AUTHOR GUIDELINES

1) LENGTH OF CONTRIBUTIONS

- Research Articles (6,000–12,000 words, including notes, and bibliography): 200-word abstract, list of keywords, and short sentence about the author (name/title, affiliation, e-mail address).
- Review Articles (up to 6,000 words)
- Book Reviews (600–1,500 words)

The contributions should be submitted in MS Word; if the submitted article contains other than non-latin script or pictures/graphs, please submit also a pdf version.

2) FONTS ANS FORMATTING

- Text: Times New Roman 11-point format (Chinese and Japanese characters: PMingLiU 10,5 point)
- Footnotes: Times New Roman 9-point format (Chinese and Japanese characters: PMingLiU size 8,5 point)
- Spacing: Single
- Korean: Batang
- Middle Eastern, South Asian and Central Asian languages: Times Ind Uni
- Linguistic papers: Doulos Sil and Phonetics
- Sumerian: in lowercase, with index numbers. Signs of uncertain reading in small caps, e.g. la₂, ĝiri₃, iri-KA-ge-na, mu-kuₓ(DU).
- Akkadian: in lowercase, italicized: a₂. Sumerograms in SMALL CAPS, preferably with an Akkadian reading: qaqqad(SAG.DU). Phonetic complements should be provided in superscript: ina šamē(AN)ᵢ.
- Hittite: in lowercase, italicized, Sumerograms in SMALL CAPS, Akkadograms in ITALICIZED SMALL CAPS.
- Please use only subscript index numbers, e.g., ĝeš₂ and ĝeš₃ rather than ġeš and ġeš.

3) NON-WESTERN TERMS AND TRANSLITERATIONS

All titles/names/terms in non-Western languages (e.g., Chinese, Japanese, or Korean) should appear both in transliteration and characters, such as:

- The Chinese characters known as kanji 漢字 have been evolving for centuries.
- One of the most famous Japanese feminists Hiratsuka Raichō 平塚らいてう (1886–1971) was an editor-in-chief of the journal Seitō 青鞜 (Blue Stocking).
- dao 道 (the Way)
- national literature (kokubungaku 国文学)

For words, terms and names in Ottoman Turkish, transliterate into modern Turkish in italics and provide the translation in English, in brackets:
- مشورت will be transliterated and inserted in text as meşveret (consultation)
- ضابطه will be inserted as zabita (the police)
- پادشاه will be padíşah (sultan/ruler)
- ترجمه اخوال will be Tercüman-ı Ahval (The Interpreter of Events) if referred to the period journal.
- Ultimately, for transliteration refer to the IJMES Transliteration Chart.

for Arabic and Persian, similarly to the example above, follow the IJMES Transliteration Chart.

A transliteration IJMES table for Arabic, Farsi, and Ottoman is available here.

4) STYLE

For articles submitted in English, the journal generally follows The Chicago Manual of Style (Humanities) for citations. Deviations from this style should be discussed with the editorial office prior to the submission of the article. If the submitted article is accepted for publication, the journal provides proofreading (by a native English speaker) for free.

POINTS OF IMPORTANCE

When following the Chicago Manual of Style, it is important to pay attention to several key points:

A) CITATIONS

Archiv orientalni uses two system of documentation: footnotes and a bibliography.

i) Footnotes: First mention includes author’s full name, publication title, , (in parenthesis place of publishing: the publisher, year), pagination. Further mentions include only surname, publication title, and pagination. The shorten version is used for the second and later appearance of the publication. For example:


ii) Bibliography:

book


**article**


**chapter**


**NOTE: For authors/titles written in non-latin script please add transliteration and translation. For example:**


**Similarly, add translation for non-Western languages, such as:**


**B) ABBREVIATIONS IN FOOTNOTES:**

- Ibid. – for reappearing reference (as in previous note) with different page number. It must never be used if the preceding note contains more than one citation
- Idem – is used when several works by the same person are cited successively
- We discourage authors to use abbreviations, like: *op. cit.*, *loc. cit.*, and *ff.* (instead of concrete page numbers).

**C) ABBREVIATING/CONDENSING INCLUSIVE NUMBERS**

Inclusive numbers are abbreviated according to the principles shown below (examples are page or serial numbers, which do not require commas). The only exception to this rule are numerals for the span of years, such as: emperor Shōwa (1901–1989).

<table>
<thead>
<tr>
<th>FIRST NUMBER</th>
<th>SECOND NUMBER</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 100</td>
<td>Use all digits.</td>
<td>3–10, 71–72, 93–117</td>
</tr>
<tr>
<td>100 or multiples of 100</td>
<td>Use all digits.</td>
<td>100–104, 1100–1113</td>
</tr>
<tr>
<td>101 through 109, 201 through 209, etc.</td>
<td>Use changed part only.</td>
<td>101–8, 808–33, 1103–4</td>
</tr>
</tbody>
</table>
110 through 199, 210 through 299, etc. | Use two digits unless more are needed to include all changed parts. | 321–28, 498–532, 1087–89, 1496–500, 11564–615, 12991–3001

IMPORTANT NOTE: The correct symbol for “to/through” is an n-dash, not hyphen or m-dash (i.e., 150–53, not 150-53 or 150—53.

E) FIGURES, TABLES AND CAPTIONS
Images should have the resolution at least 300 dpi. Larger images should be submitted separately and it should be indicated where to place them in the text.

- **The format of captions is as follows.** The full reference to the source is attached as a footnote.

  Figure 1. Map of Tibet. Source: *Da Qing yitong zhi.*

- **A photograph in the figure:**

  Figure 3. Poster in Rebgong (photo: author)

- **References in text.** Please use the full word references:

  …for examples see Table 1.

  … see Figure 4.

5) ANONYMITY
The submitted file needs to be **thoroughly anonymized.** It must NOT include authors’ names/bios, dedications or any other information revealing their identity. Similarly, authors must never refer to themselves as “author” in the footnote citations.
For information how to anonymize the Word file please [check this website](#).

6) OTHER POINTS
In text, please try to avoid using:

- **symbol %**

  CORRECT FORM: number + percentage (example: *50 percent, a 10 percent raise*)

- **upper case with date**

  CORRECT FORM: January 2nd, 18th century