Instructions for Authors

Scope

Hawwa (HAWW) publishes articles from all disciplinary and comparative perspectives that concern women and gender issues in the Middle East and the Islamic world. These include Muslim and non-Muslim communities within the greater Middle East, and Muslim and Middle-Eastern communities elsewhere in the world. Articles dealing with men, masculinity, children and the family, or other issues of gender shall also be considered. The journal strives to include significant studies of theory and methodology as well as topical matter. Approximately one third of the submissions focus on the pre-modern era, with the majority of articles on the contemporary age. The journal features several full-length articles and current book reviews.

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.

Online Submission

Hawwa (HAWW) now uses online submission only. Authors should submit their manuscript online via the Editorial Manager (EM) online submission system at: editorialmanager.com/haww. First-time users of EM need to register first. Go to the website and click on the "Register Now" link in the login menu. Enter the information requested. During registration, you can fill in your username and password. If you should forget this username and password, click on the "send login details" link in the login section, and enter your e-mail address exactly as you entered it when you registered. Your access codes will then be e-mailed to you.

Prior to submission, authors are encouraged to read the ‘Instructions for Authors’. When submitting via the website, you will be guided stepwise through the creation and uploading of the various files. A revised document is uploaded the same way as the initial submission. The system automatically generates an electronic (PDF) proof, which is then used for reviewing purposes. All correspondence, including the editor's request for revision and final decision, is sent by e-mail.

Double-blinded Peer Review

HAWWA 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 via Editorial Manager, you will be asked to submit a separate title page that includes the full

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Instructions for Authors

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 name of these files should also be anonymized.

Tables, illustrations and other figures should also be uploaded as separate files.

File Format
Please upload the manuscript as a source files such as .doc, and not as a .pdf. Tables should be submitted as Word files, and figures should be submitted in high resolution .jpg or .tif files.

Contact Address
For additional information or if you need help in uploading your manuscript please visit the author tutorial or online help links given at the right side of the log-in window. For remaining questions please contact the Editors-in-chief (Rogaia Abusharaf, Georgetown University Edmund Walsh School-Qatar; Randi Deguilhem, Centre National de la Recherche Scientifique, TELEMME-MMSH, Aix-en-Provence, France): Hawwabrill@gmail.com.
For eventual questions about Editorial Manager, authors can also contact the Brill EM Support Department at: em@brill.com.

Submission Requirements

Language
The primary language of the Journal is English; either American or British spelling may be used, but authors must be consistent throughout. Articles submitted in French will also be considered.

Transliteration
If you wish to use transliteration of Arabic names and terms, authors should use a Unicode compliant font, such as the Brill. Authors will be required to supply pdfs of any Arabic texts to be included in their articles.

Arabic in the Text
Authors should use the transliteration table on pp. 3-4 of these instructions.

Non-Roman Scripts
Non-roman scripts may be used in those instances where necessary, such as in the titles of published works or in terms and textual references where transliteration into roman script is impossible or
Inadequate.

**Manuscript Structure**

**General**
Manuscripts should be submitted double-spaced throughout (including quotations, notes, bibliography) with notes at the end, and all pages consecutively numbered. Authors must also provide their university or institutional affiliation, their mailing address and their electronic mail address for publication. Manuscripts should be submitted in final publishable form. Full and consistent bibliographical annotation is required. Please refer to the style sheet below for more detailed information.

**Abstract**
Every article submission to *Hawwa* must be accompanied by an abstract of the text in English. Abstracts should be no longer than 100-150 words and should clearly define the thesis.

**Keywords**
In addition, 3-10 key words from the text should be included.

**Headings**
All major words in headings should begin with capital letters and are flush left. In general, only very complex or technical works should have more than one heading level.

*First Level Heading*
*Second Level Heading*
*Third Level Heading*

**Capitalization**
Authors should be consistent in their use of capitalization. Overcapitalization should be avoided. The abbreviations ‘vol.’, ‘no.’, and ‘pt.’ are not normally capitalized.

**Italics**
The titles of works and periodicals should normally be italicized. Foreign words should only be italicized if there is risk of confusion with an identically spelled English word, if the word is being cited by the author, or if the word is likely to be unfamiliar to readers (in this last case, only the first appearance of the word in the text should be italicized). Foreign words employed by the author instead of translations,
Instructions for Authors

Arabic Transliteration Table

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Instructions for Authors

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**Long Vowels**
- ā, ū, ī

**Short Vowels**
- a, u, i

**Diphthongs**
- aw, ay
- iyy (final form ī)
- uww (final form ū)
- initial hamza not marked

**Extra Note**
- -a (-at in *iḍāfa*)
- al- and (·)- (e.g. *al-kitāb*; *wa-l-kitāb*; no sun letters)
- bi-l-kitāb *but* lil-masjid
- Abū l-Walid; fi l-Qurʾān
- b. and bt.
- ʿAbdallāh *but* ʿAbd al-Raḥmān

and familiar words and phrases in a foreign language should be set in roman type. Latin scholarly terms and abbreviations (with the exception of *sic*) are not italicized.

**References**
Either of two style formats for citations and bibliography may be followed: the social sciences format or the humanities format. In both formats a list of references cited must be supplied at the end of the manuscript, in the form of a bibliography.

**Social Sciences Format**
This format, also known as the author-date system, is composed of two primary elements: the in-text citation, enclosed in parentheses, and the bibliography, or list of sources cited.
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Text Citations
Citations are located in the text, and should be in the form (Surname Year: Page number). Page numbers must be included when referencing a specific idea or information set; if the reference is to a work in general, however, it should take the form: (Surname Year: Smith, Doe, and Jones 1997). In citations, works with more than three authors should give the name of the first-listed author followed by ‘et al.’ or ‘and others’ without intervening punctuation. (Doe, and Jones 1990: 123-6; Doe et al. 1986: 45-60; Jones 1993: 35, n. 4; Smith 1992: 12;)

Footnotes
Footnotes should be used sparingly and only to clarify points briefly. Lengthy or cumbersome references to primary sources may be given in footnotes if they would otherwise impede the natural flow of the text.

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The abbreviations for editor, translator, etc., are omitted from the text citations. In text citations normally appear before a punctuation mark:

The general decline in social conditions in this period is considered to be a primary cause of the uprising (Smith 1992).

If part of the citation is already included in the text, only the remaining pertinent information needs to be included in parentheses:

Smith (1992) is the latest scholar to argue that social conditions were a primary cause of the uprising.

Bibliography (after The Chicago Manual of Style, 14th ed.)
The bibliography should contain all references cited in the body of manuscript. List the works in alphabetical order of the surname of the first author. If more than one work by an author is given, give the references in chronological order, with oldest work first. In the bibliography, only the first author’s name is inverted. If there is more than one work published by the same author in the same year, these works should be distinguished by an ‘a’, ‘b’, ‘c’, etc. after the year (the order of the works determined by the alphabetical order of the titles). If several works by the same author are listed, give the full name the first time, and thereafter use an 3-em dash (---). If another author or editor is added, however, the original author’s name must be repeated.

Only the major and relevant place of publication should be listed.
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When referencing inclusive page numbers, the second number is abbreviated to include only the changed part of the first number (e.g., 3-10; 107-8; 415-532). Abbreviations should follow accepted formats, and all abbreviations used must be explained at the top of the bibliography.

Journal Article

Book
Edition, volume, and series information, if applicable, should be included after the title of the work, and punctuated by periods.

Edited Book

Humanities Format
In the humanities format, citations in the text are given in the form of footnotes, and a full bibliography of the sources cited is provided at the end of the text.

Footnotes
Footnotes are used to give references and to explain or expand points made in the text. The first time a given source is cited in the text, the footnote should provide a full reference; subsequent citations of that source may take the form of author’s surname, short title, page reference (if applicable). Series information included in the bibliography can be omitted from footnotes. In order to avoid interrupting the flow of the text, footnotes are usually placed after the punctuation of a sentence (or clause, if unavoidable): 14, 15.

Journal Article
Subsequent citations: Doe, “Article,” 16, n. 4.

Edited Book
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Book
John Doe, The Book I wrote (City: Publisher, 1990), 55-6.

Bibliography
The bibliography should contain all references cited in the manuscript as follows:

Journal Article

Book
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Edited Book

Publication

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