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Instructions for Authors

Scope

Endowment Studies (*ENDS*) is a peer-reviewed, English-language periodical dedicated to the study of foundations or endowments, fostering their examination from cross-cultural, diachronic and interdisciplinary perspectives. As a large body of research over the past thirty years has demonstrated, endowments or foundations are endemic to practically all peoples, times and places. Due to their ubiquity, not only do endowments represent an ideal vehicle for cross-cultural comparison, they also constitute a "total social phenomenon" within their respective societies. Endowments touch upon on every conceivable aspect of a given society, such as the arts, economy, intellectual life, law, politics and religion. Specialists from these and other fields can thus participate in cross-disciplinary conversations via the leitmotif of endowments. As the first journal dedicated to the study of foundations in a comparative context, *ENDS* offers a venue for publication that is both transcultural and interdisciplinary, with a special focus on the premodern era, yet not restricted to any particular epoch. Contributions treating any aspect of endowments are welcome.

Ethical and Legal Conditions

The publication of a manuscript in a peer-reviewed work is expected to follow standards of ethical behavior for all parties involved in the act of publishing: authors, editors, and reviewers. Authors, editors, and reviewers should thoroughly acquaint themselves with Brill's publication ethics, which may be downloaded here: brill.com/page/ethics/publication-ethics-cope-compliance.

Submission

Please send manuscripts for submission to the Editors of *ENDS* by e-mail to: endseditors@gmail.com.

Double-blind Peer Review
ENDS uses a double-blind peer review system, which means that manuscript author(s) do not know who the reviewers are, and that reviewers do not know the names of the author(s). When you submit your article, please include a separate title page that includes the full title of the manuscript, the names and complete contact details of all authors, the abstract, keywords, and any acknowledgement texts. This page will not be accessible to the referees. All other files (manuscript, figures, tables, etc.) should not contain any information concerning author names, institutions, etc. The names of these files and the document properties should also be anonymized.

Instructions for Authors

File Format
Authors should make use of Apple Macintosh or PC format and Unicode-friendly fonts, especially the Brill (see brill.com/about/brill-fonts). Word and Mellel are preferred word processors. The files should be submitted in both a RTF format and as a PDF file.

Submission Requirements

All typescripts must be in their final form in all respects. The Editors will not submit any typescript to referees which they do not consider to be satisfactory.

Language
Articles should be written in English. For English spelling, authors are allowed to follow American or British usage, as long as it is consistently applied: e.g. for American English "recognize" instead of "recognise," "favorite" instead of "favourite," etc. American usage is used with regard to punctuation, including quotation marks (single quotation marks inside of double quotation marks). *The Chicago Manual of Style*, 16th ed., will be the point of reference for English style and usage.

Non-Roman Font
Nothing should be put in the main text of an article in a non-roman script unless it is essential for the purpose of the article or review.

Transliteration Guidelines
Regarding transliteration, authors are allowed to follow the norms for the transcription of non-Roman alphabets in their field. Exceptions are the transliteration systems employed for Arabic, Persian and Ottoman Turkish. So that submissions citing sources in these languages can be competently copy-edited, we request that authors follow the guidelines in the third edition of the *Encyclopedia of Islam* (EI Three), which are outlined below.

Instructions for Authors

Arabic Transliteration

The transliteration of Arabic words should follow the guidelines of the EI Three:

ء	ʾ [Unicode 02BE]	ض	ḍ
ا/ى	ā	ط	ṭ
ب	b	ظ	ẓ
ت	t	ع	ʿ [Unicode 02BF]
ث	th	غ	gh
ج	j	ف	f
ح	ḥ	ق	q
خ	kh	ك	k
د	d	ل	l
ذ	dh	م	m
ر	r	ن	n
ز	z	ه	h
س	s	ة	a; -at in iḍāfa
ش	sh	و	ū; -uww-; word final ū
ص	ṣ	ي	ī; -iyy-; word final ī

Please note:

- – No initial hamza: *ibl*, no *ʾibl*
- – No sun letters
- – Elision of al-:
    - o After *wa*: *wa-l-bayt*
    - o After long vowel: *fī l-bayt*
    - o After prefixed prepositions: *bi-l-bayt, li-l-bayt*

Persian Transliteration

The transliteration of Persian words should follow the guidelines of the EI Three:

ء	ʾ [Unicode 02BE]	ص	ṣ
ا	ā	ض	ḍ
ب	b	ط	ṭ
پ	p	ظ	ẓ
ت	t	ع	ʿ [Unicode 02BF]
ث	th	غ	gh
ج	j	ف	f

Instructions for Authors

چ	ch	ق	q
ح	ḥ	ك	k; g
خ	kh	ل	l
د	d	م	m
ذ	dh	ن	n
ر	r	و	v; ū
ز	z	ه	h
ژ	zh	ة	-at
س	s	ي/ى	ī; -iyyi
ش	sh		

Please note, that the Persian *iḍāfa* should be transliterated:

– After consonants: *-i*
– After vowels: *-yi*

Ottoman Turkish Transliteration

The transliteration of Turkish words should follow the guidelines of the EI Three:

ء	ʾ [unicode 02BE]	ش	Sh
ا	ā	ص	ṣ
ب	b	ض	ḍ
پ	p	ط	ṭ
ت	t	ظ	ẓ
ث	th	ع	ʿ [Unicode 02BF]
ج	j	غ	gh
چ	ç	ف	f
ح	ḥ	ق	q
خ	kh	ك	k; g [ğ]; ñ
د	d	ل	l
ذ	dh	م	m
ر	r	ن	n
ز	z	و	v; ū; w
ژ	zh	ه	h; e; -at
س	s	ي/ى	ī; -iyye

Short vowels: a; e; i; ı; o; ö; u; ü
Please note that initial *hamza* should not be transliterated.

BRILL

Manuscript Structure

General

Text should be kept as plain as possible; neither justification, nor automatic or manual hyphenation should be used. The first line of a paragraph should be indented, except after a blank line, a (sub)heading or a block quotation (see below).

Abstract & Keywords

Articles must have a short abstract (up to 150 words in length) and a maximum of 6 keywords on the first page.

Abbreviations

Do not use full stops in abbreviations which consist of sets of initials (*ENDS* not *E.S.*). Other abbreviations (but not contractions – see below) should be followed by full stops. Retain full stops for initials in personal names: J.R.R. Tolkien (without a space between the J., the R. and the R.). General abbreviations should follow the usage of the *Oxford English Dictionary*; i.e., and e.g., should be followed by a comma.

Dates

BCE (Before Common Era), CE (Common Era), and AH (Anno Hegirae) follow the date. All Islamic dates should be given in the form 700/1300 (i.e., AH followed by CE). None of these abbreviations has full stops.

Headings

Complex hierarchies of numbered or lettered headings in articles should be avoided unless essential for clarity.

Italics

Italics must be indicated by using an italic font. Ensure that all diacritics and accents remain clear. Use italics for the titles of printed books and journals, but do not italicize the word Qur'an or books of the Bible.
Titles of series should not be italicized.
Foreign words, except those which have become naturalized, are set in italics, as is material transliterated from foreign scripts, on which see below.
Italics are used for abbreviations where the original full words were in italics.
Foreign words should be used in their naturalized English forms, without italics or diacritics, unless they form part of the text in the original language.

BRILL

Instructions for Authors

Quotations

For quotations within text, use double quotation marks (""); single quotation marks (") should be reserved for quotes within quotes.

When a quotation forms part of a longer sentence, include the full stop within the quotation only if it consists of a grammatically complete sentence. Otherwise, the full stop or comma follows the closing quotation mark.

Words and quotations in italic transliteration or non-roman script do not need quotation marks. Any material added to a quotation, including "[sic]", should appear in square brackets.

Sources of quotations should be given in footnotes.

All citations of verses of the Qur'an should refer to the divisions of the standard Egyptian edition, using the form Q 2:106

All citations of biblical passages should preferably be taken from the *Biblia sacra iuxta vulgatam versionem*. Ed. Roger Gryson, Stuttgart ⁵2007 using its abbreviations for the various books of the Scriptures. If reference to the Greek or Hebrew Text is necessary, authors should arrange this with the Editors in advance. The same is true for quotations from the Tanakh and Talmud.

Block Quotations

Longer quotations should be indented without quotation marks.

References

General Considerations

References are to consist of footnotes, not endnotes or parentheses.

Each reference is to be classified as a primary source or secondary literature citation; primary source and secondary literature citations each follow different formatting systems.

Primary Source Citation

For footnotes, a short form of the source is used: author (if applicable); the title of the work / source *or* collection (abbreviated where applicable); and then chapter, section or some other designation.

Standard abbreviations, such as vol. for volume, no. for number, etc., are acceptable.

> Michael Psellos, *Chronographia*, book 5, ch. 2.
>
> *Urkundenbuch Goslar*, vol. 4, no. 12.

If the name of the source is followed directly by a number, then there is no need to insert a comma in between.

> *Codex Justinianus* 1.3.57.3.

Instructions for Authors

Bibliography

In the bibliography, the shorter reference form used in the footnotes is supplemented by the fuller reference. This reference should follow the pattern: title (as used in the front matter of the cited publication). Editor. Place and year of publication: Volume number (only where required).

– Book titles are *italicized*; main words are capitalized.

– Titles and subtitles are separated by a colon, regardless of the original form.

– Subtitles begin with a capital letter.

Bibliographical details should normally be consistently Anglicized, e.g., "Athens" not "Athenai," "Cairo" not "al-Qāhira," "Nuremberg" and not "Nürnberg".

– References to unpublished sources are given this way: Archive / Library, City, Shelf number, Page or Folio number (with a/b indicating *recto/verso*).

  o Example: Bibliotheque Nationale, Paris, Ms. lat. 17716, fol. 7a–8b.

– Below the proper full citation is shown for different types of secondary literature.

Books

Crone 1980 = Patricia Crone. *Slaves on Horses: The Evolution of the Islamic Polity*. Cambridge and New York.

Journal Articles

Jordan 2015 = William Chester Jordan. "John Pecham on the Crusade." *Crusades* 9: 159-171.

Chapters in Edited Volumes or Encyclopedia Entries

Cohen 2012 = Mark R. Cohen. "Poverty and Charity: Jews in the Medieval Islamic World." Ed. Anne Scott and Cynthia Kosso. *Poverty and Prosperity in the Middle Ages and Renaissance*. Turnhout: 143-154.

Capitalization

For English language titles, *ENDS* employs a maximum capitalization system: all words in titles after the first (which is always capitalized) are capitalized, except for prepositions and articles. Works in languages other than English follow the rules for capitalization in each respective language.

Page Ranges

Always write out the full number in page ranges, e.g. 1507-1508, not 1507-8; f. and ff. are to be avoided.

Multi-volume Works

For multi-volume works, only the relevant volumes need be referenced. It is not necessary to list how many volumes are contained in a particular work. For example: Kazhdan 1991: Alexander P. Kazhdan. "Symeon of Bulgaria." Ed. Alexander Kazhdan et al. *The Oxford Dictionary of Byzantium*. New York: vol. 2, 1217.

Instructions for Authors

Editions

Editions other than first editions are indicated by a superscript number before the year of publication.

Footnotes

Footnote numbers in the text (numbered consecutively throughout) should be clear (not too small) and should not be accompanied by brackets or other marks. They should be in superscript numbers above the line of writing: *Chronographia.*[63]

Footnote markers should be placed *after* any punctuation which appears at the end of the sentence, phrase or clause to which the footnote is attached.

In the footnotes themselves, each note should begin with the footnote number in superscript, followed by a space and a capital letter of the first word (and not by any full stop or other punctuation).

For footnotes, the so-called Harvard System is to be employed: author, followed by the date, a colon, and then the page range. An example: Crone 1980: 10-15. For reprints, the date of first publication always takes precedence.

MATERIAL NOT CONFORMING TO THE ABOVE WILL BE RETURNED TO THE AUTHORS

Publication

Proofs

Upon acceptance, a PDF of the article proofs will be sent to authors by e-mail to check carefully for factual and typographic errors. Authors are responsible for checking these proofs and are strongly urged to make use of the Comment & Markup toolbar to note their corrections directly on the proofs. At this stage in the production process only minor corrections are allowed. Alterations to the original manuscript at this stage will result in considerable delay in publication. Proofs should be returned promptly.

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