IJMES Transliteration Guide
for specifics and exceptions, see the evolving *IJMES* word list at our editorial website:
http://www8.georgetown.edu/departments/history/ijmes/index.html

1) *IJMES* follows a modified *Encyclopedia of Islam* transliteration system. See chart.

2) *IJMES* guidelines apply to Arabic, Hebrew, Persian, and Ottoman Turkish. With Ottoman Turkish, follow the age of your sources in deciding between transliteration and modern Turkish orthography. Be consistent. Note: Just as modern Turkish no longer uses hatted vowels (â), *IJMES* does not either. If you would like to show Arabic or Persian origin through the vowelling of an Ottoman Turkish word, please transliterate.

3) Definite article al- is lowercase everywhere, except when the first word of a sentence, an endnote, or a title.

- When an Arabic name is shortened to just the surname, the al- is retained. For example, Hasan al-Banna becomes al-Banna. Connectors in names—such as bin, ben, abu, etc.—are lowercase only when preceded by a name. Ex. Osama bin Laden, but Bin Laden, Ibn Khaldun, etc.

4) Inseparable prepositions, conjunctions and other prefixes are connected with what follows by a hyphen. Ex. bi-, wa-, li-, la-

- Ellision. When one of the above prepositions or conjunctions is followed by al-, the *A* will elide, forming a contraction rendered as wa-l-, bi-l-, li-l-, and la-l-.

5) Use diacritical marks and italics only on **<u>technical</u>** terms. Ex. ʿ*ashāʾ*. Distinguish hamza from an apostrophe and use an ʿ*ayn* marking. If possible put the document in a diacritical-friendly unicode fonts such as Jaghbub Unicode, available at <u>http://www.smi.uib.no/ksv/Jaghbub.html</u>, or Free Serif and Gentium, available at http://www.mcgill.ca/islamicstudies/students/arabic_unicode_font/

- No words that appear in *Webster's Collegiate Dictionary* shall be treated as technical terms. They should have no diacritics, nor should they be italicized. Ex. mufti, jihad, shaykh. See

our word list for exceptions that add ᶜ*ayn* and hamza. Ex. Qurʾan, shariᶜa, ᶜulamaʾ, and Kaᶜba.

6) Place names and names of political leaders or cultural figures with accepted English spellings should be spelled in accordance with English norms, including cities of publication. Ex. Damascus, Baalbek, Yasir Arafat. See word list for exceptions and preferences among common spellings.

- When names and place names do not have a common English spelling, add ᶜ*ayn* and hamza but do not italicize and do not add diacriticals. If the person is living, defer to his/her preferred spelling.

- Similarly, transliterated titles of organizations are capitalized, with no diacriticals and no italics. Do add ᶜ*ayn* and hamza, however. This rule covers proper names, such as Majlis al-Shura, al-Ikhwan al-Muslimun, and publishing houses, such as Dar Dimashq.

7) When a foreign book or journal title occurs in text, its first mention should be italic with the English translation (u/lc) in roman inside parentheses. Poems and articles require quotation marks instead of italics. In notes we require only the transliterated title, with translation an optional addition. On subsequent references, use a short reference to the transliterated title.

- Follow English capitalization rules for transliterated titles. Capitalize all major terms—with the exception of articles, prefixes, coordinating conjunctions, and prepositions (even when joined to pronouns). Do capitalize al- when it is the first word of a title. Use italics to indicate a book, newspaper, or periodical. Do NOT add diacritical marks, but do add ᶜ*ayn* and hamza. Ex. *Maᶜalim fi al-Tariq, Faysal al-Tafriqa bayn al-Islam wa-l-Zandaqa, Al-Nur al-Safir ᶜan Akhbar al-Qarn al-ᶜAshir.*

8) For colloquial Arabic, refer to a dictionary. For Egyptian and related dialects, the source of choice is Martin Hinds and El-Said Badawi, comp. *A Dictionary of Egyptian Arabic: Arabic-English* (Beirut: Librairie du Liban, 1986).