Instructions for Authors

Scope

*Al-Bayan (JQHS)* is a peer reviewed academic journal of Qur'ānic and Ḥadīth studies. It provides articles written by qualified specialists in the area of the Qur'ānic and Ḥadīth studies in English, Arabic and Malay. The editors welcome articles on all aspects of Qur'ānic and Ḥadīth studies. In the Malay section, *Al-Bayan* regularly publishes Malay works of scholars in Malay Archipelago and Southeast Asia. The Arabic section of this journal is a helpful resource for students and researchers of Islamic studies and those who are familiar with the Arabic language.

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

Articles should be submitted to the editor by e-mail: albayanjournal@um.edu.my. Prior to submission, authors are encouraged to read the ‘Instructions for Authors’. Articles which the editors judge to have merit will be sent anonymously to two referees, and authors may be asked for changes and adjustments in the light of the referees’ reports.

File Format

Authors should make use of Apple Macintosh or PC format and Unicode fonts (especially the Brill: brill.com/page/BrillFont/brill-typeface). Word and Mellel are preferred word processors. The files should be submitted in .doc 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

Although English is the official language of this journal, it provides articles written by qualified specialists in the area of the Qur'ānic and Ḥadīth studies in both Arabic and Malay languages.
Non-Roman Scripts
Nothing should be put in a non-roman script unless it is essential for the purpose of the article or review.

Arabic
The transliteration system must be used consistently throughout, except for quotations.

Transliteration of consonants
- ‘b t ā ġ h ḥ d Ṝ r z s š d ŋ t ḍ ‘ḡ f q k l m n h w y
  - ‘ (hamza) is not to be used in initial position

Short and long vowels
- a/ā, i/ī, u/ū

Diphthongs
- examples: bayt, dawla,

The definite article
- examples: al-šams or al-Shams.

Idāfa

Feminine ending of nouns:
- risāla, Fāṭima al-Zahrā’.

Prepositions preceding indefinite nouns:
- fī madīna, bi-ḥaṭṭ, li-ṣāḥib.

Prepositions preceding definite nouns and pronouns:

Conjunctions wa and fa:
- wa-muʿānasa, wa al-muʿānasa, fā al-muʿānasa.

Prepositions and conjunctions preceding indefinite nouns beginning with hamzat:
- al-istiqbāl, wa-stiqbāl, li-amīr, wa-amīr.

Suffix pronouns:
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- šāhibuhu, šāhibuhā.

Šadda:
- ‘arabī (not ‘arabiyy), ‘arabiyya (not ‘arabiya).

Personal names:
At the beginning of a sentence names with the article al- begin with capital letter: Al-Jāḥiẓ Al-Ǧāḥiẓ.

Familiar Arabic places and names
Familiar Arabic places or names and other words found in the Oxford English Dictionary should generally follow that spelling except when part of a longer transliterated Arabic text: Cairo, Medina, Algiers, Abbasid, Sufism, wadi, etc.

Arabic dialects
Authors writing on Arabic dialects will employ the systems most suited to their needs, but should explain their system at the beginning of their notes.

Manuscript Structure

Manuscript Order
Articles should not exceed 9,000 words including references, appendices, tables and figures.
Manuscripts should be compiled in the following order: title page; abstract; keywords; main text; acknowledgements and references. Tables and figures should be numbered in Arabic numerals. The approximate position of tables and figures should be indicated in the manuscript.
All authors of a manuscript should include their full names, affiliations, postal addresses, telephone numbers and email addresses on the title page of the manuscript. One author should be identified as the corresponding author. Please note that no changes to affiliation can be made after the manuscript is accepted.

Abstract & Keywords
Articles must have a short abstract (up to 150 words long) and a maximum of 8 keywords on the first page.

Headings
1 The First Level Heading

The text
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1.1 The Second Level Heading
The text

Capitalization

Only book and article titles in English should have the main words capitalized. Titles in other languages must follow the normal practice for the language in question.

Transliterated Arabic titles should be capitalized as follows:

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.
In footnotes, prose quotations, of whatever length, are run on within quotation marks.

Block Quotations

Quotations longer than about three lines (30 words approx.) should be indented without quotation marks.

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 “Koran” or books of the Bible.

Titles of series will be in roman and should not be italicized.

Foreign words, except those which have become naturalized, are set in italic, as is material transliterated from foreign scripts, on which see below.

Common Latin abbreviations are italicized (*ibid., op. cit., e.g.*).

Italics are used for abbreviations where the original full words were in italic.

Foreign words should be used in their English naturalized forms, without italics or diacritics, unless they form part of the text in the original language.

Abbreviations

Do not use full stops in abbreviations which consist of sets of initials (*GAL* not *G.A.L.*). Other abbreviations (but not contractions – see below) should be followed by full stops.
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Retain full stops for initials in personal names: A.F.L. Beeston (without a space between the A. the F. and the L.).

Omit full stops in contractions (i.e., where the last letter of the word is retained), e.g. Dr, St, eds, including contractions of titles of biblical books. Otherwise include a final full stop.

Apart from the rule that no space separates abbreviations of personal names, there should be a space after any abbreviation which is followed by a full stop: p. 63.

General abbreviations should follow the Oxford English Dictionary.

Use the following: c. (circa), ch./chs, ed./eds, frg./frgs, MS, n.d. (no date of publication), n.p. (no place of publication), n.s. (new series), o.s. (old series), v./vv., vol./vols.

i.e. and e.g. should not be followed by a comma.

Abbreviations of journal titles and well-known encyclopaedias, etc., must be those commonly used: EI, EF, ET, JESHO, SI, JSS, RSO.

Dates

BC follows the date as well as BCE and CE. AD and AH also precede the date, though they come after in phrases such as “sixth century AD”.

All Islamic dates should be given in the form 700/1300 (i.e., AH followed by AD/CE). None of these abbreviations has full stops.

References

Articles should give bibliographical references in footnotes and a Bibliography at the end in a separate section. The complete details of the source are given at the first mention, and a shortened version thereafter (see footnotes, below). Authors should ensure that bibliographic information supplied is complete and consistent. Al-Bayan uses the following conventions:

− Author’s names are given in the form used in the original source.
− For more than three authors or editors, et al. is used.
− Book titles are in italic, main words capitalized (but see capitalization of transliterated titles, above).
− Titles and subtitles are separated by a colon, regardless of the original form.
− Subtitles begin with a capital letter.
− Series titles are in roman and accompanied by brackets.
− Journal titles are in italic; titles of articles are in roman within double quotation marks.
− Arabic numbers are used for series numbers, regardless of the original form.
− Roman numbers are used for volumes of books, regardless of the original form.
− Roman page numbers are always lower case, regardless of the original form.
− Bibliographical details should normally be consistently anglicized, e.g. “Cairo” not “al-Qāhirah”, “Munich” not “München”, vol. rather than Bd., regardless of the original form.
− Only first or main place of publication is given.
− Names of publishers should be given.
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- Names of medieval authors should be given in full where there is real danger of confusion.
- The authors should follow the Chicago format for references (Bibliographies).

References in Footnotes
Where references are given in footnotes, they should conform to the following patterns:

Books

Articles in Journals or Encyclopaedias
Charles Pellat, “Kayna”, *EI*.

Articles in Books

Biblical, Quranic and similar references should follow the pattern: Gen 6, 4; Kor 7, 3; Kor 2, 28-32.

Footnotes
All footnotes should be presented as double-spaced footnotes in the typescript. 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: *Kitāb al-Hayawān.*

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.
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In the footnotes themselves, each note should begin with the footnote number (in superscript and not followed by any full stop or other punctuation).

After the first reference to a source in the footnotes, further references consist of the author's surname and a shortened version of the title. Where a further reference is made to a work cited in the immediately preceding note, use ibid.

Review Headings

Information given in the headings of reviews takes the following form in order and punctuation:


Book Review

Book reviews should not exceed more than 1600 words including the book and its author's information.

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 and, therefore, are not accepted unless charged to the author. Proofs should be returned promptly. Revised proofs of articles are read by the authors and Editors; revised proofs are sent to authors of reviews where necessary.

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Important Notes
- The title, abstract and keywords for non-English articles (Arabic and Malay) should be translated into English.
- All footnotes and references in Arabic and Malay articles should be romanized (transliterated) correctly.
- The Academic committee of the Journal takes *al-Bayan* citations into high consideration. Therefore, authors are encouraged to cite *al-Bayan* articles.