

# Notes to Contributors

## Submission Guidelines

The *Journal of Arab and Muslim Media Research* welcomes contributions from around the world about the above mentioned areas of enquiry. Manuscripts to be considered for publication should be submitted electronically, via e-mail, to the Editor. Each manuscript should be no more than 8500 words in main text and 150 words in abstract. Review articles should be between 1500–2000 words and interviews should approximately be 3000 words. All submissions will be blind-refereed.

Articles should be original and not under consideration by any other publication. They should be written in a clear and concise style. Margins should be at least 2.5cm all round and pagination should be continuous. Full articles and all correspondence with respect to any aspect of editorial policy should always be addressed to the Editor on e-mail: nmiladi@cammro.com.

## Refereeing

The *Journal of Arab and Muslim Media Research* is an academic journal and always blind-refereed. Articles are sent to two or three scholars with relevant expertise for comments. Anonymity is accorded to authors and referees.

## Opinion

The views expressed in the *Journal of Arab and Muslim Media Research* are those of the respective authors, and do not necessarily reflect those of the Editor or Editorial and Advisory Board.

## Checks before any submission stage

### Papers

Contributors should check that the following information is supplied to the editor for each and every article before submission:

- Article Title
- Author's Name
- Author's institutional affiliation
- Author's full institutional addresses, e-mail and tel.
- Author biography (50 words)
- Paper abstract (150 words)
- Keywords

### Book/Film reviews

Reviews require a full reference for book/DVD/recording under review, reviewer name, reviewer address and reviewer biography. Abstracts and keywords are not relevant, and references are not usually relevant, but they are always an option in this case.

Bold type should be used only for headings and sub-headings within articles. It should not be used for emphasis, or in the names of organizations, conferences or

exhibitions. Italics should only be used sparingly for emphasis. Also because italics are used for other purposes such as the titles of books, films or plays, etc.

## Images and Captions

These are never essential within an item, but are always welcome. In particular, discussions of particular buildings, sites or landscapes would be assisted by the inclusion of illustrations as this enables readers to see them. They do not absolutely need to be submitted at the time of the initial submission of the article, although it is preferable if they are. The omission of a caption is only acceptable if you feel the impact of the image would be reduced by the provision of written context.

All illustrations, photographs, diagrams, maps, etc. should follow the same numerical sequence and be shown as Figure 1, Figure 2, etc. The source has to be indicated below. Copyright clearance should be indicated by the contributor and is always the responsibility of the contributor. When they are on a separate sheet or file, an indication must be given as to where they should be placed in the text.

Reproduction will be in greyscale (sometimes referred to as 'black-and-white'). If you are supplying any article images as hard copy, these should be prints between 10–20 cms wide if possible, and preferably greyscale if being submitted as illustrations for articles. However, colour prints, transparencies and small images can be submitted if you need to supply these. If images are supplied electronically, all images need to have a resolution of at least 12 dpm (dots per millimetre) – or 300 dpi (dots per inch).

Tables should be supplied either within the Word document of the main text or as separate Word documents. These can then be extracted and reproduced. Reproducing text within images supplied separately is difficult: they need a high final resolution around 48 dpm. An additional Acrobat PDF document is encouraged.

Diagrams can be supplied to us as JPEG, TIFF or Acrobat PDF documents. If a mistake is identified in a diagram, make the amendments and re-supply.

### Numbered notes

These are never essential within an item and should always be kept to a minimum. They must be submitted correctly at the time of the initial submission as they will need to be copy-edited. It is not acceptable to add notes at a later stage.

## Quotations

Style for quotations embedded into a paragraph is single quote marks, with double quote marks for a second quotation contained within the first. All

long quotations (i.e. over four lines or 40 words long) should be 'displayed' – i.e. set into a separate indented paragraph with an additional one-line space above and below, and without quote marks at the beginning or end.

## Referencing, Notes and Bibliography

This journal requires the use of Harvard references embedded in the main text in the following format (Harper 1999: 27), and a single bibliography at the end of the article for works that are cited, and only works that are cited. For books, please try to ensure that there is always a date of publication; the place of publication and the name of the publisher whenever possible. Said, Edward W. (1978), *Orientalism: Western Conceptions of the Orient*, London: Penguin. — (1994), *Culture and Imperialism*, London: Vintage.

Journal articles need to be referred to with the name of the first author, the year of publication [(nnnn).], the article title ['abcd defg'], the full journal title [abcddefg], the issue number [nn.] – or the volume number and issue number together [nn:nn.] – and the range of the pages of the article within the journal [pp. nn-nn]. The number of the page from which the reference is actually taken is shown on the page of the article, as in (Harper 1999: 27).

A footnote should not be made specifically to make a bibliographical reference as footnotes should only be used to provide explanations or expansions to the main text of the article. Publications can be referred to in footnotes using the Harvard format – e.g. 'Smith (1999: 49) says that ...'. Do not use '(ibid.)' or '(op. cit.)' as they are not appropriate for the Harvard system.

All quotations must be followed by (in brackets) the surname of the author, the date of publication and the page number it appears on in the edition referred to in the bibliography. Note that the punctuation (comma/colon/full stop) at the end of a quotation should always follow the reference if a quotation is within the main body text, but should be placed before the reference if it is an indented paragraph quotation.

Website references are similar to other references. There is no need to decipher any place of publication or a specific publisher, but the reference must have an author, and the author must be referenced Harvard-style within the text. Unlike paper references, however, web pages can change, so there needs to be a date of access as well as the full web reference.