there are more than three authors, use the abbreviation "et al." after the first name. The same applies to several editors or places of publication. Use a dash (–) and not the short hyphen (-) between numbers (e.g. page references).

Online publications are differentiated according to their degree of similarity with printed texts: A source that is comparable to a printed text – e.g. an essay or a paper – has to be treated like a printed source and included into the bibliography (including the indication of the URL and the date of last access). Sources less comparable to printed texts should be cited in a separate section of the bibliography named "Internet sources". The complete URL including the date of last access is to be indicated.

If you have any further questions we will be glad to help you. Please do not hesitate to contact the editorial staff: *wagner-islamica@em.uni-frankfurt.de*.