

Baha'i Studies Review: Contributor and Manuscript Preparation Guidelines¹

Although the *Baha'i Studies Review* will maintain high academic standards in the material published, the aim will be to produce a journal that can be read by the intelligent and interested non-specialist. Coverage will include the central areas of Baha'i theology, history, textual studies, translation, and social studies as well as the application of Baha'i teachings to such areas as education, international relations, social and economic development, the environment, human rights and law. Papers on comparative religion and inter-religious dialogue will also be accepted. Manuscripts are evaluated with the understanding that they have not been published elsewhere in any language, are not under consideration for publication, or part of a book that will be published in the near future. Papers should not normally exceed 10,000 words. If you are planning to submit a longer piece, please discuss this first with the editor.

General Instructions

Style and Content

The *Baha'i Studies Review* follows the latest edition of Judith Butcher, *Copy-editing: the Cambridge Handbook for Editors, Copy-editors and Proofreaders* with a few modifications, for style. Please use the latest edition of the *Concise Oxford Dictionary* for spelling, except in the case of Arabic and Persian words (see Transliteration below); please use -ize ending for verbs rather than -ise; for example: italicize. Please use the *Times Atlas of the World* for geographical names, although Middle Eastern place-names may be given in their transliterated form (but without diacriticals, see Transliteration below).

Please provide an abstract of your paper of no more than 300 words. This will be placed at the beginning of your paper.

Please write dates as: 6 July 1884, 20th century

Do not use dots in abbreviations: USA US UK UNESCO Dr Mr Mrs

Where a surname is given with initials there should be dots, and space after the initials; for example: E. G. Browne

A standard ellipsis consists of three points - never four as in: should be stops . . . as in

You may use Persia or Iran as you wish but the language is always Persian, *not* Farsi

Try to avoid all cultural bias (the tendency to use the practices of the West as the norms by which everything else should be judged); gender bias (the tendency to refer to the male as the norm; use of: 'man' and 'mankind' as well as the pronoun 'he' to refer to all of humanity); religious bias (the tendency to refer to religions other than the Baha'i Faith as 'past religions' and to refer to them in the past tense). Please avoid jargon, generalities, banter, in-group jokes, esoteric allusions, unnecessary opinions, unattributed quotations, and digressions. If there is a serious difference of scholarly opinion on a subject, present all sides fairly. Do not make *ad hominem* attacks on other scholars, especially in book reviews. Criticize and comment on another's work, not the person themselves. Use adjectives and adverbs sparingly and make every word count. When in doubt, define a term or identify a person.

Once you have submitted your paper, your work is considered *final*; please do not then send corrections and 'addenda'. Remember to double-check the spelling of all proper nouns and to run the spell-check and grammar checking functions of your word-processing program. Double check quotations, dates and other facts; we will not generally check these. It is your responsibility to obtain any copy-right clearance on any extensive quotations or other material that you use.

Gender Neutral Language

Avoid awkward constructions like s/he, his/her. Likewise avoid the use of gendered sentences. Its almost always possible to refactor a sentence to be gender neutral or in the third person.

Capitalization

The preferred style is to minimize capitalization. Please do not capitalize positions (eg president) or institutions (eg local spiritual assembly), unless as part of the name of a specific individual or institution (eg Local Spiritual Assembly of Kampala). Please only capitalize personal pronouns related to God, not holy persons. This avoids difficult distinctions such as whether pronouns related to Guru Nanak should be capitalized or not, when he is being referred to as a founder of Sikhism alongside the founders of other religions.

Transliteration and use of italics

The BSR uses the Baha'i system of transliteration (except that no underlining is used). However please use flat accents (macron) i.e. ā rather than á. The use of diacritical marks should, however, be kept to a minimum. Diacritical marks should only be used in transliterating sentences or technical phrases in Arabic or Persian and in the titles of works. The names of people, places and common words do not usually need diacritical marks. Thus for example words and names such as Baha'u'llah, 'Abdu'l-Baha, Baha'i, Muhammad, 'ulama, and kitab need no diacritical marks. In cases where the author feels that confusion may arise or there is a need to specify pronunciation, transliteration should ideally be used on the first occasion that the word occurs but not subsequently. The most important consideration is consistency. The BSR errs on the side of less transliteration. It will depend also on the nature of the manuscript. Proper transliteration should be applied to the title of the paper but it is not recommended for keywords.

Arabic phrases and names should be transliterated according to Arabic pronunciation. Names such as Aminu's-Sultan may be broken up as Amin as-Sultan and Persian names and phrases such as Khāṭirāt-i-Nuhsālih-yi-'Akkā should be broken up thus for clarity: Khāṭirāt-i Nuhsālih-yi 'Akkā

When quoting a transliterated passage from an Arabic or Persian text, diacriticals should be used but *not* italics. Italics should only be used for the titles of books, for emphasis and for foreign words and phrases, as indicated in the latest edition of the *Concise Oxford Dictionary*. Please give translations for all passages or expressions in foreign languages unless they appear in the *Concise Oxford Dictionary*.²

Citations using transliterated titles should be provided in the style as they are published and not converted to BSR format.

Transliteration Table³

Letter	Unicode	Name		Baha'i Transliteration	BSR Transliteration	Microsoft Word Character Entry	Microsoft Word Character Entry Lowercase
ء	0621	hamzah	hamza	'	'	02BE, Alt+X	-
ا	0627	'alif	alif	á	ā	0100, Alt+X	0101, Alt+X
ب	0628	bā'	bá	b	b		
ت	062A	tā'	tá	b	b		
ث	062B	tā'	thá	th	th		
ج	062C	ǧīm	jím	j	j		
ح	062D	ḥā'	ḥá	ḥ	ḥ	1E24, Alt+X	1E25, Alt+X

² See also Moojan. Momen, "The Bahá'í System of Transliteration" Bahá'í Studies Bulletin, 1991, 5/1-2, 13-55

³ Transliterated characters can be easily entered while preparing a manuscript using Microsoft Word by typing the four character sequence in the transliteration table (excepting the comma and then holding the Alt key down press 'X' and the 4 character code will be converted into the accompanying glyph.

خ	062E	ḥā'	khá	kh	kh		
د	062F	dāl	dál	d	d		
ذ	0630	dāl	dhál	dh	dh		
ر	0631	rā'	rá	r	r		
ز	0632	zayn/zāy	záy	z	z		
س	0633	sīn	sín	s	s		
ش	0634	šīn	shín	sh	sh		
ص	0635	ṣād	ṣád	ṣ	ṣ	1E62, Alt+X	1E63, Alt+X
ض	0636	ḍād	ḍád	ḍ	ḍ	1E0C, Alt+X	1E0D, Alt+X
ط	0637	ṭā'	ṭá	ṭ	ṭ	1E6C, Alt+X	1E6D, Alt+X
ظ	0638	ẓā'	ẓá	ẓ	ẓ	1E92, Alt+X	1E93, Alt+X
ع	0639	'ayn	`ayn	'	'	02BF, Alt+X	-
غ	063A	ḡayn	ghayn	gh	gh		
ف	0641	fā'	fá	f	f		
ق	0642	qāf	qáf	q	q		
ك	0643	kāf	káf	k	k		
ل	0644	lām	lám	l	l		
م	0645	mīm	mím	m	m		
ن	0646	nūn	nún	n	n		
ه	0647	hā'	há	h	h		
و	0648	wāw	wáw	ú, (v [Pers], w)	ū, (v [Pers], w)	016A, Alt+X	016B, Alt+X
ي	064A	yā'	yá	í, y	ī, y	00ED, Alt+X	012B, Alt+X
آ	0622	'alif maddah		á	ā	0100, Alt+Xz`	0101, Alt+X
ة	0629	tā'		a or ah	a or ah		
ى	0649	'alif		á	ā	0100, Alt+X	0101, Alt+X
لا		'alif lām		al-	al-		

Numbers

Spell out whole numbers one to ten, a hundred, a thousand, five thousand; but use figures for other numbers, percentages (6 per cent C note that 'per cent' is spelled out as two words), page numbers, and exact measurements (5 feet). If similar numbers both large and small occur in a single paragraph or section, use figures for all of them as in: The group consisted of 5 women and 17 men. Please note that 'the 1930s' does not have an apostrophe.

Quotation, Notes, References and Bibliography

Use single quotations for all quotations and double quotation marks for quotations within quotations. Quotations of less than four lines should go within the text in quotation marks. For longer quotations, break off from the main text, use an indented paragraph, and do not enclose in quotation marks. Lengthy quotations are discouraged and the author is responsible for obtaining permission for the use of any lengthy quotations.

The BSR has endnotes using the short-title reference and bibliographic conventions from Judith Butcher, *Copy-editing: the Cambridge Handbook*, with some modifications. Give the full bibliographic details (see examples below) at the first mention of a work. Subsequently mentions should be in the short title form. Any frequently cited source can be abbreviated; for example: BW 11:245-56 -- see below for the format for the first entry for this abbreviation. If the author's name is given in the text, just the title and subsequent details can be given in the footnote. Do not use *loc.cit.*, *op.cit.*, etc. You may use *ibid* for references to a source cited in the immediately preceding note only, provide there is only one work cited in the previous note. It

should be punctuated thus: *ibid* 95. With this system, no separate bibliography is needed. Long digressions in footnotes are discouraged.

The following are some examples of the full bibliographic details to be given at the first mention of a work followed by the same reference in short-title form in parentheses. The author has latitude about what fragment of the works title to use in the short form. Choose something that distinguishes it from other similar titles.

Initial Citation	Subsequent citation short form
Archival Source	
Africa Teaching Committee Records , National Bahá'í Archives, Wilmette, Ill.; hereinafter abbreviated AFR with box number/folder number, Box 9, Folder 29, February 1953.	AFR 9/29, February 1953
Translated Book	
Bahá'u'lláh, <i>The Kitáb-i-Íqán, the Book of Certitude</i> , trans. Shoghi Effendi, 2nd edn., Wilmette, IL: Bahá'í Publishing Trust, 1974, 11-12.	Bahá'u'lláh, <i>Kitáb-i-Íqán</i> 11-12
Book or Monograph Series	
<i>The Bahá'í World</i> vols. 1-12, 1925-54. rpt. Wilmette, IL: Bahá'í Publishing Trust, 1980; hereinafter BW, 11:200-1.	BW 11:200-1
Encyclopedia Entry	
Alessandro Bausani, 'Abd-al-Bahā' Life and Work', in <i>Encyclopaedia Iranica</i> , ed. Ehsan Yarshater, vol.1, London: Routledge & Kegan Paul, 1982, 102-3.	Bausani, 'Abd-al-Bahā' 1:102-3
Multivolume Work	
<i>The Compilation of Compilations</i> . Prepared by the Universal House of Justice, 1963-1990. 3 vols., n.p. [Mona Vale, N.S.W.]: Bahá'í Publications Australia, 1991-2000, 1:21-3.	<i>Compilation of Compilations</i> 1:21-3
Specific Edition of a Book	
John E. Esslemont, <i>Bahá'u'lláh and the New Era</i> , rev. 4th edn., London: Bahá'í Publishing Trust, 1980, 21-3.	Esslemont, <i>Bahá'u'lláh</i> 21-3
Journal article	
Seena Fazel and Khazeh Fananapazir, 'A Bahá'í approach to the claim of finality in Islam', <i>Journal of Bahá'í Studies</i> , 5(3), 1993, 17-40, see 18-21.	Fazel and Fananapazir, Bahá'í Approach 18-21
Internet document	
Mark A. Foster, 'Neo-Platonism: framework for a Baha'i ontology', http://bahai-library.org/unpubl.articles/neoplatonism.framework.html (accessed 20 March 2005)	Foster, Neo-Platonism
Journal article	
Julio Savi, 'The Baha'i Faith and the Perennial Mystical Quest: A Western Perspective', <i>Baha'i Studies Review</i> 14(1), 2007, 5-22 (see 18). http://dx.doi.org/10.1386/bsr.14.5_1	Savi, Mystical Quest 88
Book chapter	
Todd Lawson, 'The Dangers of reading: Inlibration, communion and transference in the Qur'án Commentary of the Báb' in Moojan Momen (ed.) <i>Scripture and Revelation</i> , Oxford: George Ronald, 1997, 171-215, see 190-9.	Lawson, Dangers 190-9

Initial Citation	Subsequent citation short form
Translated and edited book	
Nabíl [Zarandi], <i>The Dawn-Breakers: Nabíl's Narrative of the Early Days of the Bahá'í Revelation</i> , trans. and ed. Shoghi Effendi, Wilmette, IL: Bahá'í Publishing Trust, 1970, 66.	Nabíl, <i>Dawn-Breakers</i> 66
Edited book	
Peter Smith (ed.), <i>In Iran</i> , Studies in Bábí and Bahá'í History, vol. 3. Los Angeles: Kalimát Press, 1986, viii-x.	Smith, <i>In Iran</i> viii-x
Newspaper [Column is optional]	
Graham Rose, 'New clones mean less guesswork', <i>Sunday Times</i> , 13 August 1989, 12, col 4.	Rose, New clones
Conference Paper	
Guy Mount, 'Locke, Shock, and Abbott: Baha'i Theology and the Acceleration of the African American Civil Rights Movement', MESA 2010 Conference Panel 196: Abdu'l-Baha in America, November 21, 2010, 17. http://bahai-library.com/pdf/2011_06/mount_locke_shock_abbott.pdf .	Mount, Shock 18
Book in a series [Series and volume usage is optional]	
Anthony A Lee (2011). <i>The Baha'i Faith in Africa: Establishing a New Religious Movement, 1952-1962</i> . Leiden & Boston: EJ Brill. Series: Studies of Religion in Africa: Supplements to the Journal of Religion in Africa, 39.	Lee, <i>Establishing</i> 114
Translation of Article	
Nasser Mohajer, Kard-Ajin Kardan Ductur Birjis, [Persian], <i>Baran</i> , No.'s 19-20, Spring & Summer 2008, 10-24, trans and annotated Ahang Rabbani, The Brutal Slashing to Death of Dr Berjis, <i>Baha'i Studies Review</i> , 17, 2011, 133-167. http://dx.doi.org/10.1386/bsr.17.133/1 .	Rabbani, Berjis 144
Book Review	
Philip Hopkins, 'Book Review: Yekšad-o-šašt sāl mobāreze bā dyānat-e bahā 'ī: Gūše-yī az tārix-e ejtema'ī-dīnī-ye Irān dar dourān-e mo'ašer [160 Years of Fight with the Baha'i Faith: A Look on the Social-Religious History of Iran in Modern Times], Fereyduñ Vahman,' <i>Iran and the Caucasus</i> , 14(1), 2010, 192-194.	Hopkins, Yekšad 193

Illustrations

Illustrations are welcome provided they are relevant. You will be responsible for obtaining any copyright permissions needed. Please send copies of such permissions with your paper.

Preparing and Submitting Your Paper

File format

The BSR prefers papers to be submitted in electronic format by e-mail. We prefer to receive files prepared in WordPerfect (up to version 12), MS Word (up to version 2010 with a preference for docx or OpenXML document formats) for PC or Rich Text Format. Adobe Indesign documents may also be acceptable providing only default fonts are used. Apple Macintosh users may find Rich Text Format preferable than exporting as Microsoft Word compatible. If you plan to prepare your manuscript using any other software or format, please contact the editor first.

Please e-mail your papers to: BSR.editor@intellectbooks.com

Preparing the text file in your word-processor

- Authors must avoid putting their names in headers or footers and avoid any references to themselves in the body or the notes such as might betray their identity to referees. However, all submissions must include a letter that includes the author's name, institutional affiliation, land-mail address, telephone and fax numbers, and e-mail address. If you have no institutional affiliation, "Independent Scholar" is perfectly acceptable.
- It is essential to include an abstract with all papers, including translations and essays.
- Every manuscript must include at least six keywords for search engine purposes.
- A short paragraph for author bio or contributor note must also be included. Note any recent publications elsewhere.
- When citing from recent issues of the Baha'i Studies Review (Vol 14 and forward) please also include the digital object identifier. These are retrievable from the IngentaConnect web platform; <http://www.ingentaconnect.com/content/intellect/bsr>
- Do not use centring or other text formatting commands (eg. paragraph styles, paragraph numbering, line numbering) other than bold and italic in your word-processing software. Use only one font size throughout the text. Use left justification (not full justification).
- Use the tab key for paragraph indents or footnotes. Do not use the space bar to position text.
- Submit manuscripts with footnotes as footnotes even though the current BSR places them as endnotes at print time. Because the first citation of a work is a full one there is no need to include a separate bibliography or list of references cited.
- Do not hyphenate words at the ends of lines. Do not right-justify the text.
- Use bold for the main title and major sub-headings and italics for minor sub-headings
- Do not use a hard return anywhere within a paragraph; use hard returns only at the ends of paragraphs, lines of poetry, items in a list, titles, and all levels of headings.
- Include contiguous punctuation in the formatting; that is, punctuation immediately following a word should be in the same format as the word.
- Do not use headers or footers.
- Any Unicode character set is acceptable. Use a sans-serif font like Calibri ,Helvetica,etc
- Use the page numbering feature in your word-processing program; don't manually insert page numbers in your files.
- Large tables and all graphics should not appear in the text file; rather, each table or graphic should be submitted in a separate file. Indicate the placement of tables or graphics within the text using the marker <Insert table X here>. In addition to submitting an electronic version of your table, it may be necessary to mail or fax a hard copy to the editor.

Note: credit information if tables or graphics originate from copyrighted sources and obtain permission.
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