Proceedings of the Seminar for Arabian Studies and Special Supplements

Guidelines for Authors

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Proceedings of the Seminar for Arabian Studies 48

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INTRODUCTION

The Seminar for Arabian Studies is the only international forum that meets annually for the presentation of the latest academic research in the humanities on the Arabian Peninsula from the earliest times to the present day or, in the case of political and social history, to the end of the Ottoman Empire (1922). The *Proceedings of the Seminar for Arabian Studies* (*PSAS*) and any special supplements are published the following year in time for the next Seminar. Papers about politics and modern international relations are outside our remit.

Only those papers and poster-papers that are actually presented at the Seminar will be considered for publication in the *Proceedings of the Seminar for Arabian Studies* and the *Supplement* and they will be subject to peer review anonymously by external referees. You will be advised by the Editors of any relevant recommendations from peer reviewers. The Editorial Committee reserve the right to reject any paper that is not up to the required standard or relevant to Arabian Studies.

Advice
If you have any queries about word length and images please contact the editors as soon as possible. We are looking forward to working with you. Please check the following Guidelines carefully and do not hesitate to contact us if you have any other queries about the *Proceedings* or *Supplement* during any stage of the production.

The Seminar for Arabian Studies website: www.arabianseminar.org.uk
The British Foundation for the Study of Arabia: www.thebfsa.org

These Guidelines are available on the Seminar website: see
http://www.thebfsa.org/publications/psas-guidelines/

Guidelines for Authors

Content and Copyright

Papers and poster-papers submitted to the *Proceedings* and any *Supplement* should be original contributions to knowledge and that the content should not have been published elsewhere, whether by the same author or another. For further information please see: https://www.thebfsa.org/content/about-the-seminar

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The Publication Process

Submission

- Papers for the *Proceedings* should be submitted electronically ideally by Dropbox or WeTransfer to psas@thebfsa.org by the **30 September** following the summer Seminar. Although the Seminar is being held in August rather than July in 2017, the deadline for submission of papers to the *Proceedings* and any *Supplement*, both to be published in 2018, will remain the same, 30 September, and will be strictly enforced. This is necessary because the already tight deadline for publication of the *Proceedings* and any *Supplement* of course remains the same.
- Papers submitted after 30 September will not be considered for publication unless the relevant author has good reason to submit a late paper and contacts the editors by **1 September** to discuss possible options. (If you do not intend to contribute your paper or poster-paper to *PSAS48* or to the *Supplement* please let the editors know as soon as possible after the Seminar via psas@thebfsa.org, or to michael.macdonald@orinst.ox.ac.uk for the *Supplement*, to help them plan their editorial workloads.)
- Any paper for the *Supplement* should be submitted electronically ideally by Dropbox or WeTransfer to michael.macdonald@orinst.ox.ac.uk and with another copy to psas@thebfsa.org by the **30 September**
- Please designate **one** of the authors of any paper as the person with whom we communicate about the editing of this paper. Please clearly identify this main corresponding author and provide email and postal addresses for ALL contributors. The corresponding author should ensure that he/she consults any fellow authors at the time of the submission of the paper by 30 September 2017 and obtains their agreement to proceed. Co-authors should ensure that they have been consulted for this purpose.
- You should always keep an electronic backup of the text and figures themselves, in case of loss in transit or other electronic failure.

Many papers are presented at each Seminar, of which the majority are submitted for publication in the *Proceedings* or any *Supplement*. The Editors of the *Proceedings* and any *Supplement* have less than seven months between the deadline for the submission of papers and the date when the camera-ready copy goes to press (15 April each year at the latest). We have very limited room to manoeuvre as both the *Proceedings* and any *Supplements* need to be available for sale by the next Seminar in mid-July each year. We therefore regret that it is not possible to accept papers that are submitted very late.

- Papers should be sent **as** Microsoft Word or OpenOffice Writer documents **and** as PDFs to ensure all diacritical marks are correctly interpreted.

The following separate electronic files for each paper should be submitted:

- A file containing the following items in this sequence: (1) the title of the proposed paper; (2) the name(s) of the author(s); (3) summary (100–200 words); (4) five keywords only; (5) text; (6) acknowledgements; (7) *sigla*; (8) bibliographic references; (9) full contact details, emails and postal addresses and affiliation(s) of the contributor(s). Abstracts that are significantly over the word limit may be rejected.
- Plus a separate file with the text of the captions.
- Plus separate files for each figure. Please include some indication of your name in the file names of your paper, figures and caption file, e.g. cartertext.docx, carterfigure01.jpg, carterfigure02.tiff, cartercaptions.docx, etc.

- If you do not adhere closely to the *Guidelines*, or if your paper is not in clear, correct and comprehensible English or French, you will find that your paper cannot be accepted for the *Proceedings* and any *Supplement.*
- Final decisions rest with the Editor of the *Proceedings* in consultation with the Seminar's Editorial Committee.

Contributors to any *Supplement* of the *Proceedings* should follow the same Guidelines and observe the same deadlines as those for the *Proceedings.* Papers submitted for publication to the *Supplement* will also be subject to peer review and published only at the discretion of the Seminar's Editorial Committee (see point 3 below).

Availability. It is critical that you inform the relevant Editors if you are going to be without e-mail access for any length of time between 1 October and 1 May. Please specify this when submitting your paper. If your availability changes after you have submitted your paper, keep the Editors updated about your electronic accessibility: if this is neglected and there are resulting delays, your paper may be excluded.

Peer Reviews
- On receipt of your paper or poster-paper it will be academically reviewed anonymously by external referees.
- Once the peer reviewer has sent his/her relevant report, the Editor will send any relevant comments from the anonymous reviewer to you so that the paper can be modified and then resubmitted to the Editor by you, if necessary.
- Any queries about these comments should be addressed to the Editor of the *Proceedings* (or the Editor of the *Supplement*), only.
- Papers that referees consider unsuitable for publication in the *Proceedings* will either be rejected or returned to you with suggested modifications. The paper will be reconsidered only after an amended version has been received and it may be subject to further peer review.
- Papers submitted to either the *Proceedings* or any *Supplement* will be published at the discretion of the Seminar's Editorial Committee only, which reserves the right to make any necessary changes. Modifications made by the Seminar's Editorial Committee will be seen by you at proof stage.

Paper and poster-paper format

Length
Papers should not exceed five thousand (**5000) words** (including footnotes, but excluding the references, see below).
Poster contributions should not exceed two thousand (**2000) words**.
Papers which exceed the maximum length will be returned to you to be shortened.

Language of submission
Papers should be written in **English** or **French**. If the language of the paper is not your own, please ask a native speaker to check that its language is clear and unambiguous *before* you submit it. If not, the Seminar's Editorial Committee reserves the right to send back any paper to complete this check before it can be accepted.

Format
- Electronic versions should be submitted in **12-point Times New Roman** with a two-line spacing on A4-paper size and with 2.45 cm margins all round. Times New Roman also has its own Greek font set.
- The text should be left-aligned, not fully justified.
- Sentences should be separated by a single space only, and paragraphs by a blank line. New paragraphs should not be indented.
- Long quotations (of three lines or more of 12pt text) should be set as a separate indented paragraph and marked before and after the relevant text, and there should be a line space above and below any quotation.
- Lower-case l (the letter 'el') should **not** be used for the number 1 nor upper-case O (the letter) for number 0 (zero).
- Do not attempt to lay out the text of your paper in double columns. We will typeset the paper for you.
- The word processing program's automatic hyphenation should not be used. Your paper should not contain any embedded images, hard spaces (^s) or automatic Reference systems. Word automatic footnotes are, of course required (see below).

Summary
In addition to the main text, you are requested to supply a short summary of the paper (*c.*200–300 words) at the beginning of your paper or poster-paper. This will be printed at the head of each published paper or poster-paper.

Keywords
- Provide five keywords (each separated by a comma) at the end of your Summary. These may be used for search purposes when the *Proceedings* and any *Supplement* are online.

Footnotes
- All notes should be set as footnotes in single space **10 pt Times New Roman**, using the normal Word format.
- Footnotes should be set left aligned and not fully justified
- The automatic footnote-numbering systems within word-processing programs should be used.
- Leave a single space between the punctuation and the note number.
- Do not add any additional endnotes.

Authors' address(es)
- Please give the title(s), name(s) and address(es) and e-mail address(es) of **all** author(s) and in the form in which you would like them to appear in the *Proceedings* or *Supplement*.
- These should *always* be placed at the very end of the paper, after the References.
- Ensure that the e-mail and website addresses are still active and up to date.
- We do **not** specifically mark up a 'corresponding author' in this section.
- Ensure the main author is listed first.
- As in previous years, the Committee will normally only accept one paper/poster-paper from the same author in the same volume of the *Proceedings*.

'In Memoriam'
- Obituaries are placed after the Editors' Preface and before the main sequence of papers.
- The title should include the name of the person being commemorated along with birth and death dates.
- Obituaries should be no more than 2000 words long and with up to three images.
- Please provide captions for the images.
- Please provide the name of the author(s) of any obituary.

Caption file
- Captions for figures (i.e. photographs, line-drawings, graphs, tables, etc.) should be supplied electronically in a separate Word file
- Captions should not be placed on the illustrations themselves.
- Ensure that the captions and figures match and are in the same sequence!
- Long captions are not encouraged.
- Any citations used in the captions should also be listed in full in the **References** at the end of the paper.
- Ensure that the spellings given in the captions correspond to those given in the text and any labelling on the images themselves (and conform to the *Proceedings'* Transliteration system, when appropriate).

Figures (Photographs, line drawings, maps, charts and tables)
- The paper should include no more than **10 illustrations (figures)** including tables, maps, photographs, line drawings, plans etc. which should be numbered in a single sequence, as Figure 1, Figure 2, etc., in the order in which they are mentioned in the text.
- Those submitting poster-papers can submit up to **5 illustrations (figures)** only, including tables, maps, photographs, line drawings, plans etc. which should be numbered in a single sequence, as Figure 1, Figure 2, etc., in the order in which they are mentioned in the text.
- Archaeopress Publishing accepts Illustrator files (.ai), Photoshop (.psb, .psd), PDF or EPS with embedded fonts for images, as well as JPEG and TIFF files. Please ensure that your images conform to the correct format and size before submitting them to the Editors.
- **Images should not be embedded in a Word file.**
- The suggested location of images within your paper or poster-paper should be given in the text in square brackets in red font colour, as follows: [insert Fig. 1 near here].
- You should make every effort to ensure that spellings of place names on figures correspond to those given in the text of the paper or poster-paper and are correctly transliterated. These will be checked by the Editors and any relevant changes indicated to you.

Image size
- Do not send overlarge images. All images should have a minimum resolution of **300–500 dpi** for greyscale and **a maximum of 600 dpi** for colour.
- For guidance, see the file size calculator at http://jan.ucc.nau.edu/lrm22/pixels2bytes/calculator.htm. If you are a Photoshop user, see http://shutha.org/node/796. Images should be no more than 50 MB in total per paper and no individual images larger than 10 MB.
- Additional figures will only be accepted in exceptional circumstances and at the discretion of the Seminar's Editorial Committee. If you wish any additional figures to be included, please discuss this with the Editor before submitting your paper.

Photographs and line drawings
- Photographs should be good quality, unframed greyscale or colour digitized images. Likewise, line drawings must be good quality, digitized or computer-generated graphics**.**
- Line drawings produced manually should be scanned as line art and not as greyscale.
- Lines and lettering should be sufficiently large and clear to take further reduction in the publication

Tables, maps and charts
- These should be numbered in the same sequence as figures and should be called figures too, in the order in which they are mentioned in the text, but the number should not appear on the table or chart itself.
- These should be ready for reproduction, and submitted electronically in a separate Word file or as a JPEG or TIFF file format.
- For large tables or Excel charts, send as a Word file with a copy converted to PDF.
- A scale in metric units should be included and, in the case of maps and plans, a north point.

Method of dispatch
- All high-resolution images should be sent to the Editor via Dropbox (https://www.dropbox.com) or equivalent free online file sharing service such WeTransfer (https://wetransfer.com/) and **not** by email. If you are using Dropbox, please alert the editors first by e-mail and she/he will share the relevant Dropbox folder with you. The Editor will confirm that all images have arrived safely and are in the correct format, or alert you to problems with the images.
- Images for any *Supplement* should be sent direct to the Supplement Editor in the same way.

House Styles

Preferred spellings
- Use Standard British (not American) or French spellings in the body of your paper. Please consult the updated June 2017 edition of the *Oxford Dictionary of English* (Oxford: Oxford University Press) on http://www.oed.com/ (or equivalent) to check English spellings.
- Use -ize rather than -ise and -iza- not -isa-
- Use æ and œ only where appropriate, e.g. 'cœur' rather than 'coeur' if the paper is in French.

Punctuation
- Use Standard British or French punctuation as appropriate and check this carefully.

   o Use an em-dash (—) not an en-dash (–) *in the text* — with spaces either side of the em-dash (—).

   o Between ranges of numbers an en-dash should be used, e.g. 55–67.

- Use curly quotation marks, i.e. double (" ") and single (' ') as follows. Single quotation marks are used for quotations, and any quotations within quotations are set within double quotation marks. For example,
- 'imagine what the visit of a European; with a lantern, folding chair, books, and other wonderful things, means to such people. According to our ability we did not fail to tell them also "the wonderful words of life". We coasted down slowly, stopping at a number of these little villages at all times of the day or night' (1897*b*: 8).

Fonts and transliteration systems
- If you are using **Microsoft Word**, the glyphs provided in **Times New Roman** should be employed if possible. If any symbol that you need for your paper/poster-paper is not available in this set, please alert the *Proceedings* or *Supplement* Editor and send them the relevant font set for those characters.
- Please *check* the transliterations in your proofs very carefully (see this section and the Appendices)
- Single words or letters, as well as passages, of right-to-left scripts, in the middle of roman text cause considerable formatting problems so the use of the Arabic and Hebrew scripts should be restricted to circumstances where it is vital for the sense of the text. In all other cases quotations, single words, and phrases from Arabic, or other languages written in non-roman alphabets, are should be transliterated into the roman alphabet in accordance with the system below.

Arabic

ء	ʾ	ج	j	ذ	dh	ش	sh	ظ	ẓ	ق	q	ن	n
ب	b	ح	ḥ	ر	r	ص	ṣ	ع	ʿ	ك	k	ه	h
ت	t	خ	kh	ز	z	ض	ḍ	غ	gh	ل	l	و	w
ث	th	د	d	س	s	ط	ṭ	ف	f	م	m	ي	y

Vowels should be rendered as a i u ā ī ū. Diphthongs should be rendered by aw ay.
- Initial *hamzah* is omitted.
- *Alif maqṣūrah* is transliterated as **ā**.
- The *lām* of the article **should not be** assimilated before the 'sun letters', e.g. *al-shams* not *ash-shams*, *al-Nīl* not *an-Nīl*, etc.
- The *hamzat al-waṣl* of the article should be shown after vowels except after the preposition *li-*, as in the Arabic script, e.g. *wa-ʾl-wazīr*, *fī ʾl-bayt,* but *li-l-wazīr.*
- *Tāʾ marbūṭah* (ة) should be rendered *-ah*, except in construct: e.g. *birkah*, *zakāh*, and *birkat al-sibāḥah*, *zakāt al-fiṭr*.

Orthography: The 'a' of 'al-' should always be written lower case, except at the beginning of a sentence.
Note 'Āl' in family names is the noun meaning 'tribe, family, etc.' NOT the definite article. Many Arabs whose names take the definite article prefer it to be written with a capital 'A'. The Editors of the *Proceedings* (and any *Supplement*) will respect such spellings. You can check the correct forms by Googling in Arabic. Confusingly, they are, for example:

القاسمي al-Qāsimī (the 'al' being an article, with a short 'a');
but
آل خليفة Āl Khalīfah (with a long 'A', and no hyphen, 'Āl' meaning 'family')

The first should be indexed or listed in the references under Q, and the second under 'A'.

- As the distinction between upper- and lower-case letters does not exist in the Arabic script, transliterations of Arabic phrases, quotations and the titles of works should be written without upper-case letters as far as possible. The initial letters of names and places should be capitalized, as should any Arabic word at the beginning of a sentence.
- Articles on dialectology may be in whatever transcription system is preferred by you.
- Please alert the Editor about any specific font sets used.
- The transcription system should be explained in the first footnote in your paper or poster-papers and should be expressed using the system outlined above.

Ancient North and South Arabian
Consonants:

ʾ	b	t	ṯ	g	ḥ	ḫ	d	ḏ	r	z	s¹	s²	s³	ṣ
ḍ	ṭ	ẓ	ʿ	ġ	f	q	k	l	m	n	h	w	y	

Hebrew and Aramaic

These should be transliterated using the Times New Roman fonts**:**

Consonants:

ʾ	b	g	d	h	w	z	ḥ	ṭ	y	k	l	m	n	s	ʿ	p	ṣ	q	r	ś	š	t

- The aspirant forms of *b g d k p t* should not be indicated unless absolutely necessary, in which case they should be transliterated as *ḇ ḡ* (NB not *ḡ*) *ḏ ḵ p ṯ* respectively.
- *Daghesh* should be shown by doubling the letter.

Hebrew and Aramaic Vowels:

a (pataḥ)	**ā** (qāmeṣ)	**â** (final; qāmeṣ hē)
e (sĕgōl)	**ē** (ṣērê)	**ê** (final and medial *ṣērê yōd* and medial *sĕgōl yōd*)
i (short ḥîreq)	**ī** (long ḥîreq defectively written)	**î** (medial/final ḥîreq yōd)
o (qāmeṣ ḥātûp)	**ō** (ḥōlem defectively written)	**ô** (ḥōlem fully written)
u (short qibbûṣ)	**ū** (long qibbûṣ defectively written)	**û** (šûreq)

- Other final vowels should be written with the appropriate vowel followed by *hē*, *ʾalep* or *mater lectionis* (e.g. *šĕlōmōh, yigleh, qārāʾ, qārâ, hinnēh, sûsāyw*). Furtive *pataḥ* should be shown as *pataḥ* (e.g. *rûaḥ*). Reduced vowels should be written as follows *ă, ĕ* and *ŏ*. No distinction is to be made between simple *šĕwâ* and *ḥātēp sĕgōl*.
- Short vowels fully written should be shown as *o(w) u(w) i(y)* e.g. *bĕqu(w) štāʾ* (*bĕqu(w)štāʾ*)
- (These guidelines and examples taken from the 'Instructions for Contributors' published in the *Bulletin of the American Schools of Oriental Research* 262 (1986): 3.)

Persian, Urdu and Ottoman Turkish

- Persian, Urdu and Ottoman Turkish as for Arabic with the additional letters transliterated according to the system in the 'Instructions for Authors', *Encyclopaedia of Islam* (Third Edition) except that *ž* should be used instead of 'zh'. There is a useful table to convert Ottoman Turkish to modern Turkish characters on http://en.wikipedia.org/wiki/Ottoman_Turkish_language.

Greek

- Single letters or words or short passages may be written in Greek script, using Times New Roman Greek fonts.

Transliterating Middle Eastern words and place names

- *Place names* should be given in the English transliterated form, unless the paper is in French.
- Names that have been Anglicized or Gallicized, by the addition of an English or French ending, should not be written with diacritical marks. Thus, for example, use Umayyad, Abbasid, Ayyubid, Achaemenid and Sasanian.
- Preferred transliterated forms of many place names can be found on Geonames (www.geonames.org/), a worldwide geographical database, although it is not yet always useful for archaeological sites. Another useful website is GoogleEarth (http://earth.google.co.uk/). The Steering Committee is preparing a useful checklist of preferred place-name spellings and this will be available online by the end of 2017.
- In addition, the Editors will add the correct transliteration in rounded brackets in your paper or poster-paper after the first instance of a place name if you have not already provided it, to help with cross-referencing and Internet searches.
- *Names of archaeological periods*, and types of pottery which have entered archaeological usage in a particular form should be used in that form rather than transliterated: Umm an-Nar, Julfar ware, etc.
- *Personal names, toponyms* and other words that have entered English or French in a particular form should be used in that form when they occur in an English or French sentence, unless they are part of a quotation in the

original language or of a correctly transliterated name or phrase. In the latter cases, they should be correctly transliterated, even when they occur in an English or French sentence.

- There are, however, some exceptions, in line with other recent academic practice. If in doubt, use the spelling presented in the updated June 2017 online edition of the *Oxford English Dictionary* (http://www.oed.com/). For example: –

the settlement was built in the wadi bed	BUT	the settlement was built in Wādī Mayfaʿah	the mosque in Medina	rather than	the mosque in al-Madīnah al-Munawwarah
the imam went to the mosque	BUT (i.e. when 'imam' is part of a person's title and then given in this form)	Imām ʿAlī went to the mosque)	Thamudic	rather than	T̠amūdic
ʿayn ('spring')	rather than (italicised unless part of a place name)	ain	bayt	rather than (italicised unless part of a place name)	Beit
Ḥaḍramawt	rather than	Hadramaut	Hadramitic (for the ASA language)	and	Ḥaḍramī (for the people and culture)
Ḥimyar	rather than (unless part of a Latin title)	Himyar	Himyarite	rather than but	Ḥimyarite Ḥimyarī (for the people and culture)
Hijra	rather than	Hijrah	Islam	rather than	Islām
jabal/Jabal	rather than	jebel/Jebel	Madhabic	rather than	Maḏābic
Mecca	rather than	Makkah	Medina	rather than	al-Madīnah
Muḥammad	rather than (unless the name is used by a living person)	Mohammed, Muhamed, etc	mihrab	rather than	miḥrāb
minbar	rather than	minbar	qadi	rather than	qāḍī
Qurʾān	rather than	Koran or Quran	Qurʾanic	rather than	or Qurʾānic, Quranic, or quranic
Ramadan	rather than	Ramaḍān	Riyadh	rather than	al-Riyāḍ
Safaitic	rather than	Ṣafaitic	Ṣalāḥ al-Dīn	rather than	Saladin
Sharif	rather than	Sharīf	shariah	rather than	sharīʿah
shaykh	rather than	Sheikh	sultan	rather than	sulṭān
suq	rather than (unless it is part of a place name)	sūq	Sura	rather than	Surah

- Whenever the *plural of an Arabic word* is given, add the correct spelling for a plural and provide the singular version in rounded brackets (), indicating the relevant form (pl.) or (sg.).
- There is no need to provide plurals for Persian words as they take regular forms.
- *Avoid* the practice of adding an 's' in roman font to transliterated plural words given in italics but use the correct transliterated plural form instead.

Calendar dates
- Give a range of dates in full, e.g. 1700–1756.
- Write the centuries in full, e.g. eighteenth century *rather than* 18th century

- CE (Common Era) and BCE (Before the Common Era) — equivalent to AD and BC respectively —should be used sparingly: **use AD and BC in preference**.
- If dates in the Hijri (Islamic) calendar are used, they should always be coupled with the corresponding dates in the Gregorian (Christian or Miladi) calendar. If you give one Hijri date, then you should give all the other dates in that paper with AH dates alongside the AD date.
- The Islamic date should be given first followed by an oblique stroke and the Christian date.
- AH and AD should be omitted, e.g. 386/996; seventh/thirteenth century.
- There are several online converters including www.rabiah.com/convert/

Radiocarbon dates
- ^{14}C (carbon 14) dates should be given with the statistical margin of error, and it should be stated whether or not they are calibrated.
- When citing ^{14}C dates, the following information must be included as a minimum:
  - Lab Code
  - ^{14}C age
  - Nature of sample
    INTCAL dataset used
  - Program for calibration
  - 2 sigma calibrated date
  - If 1 sigma calibration is also included, that is fine.

Citations, References and *Sigla*

Citation and reference formats are based on the Harvard system (see Appendix I).

Page numbers
Should *always* be included in the Harvard reference (e.g. Smith 1999: 42–45), unless the reference is to the entire work. Page, column and similar numbers (including dates) should always be given in full, for example 33–34, 234–265, 1592–1596 (not 33–4, 234–65, 1592–6), etc.

Citations
Citations within the text should follow the Harvard system, in the form:
(author's surname + date: page(s), fig. [etc.])
- Note the punctuation and see examples 1–15.
- Citations should normally be included in the text, rather than consigned to footnotes, unless the clarity of the text is endangered, e.g. if one sentence contains many references, they may be placed in a note, still using the Harvard format.
- *Double-check* carefully that all works cited are listed in the references, and those listed in the references are cited in the text, before submitting a paper **and** a corrected paper.

Works in more than one volume. In this case the volume number should appear as follows:
- Author's surname + date, volume number in lower-case roman numerals**:** page(s), fig. [etc.]), see examples 4, 17, and 21 below.

Editions of classical texts should be cited in the text in the form:
- Author(s), *Abbreviated Title* (or *Abbreviation*), book number. Chapter number. Section number (etc., or page number(s) + 'line(s)' + line number(s) as appropriate, all in Arabic numerals, see example 16 below.
- Editions of medieval texts in Arabic, Persian, etc. should be cited in the form:
- name by which the author is generally known (i.e. his ʿ*urf*) + date of edition, volume number (if any, in lower case roman numerals): page number(s), + 'line(s)' + line number(s) (if appropriate), see example 17 below**.**
- *The author's initials* should not be given in the citation according to the Harvard reference system unless the paper refers to two authors with the same surname (e.g. Ryckmans G and Ryckmans J or Potts DT and Potts - TF; note there are no full stops after the initials in the Harvard reference system), see examples 9 and 10 below.

- *Note:* If the author's name appears in the sentence preceding the reference, it need not be repeated in the reference, as long as there is no ambiguity.

Personal Communications. Cite these as (author's surname, personal communication).

References
- *References* containing all the works cited in the text should appear at the end of the paper after the Sigla.
- Do not add additional references that are not cited in the text.
- The *References* should not aim to be an independent bibliography of the subject.

Sigla
- In some papers (usually epigraphic), frequently cited collections or reference works are often given an abbreviation or siglum.
- If abbreviations or sigla of this sort are used, a list should be provided at the end of the paper, giving the full reference for each siglum or a Harvard reference to a work cited in the **References**.

References and citations in more detail
Please repeat the authors' name(s) for every entry.

Works by more than one author
- When *citing* a work by two or three authors, all the surnames should be given in the Harvard reference, see examples 11 and 5.
- Use '&', rather than 'and' between authors.
- When there are more than three authors, only the first + et al. (in roman) should be cited in the Harvard reference in the text, but the names of all the authors should be given in the **References** at the end of the paper; compare example 5 with 13 below.
- Works by more than one author should be placed in the references at the end of the paper in alphabetical order of the authors' surnames and then in ascending chronological order within authors' surnames.
- Works by a single author should precede those written by the same author with collaborators, the order being: author alone, author + one collaborator, author + two collaborators, etc. Within each of these categories, works should be listed in alphabetical order of the collaborators. Note that names of authors (in both the Harvard Reference and the List at the end) should be joined by '&' not 'and'. The names of all the authors of a collaborative work should be given in the **References** at the end, even though, in the Harvard reference scheme, works by four or more authors are *cited* as 'First author + et al.' See examples 13, 22, 23 and 24 below.

Names
- Only the surname and initials (not forenames or titles) should be given. This also applies to modern Arab authors, whose forenames should be reduced to initials, as with Western authors. The particle al-, irrespective of whether it is spelled with an upper case or a lower case 'a' and whether or not it is hyphenated, should be placed before the 'surname', but *should be ignored for the purposes of alphabetical order*. Thus, El **M**ahi and al-**R**āshid come after **I**brahim.
- However *classical authors* should be listed under the name by which they are generally known (e.g. Pliny, Livy, and Cicero) without the initials of their other names. See example 16, below.
- **Mediaeval Arab writers** should be listed under the name by which they are generally known (their ʿ*urf*), followed by a comma and their forename, patronymic, *kunyah*, etc. See example 17, below.
- If two or more works by the same author(s) were published in the same year, they should be listed as Smith H. 1990*a*, 1990*b*, etc., in the order in which they are cited in the text.

Place of publication, etc.
- It is *essential* to give the place of publication and name of the publisher for any published item cited in the **References**. The **place** of publication should be given in English, e.g. 'Vienna' rather than 'Wien', unless the paper is in French when the French form is used. The date of publication should always be given immediately after the author's initials.

- If in doubt go back to the original item and/or check out the book on COPAC (http://copac.ac.uk/) or the Karlsruhe Virtual **Catalogue** KVK, a meta-search interface which allows you to access library catalogues worldwide (www.ubka.uni-karlsruhe.de/hylib/en/kvk.html).
- If a work appeared at a different *date* from the one on its title page (e.g. a volume of a journal dated 1999 which actually appeared in 2000) the date printed in the work should be used in the reference, although the true date can be added in [ ] immediately after it, if desired. See example 8 below.
- If it is not possible to give the date of a work, one of the following should be used: –
  - o 'in press' = with the publisher and/or being printed
  - o 'forthcoming' = accepted for publication but not yet in production
  - o 'in preparation' = in the process of being written
- Several unpublished works by the same author should be given in the above order. Do not use 'in press' or 'forthcoming' unless it has been formally accepted by a publisher.
- 'n.d.' = published, but the date of publication is not printed in the work. However, if the date is known from other sources it can be shown as, for example, 'n.d. [1968]' ('s.d.' if the paper is in French.)
- Internet sources
- You should only give details that are freely available to the reader, not those to which you need to subscribe.
- Do not include 'http://' if www is included. Do not underline or italicize. Do not include brackets. It is standard practice to give dates when the sites were accessed, if possible.
- Check punctuation and spelling of any Internet address and double-check that it is still valid before submitting your paper.

Internet addresses in the bibliography can be given under the author's name if appropriate: e.g. Bezlova A. 24 May 2001. Jordanian discovery of the Nabataeans. *Jordan Times Online*. 10 October 2009. www.jtimes.com/nab/pet02.html

- Otherwise, list them under the title: e.g. Child burial discovered at Tell al-Mazar. *BBC News Online: Archaeology*.7 June 2003. 10 October 2009. http://news.bbc.co.uk/a/arch/2971310.stm

The first date cited in the two references above refers to the date of the article and the second to the date viewed by the author citing this reference.

Appendix I. Citation and Reference Forms: Examples

The following examples show the *citation* form of Harvard references in the text (in brackets) and then the same reference as it should appear in the **References** at the end of the paper.

As from *PSAS*47, in the **Reference** sections on each paper or poster-paper, the authors' names will be presented on the same line as the date of publication and other publication details to facilitate Google and other search engines.

		Citation form	*Reference form*
1	Book or independent item	(Beeston 1956: 45) refers to page 45 in:	Beeston A.F.L. 1956. Epigraphic South Arabian calendars and dating. London: Luzac.
2.		(al-Theeb 1995: 114) refers to page 114 in:	al-Theeb [= al-Dhuyayb] S.A. 1995. Dirāsah taḥlīliyyah li-nuqūsh nabaṭiyyah qadīmah min shamāl gharb al-mamlakah al-ᶜarabiyyah al-saᶜūdiyyah. Riyadh: Maktabat al-Malik Fahd al-waṭaniyyah.
3		(Nāmī 1952: 9) refers to page 9 in:	Nāmī K.Y. 1952. Les Monuments de Maᶜīn (Yemen). Étude épigraphique et philologique des 19 inscriptions de Maᶜīn publiées par le Professeur Moḥammed Tawfiq. (Études de l'Institut Français d'Archéologie Orientale du Caire. Études sudarabiques, 2). Le Caire: Institut Français d'Archéologie Orientale. [In Arabic].
4		(Löfgren 1936–1950, i: 45) refers to page 45 of the first volume of:	Löfgren O. 1936–1950. *Arabische Texte zur Kenntnis der Stadt Aden im Mittelalter.* (2 volumes). Uppsala: Almqvist & Wiksells.
5	*Note*: Titles of unpublished items are not given in italics.	(Cleuziou, Reade & Tosi 1990: 10, fig. 6/8–9) refers to page 10, + items 8–9 on fig. 6 in:	Cleuziou S., Reade J. & Tosi M. (eds). 1990. The Joint Hadd Project. Summary report of the third season (1987–1988). Paris: ERA 30/Rome: Istituto Italiano per il Medio ed Estremo Oriente (IsMEO).* [Unpublished circulated report]. *NB. Change abbreviations of any titles to present them in full.
6	Article in a journal	(Potts 1993: 425) refers to page 425 in:	Potts D. 1993. Rethinking some aspects of trade in the Arabian Gulf. *World Archaeology* 24: 423–439.
7		(ᶜAbd Allāh 1996: 22–25) refers to pages 22–25 in:	ᶜAbd Allāh Y.M. 1996. Risālah min imraʾah bi-khaṭṭ al-zabūr al-yamanī. *New Arabian Studies* 3: 18–28. [Arabic section]
8		(al-Ghul 1999 [2000]: 68) refers to page 68 in:	al-Ghul O. 1999 [2000]. The names of buildings in the Greek papyrus no. 10 from Petra. *Proceedings of the Seminar for Arabian Studies* 29: 67–71. Note: Proceedings of the Seminar for Arabian Studies should be given in full in References, not as PSAS
9		(Ryckmans G 1951: 258, pl. 4) refers to page 258 and pl. 4 in:	Ryckmans G. 1951. Inscriptions ṣafaïtiques de Transjordanie. *Vivre et Penser* 1: 255–259.
10	(See also example 19 for the treatment of reviews.)	(Ryckmans J 1973: 545) refers to page 545 of:	Ryckmans J. 1973. Review of Harding 1971 – if this work is already in your list of references; or, if it is not, – Review of G.L. Harding, *An index and concordance of pre-Islamic Arabian names and inscriptions* (Toronto, 1971). *Le Muséon* 86: 543–547.
11		(Barker & Hartnell 2000: 205) refers to page 205 in:	Barker D. & Hartnell T. 2000. Notes on a decorated spiny oyster from Sharm. *Arabian Archaeology and Epigraphy* 11: 204–206.
12		(Grave, Bird & Potts 1996: 77) refers to page 77 in:	Grave P., Bird R. & Potts D.T. 1996. A Trial PIXE/PIGME analysis of pre-Islamic Arabian coinage. *Arabian Archaeology and Epigraphy* 7: 75–81.
13		(King, Dunlop, Elders et al. 1995: 64) refers to page 64 of:	More than **three** authors use 'et al.' (in roman) in **citations** but cite all names in the **References** unless there are more than **six** authors, e.g. King G.R.D., Dunlop D., Elders J., Garfi S., Stephenson A. & Tonghini C. 1995. A report on the Abu Dhabi Islands Archaeological Survey (1993–1994). *Proceedings of the*

		Citation form	*Reference form*
			Seminar for Arabian Studies 25: 63–74.
13a	Journal that consists of more than one publication in a year		Barker D. & Hartnell T. 2000. Notes on a decorated spiny oyster from Sharm. *Arabian Archaeology and Epigraphy* 11/2: 204–206.
14	Contribution to conference volume or multi-author work	(Müller 1988: 50) refers to page 50 in:	Müller W.W. 1988. Outline of the history of ancient southern Arabia. Pages 49–54 in W. Daum (ed.), *Yemen. 3000 years of art and civilization in Arabia Felix*. Innsbruck: Pinguin.
15		(Livingstone 1989: 101) refers to page 101 in:	Livingstone A. 1989. Arabians in Babylonia/Babylonians in Arabia: Some reflections *à propos* new and old evidence. Pages 97–105 in T. Fahd (ed.), *L'Arabie préislamique et son environnement historique et culturel*. Actes du Colloque de Strasbourg 24–27 juin 1987. (Travaux du Centre de Recherche sur le Proche-Orient et la Grèce antiques, 10). Leiden: Brill.
	For a contribution to an encyclopaedia see example 18. *The titles* of journals and of multi-volume works such as encyclopaedias should be given in full, not abbreviated.		
	For a contribution to a *Festschrift* see example 21		
16	Published editions of classical texts	(Pliny 1969: 6.2.7) refers to Book 6, chapter 2, section 7 in:	Pliny/ed. and transl. H. Rackham. 1969. *Historia Naturalis*. (Loeb Classical Library). London: Heinemann/Cambridge, MA: Harvard University Press.
17	Editions of medieval texts in Arabic, etc.	(al-Hamdānī 1884–1891, i: 134, lines 15–16) refers to lines 15–16 on p. 134 of volume 1 of:	al-Hamdānī, Abū Muḥammad al-Ḥasan b. Aḥmad/ed. D.H. Müller. 1884–1891. *Ṣifat jazīrat al-ᶜarab*. (2 volumes). Leiden: Brill.
18–24	Layout of works by the same author & by more than one author		
18		Beeston 1960	Beeston A.F.L. 1960. Abraha. Pages 102–103 in *The Encyclopaedia of Islam*. (New Edition). i. Leiden: Brill.
19		Beeston 1985	Beeston A.F.L. 1985. Review of J.C. Biella, *Dictionary of Old South Arabic, Sabaean Dialect*. (Chico, CA: Scholars, 1982). *Journal of Semitic Studies* 30: 302–312.
20		Beeston 1994*a*	Beeston A.F.L. 1994*a*. Lineation of the Sabaic Text Ir 19. *Raydān* 6: 37–39.
21		Beeston 1994*b*	Beeston A.F.L. 1994*b*. Antecedents of classical Arabic verse? Pages 234–243 in W. Heinrichs & G. Schoeler (eds), *Festschrift Ewald Wagner zum 65. Geburtstag*. i. (Beiruter Texte und Studien, 54). Stuttgart: Steiner.
22		Beeston & Conrad 1993	Beeston A.F.L. & Conrad L.I. 1993. On some Umayyad poetry in the History of al-Ṭabarī. *Journal of the Royal Asiatic Society* 3rd series, 3: 191–206.
23		Beeston et al. 1983	Beeston A.F.L., Johnstone T.M., Serjeant R.B. & Smith G.R. (eds). 1983. *Arabic literature to the end of the Umayyad period*. (Cambridge History of Arabic Literature). Cambridge: Cambridge University Press.
24		Beeston et al. 1971.	Beeston A.F.L., Winnett F.V., Ryckmans J. & al-Ghul M.A. 1971. The inscription Jaussen and Savignac 71. *Proceedings of the Seminar for Arabian Studies* 3: 69–72.
25	Internet sources with author	Bezlova 2001, online (and give page numbers if given on the website)	Bezlova A. 24 May 2001. Jordanian discovery of the Nabataeans. *Jordan Times Online*. 10 October 2009. www.jtimes.com/nab/pet02.html
26	Internet sources using doi	Barca, Lucarini & Fedele 2011	Barca D., Lucarini G. & Fedele F.G. 2011. Provenance of obsidian artefacts from the Wādī Ath-Thayyilah 3 Neolithic site (Eastern Yemen Plateau) by LA-ICP-MS Method. *Archaeometry* 21 December: 1–20. doi: 10.1111/j.1475-4754.2011.00643.x Note: Many e-journals and on-line publications now use a Digital Object Identifier (doi) as a standard part of their citations. If possible also give volume number or month of publication of the relevant journal, and page range as well as the

		Citation form	*Reference form*
			doi. See www.loyola.edu/library/ref/apastyle.htm for a wide range of other examples using doi.
27	Internet sources without author	BBC News Online 2003, online	Child burial discovered at Tell al-Mazar. *BBC News Online: Archaeology*. 7 June 2003. 10 October 2005. http://news.bbc.co.uk/a/arch/2971310.stm
28	DVD	A Place in the Museum. DVD 2001	*A Place in the Museum*. 1951 Dir. George Stevens. DVD. Paramount, 2001.
29	CD-Rom	Encarta 2004 Reference Library. 2003. CD-ROM.	*Encarta 2004 Reference Library*. 2003. CD-ROM. Microsoft.
30	Reference to an article in the current volume of the *Proceedings*	(al-Naimi et al. 2011, this volume).	al-Naimi A.F., Price K.M., Cuttler R. & Arrock H. (in this volume). Reassessing Wādī Debayan (Wādī al-Dabayᶜān): an important Early Holocene Neolithic multioccupational site in western Qatar. *Proceedings of the Seminar for Arabian Studies* 47.