Style Guidelines with examples
Version: Aug 2025 The *Journal of South Asian and Middle Eastern Studies (JSAMES)* uses the18th edition of the *Chicago Manual of Style (CMOS),* and the *International Journal of Middle East Studies (IJMES)* translation and transliteration guide.
CITATIONS

- Citation style see **CMOS 18 Notes and Bibliography sample citation**
- Listed in alphabetical order
- Notes, whether footnotes or endnotes, should be numbered consecutively, beginning with 1, throughout an article. A note number should generally be placed at the end of a sentence or at the end of a clause.
  "Good fiction is made of that which is real," wrote Ralph Ellison, "and reality is difficult to come by."1
  It was the hour of "national paths" toward socialism;9 but that expression, which turned out to be temporary, was more an incantation than a discovery.
  The bias was apparent in the Shotwell series3—and it must be remembered that Shotwell was a student of Robinson's.
- Book:
  Binder, Amy J., and Jeffrey L. Kidder. *The Channels of Student Activism: How the Left and Right Are Winning (and Losing) in Campus Politics Today.* University of Chicago Press, 2022.
  Yu, Charles. *Interior Chinatown*. Pantheon Books, 2020.
- Chapter or part of an edited book:
  Doyle, Kathleen. "The Queen Mary Psalter." In *The Book by Design: The Remarkable Story of the World's Greatest Invention*, edited by P. J. M. Marks and Stephen Parkin. University of Chicago Press, 2023.
- Translated book:
  Liu Xinwu. *The Wedding Party*. Translated by Jeremy Tiang. Amazon Crossing, 2021.
- Journal article:
  Kwon, Hyeyoung. "Inclusion Work: Children of Immigrants Claiming Membership in Everyday Life." *American Journal of Sociology* 127, no. 6 (2022): 1818–59. https://doi.org/10.1086/720277.
- News or magazine article:
  Klein, Elana. "Meet Flip, the Viral Video App Giving Away Free Stuff." *Wired*, December 21, 2023. https://www.wired.com/story/flip-viral-video-app-shopping-free-stuff/.
- Book review:
  Jacobs, Alexandra. "The Muchness of Madonna." Review of *Madonna: A Rebel Life*, by Mary Gabriel. *New York Times*, October 8, 2023.
- Interview:
  Buolamwini, Joy. " 'If You Have a Face, You Have a Place in the Conversation About AI,' Expert Says." Interview by Tonya Mosley. *Fresh Air*, NPR, November 28, 2023. Audio, 37:58. https://www.npr.org/2023/11/28/1215529902/unmasking-ai-facial-recognition-technology-joy-buolamwini.
- Thesis or dissertation:
  Blajer de la Garza, Yuna. "A House Is Not a Home: Citizenship and Belonging in Contemporary Democracies." PhD diss., University of Chicago, 2019. ProQuest (13865986).

- Web page:
  Yale University. "About Yale: Yale Facts." Accessed March 8, 2022.
  https://www.yale.edu/about-yale/yale-facts.
- Social media content:
  Chicago Manual of Style. "Is the world ready for singular they? We thought so back in 1993."
  Facebook, April 17, 2015.
  https://www.facebook.com/ChicagoManual/posts/10152906193679151.
- Video or podcasts:
  Oliver, Eric. "Why So Many Americans Believe in So Many 'Crazy' Things." Moderated by Andrew McCall. Virtual lecture, February 23, 2022. Posted March 21, 2022, by University of Chicago. YouTube, 1:01:45. https://youtu.be/hfq7AnCF5bg.

Note: CMOS does not require access dates in its published citations of electronic sources unless no date of publication or revision can be determined from the source.

QUOTATIONS

- Quoted text is enclosed in double quotation marks. Quotations within quotations in single quotation marks.
- Although material set off as a block quotation is not enclosed in quotation marks, quoted matter *within* the block quotation is enclosed in double quotation marks—in other words, treated as it would be in otherwise unquoted text:

Example 1:
The narrator then breaks in: "Imagine Bart's surprise, dear reader, when Emma turned to him and said, contemptuously, 'What "promise"?' "

Example 2:
The narrator then breaks in:

> Imagine Bart's surprise, dear reader, when Emma turned to him and said, contemptuously, "What 'promise'?"

ABBREVIATIONS

- A number of expressions are almost always abbreviated and may be used without spelling them out first (e.g., ATM, DNA, GPS, HMO, HTML, IQ, JPEG).
- Abbreviations less common should generally be spelled out at first occurrence followed by the abbreviation in parentheses:
  Among recent recommendations of the Federal Aviation Administration (FAA) are . . .
- Use periods with abbreviations that end in a lowercase letter: p. (page), vol., e.g., i.e., et al.
- Use periods for initials standing for given names: E. B. White; do not use periods for an entire name replaced by initials: JFK.
- Use no periods with abbreviations that include two or more capital letters, even if the abbreviation also includes lowercase letters: VP, CEO, UK.
- Use periods to abbreviate United States and its states and territories: U.S., N.Y., Ill.
- Omit periods in abbreviations of academic degrees (BA, MA, PhD, etc.)
- Use SI Units (e.g. 3 m)
- Despite changing usage, Chicago continues to regard *percent* as an adverb ("per, or out of, each hundred," as in *10 percent of the class*)—or, less commonly, an adjective (*a 10 percent*

raise)—and to use *percentage* as the noun form (*a significant percentage of her income*). The symbol %, however, may stand for either word.

SPELLING

Merriam-Webster Dictionary, https://www.merriam-webster.com/ , U.S. spelling –ize

NUMBERS AND DATES

- Spell out numbers less than 100, use numerals for 100 and above, unless at the start of a sentence.
- Thousand separator is a comma for 1,000 and above.
- In the month-day-year style of dates, commas must be used to set off the year—a traditional usage that not only applies the logic of commas in pairs but also serves to separate the numerals for day and year.
  The performance took place on February 2, 2006, at the State Theatre in Ithaca.
  The hearing was scheduled for 2:30 p.m. on Friday, August 9, 2024.
  Monday, May 5, was a holiday; Tuesday the 6th was not.
  Her license expires sometime in April 2027.
  On Thanksgiving Day 1998 they celebrated their seventy-fifth anniversary.

TRANSLATION AND TRANSLITERATION

- Translations should be composed artfully in clear, polished, idiomatic English. Unless the original text was written awkwardly according to the style conventions of the language in which it was written, it is not a skillful translation to put it in awkward English style, even if it is more "direct". If you are deliberately attempting to translate linguistic infelicities presence in the original text, use "[sic]" or an explanatory note in the text or an endnote to make that clear.
- For Arabic and Persian, use the IJMES Transliteration Chart. For Ottoman Turkish, use the IJMES Transliteration Chart or modern Turkish orthography consistently. For other languages, use the Library of Congress Transliteration Chart.
- All technical terms from languages written in non-Latin alphabets must be italicized and fully transliterated with diacritical marks (macrons and dots), e.g., ʿashāʾ. A technical term is defined as a word for which there is no English equivalent and that is not found in Merriam–Webster's Collegiate Dictionary, or a multi-word phrase, excluding names and titles. Diacritical marks, as well as the letters ʿayn and *hamza*, should be inserted using a Unicode font.
- Words found in Merriam-Webster's should be spelled as they appear there and not treated as technical terms. They should have no diacritics, nor should they be italicized—for example, mufti, jihad, shaykh. See the IJMES Word List for exceptions that preserve ʿayn and hamza, for example, Qur'an, shariʿa, ʿulamaʾ, and Kaʿba.