

Comparative Studies of South Asia, Africa and the Middle East: Short Style Guide
April 2018

The journal primarily follows *The Chicago Manual of Style* (CMS), seventeenth edition, and *Merriam-Webster's Collegiate Dictionary*, eleventh edition. Authors should submit their articles, abstracts, keywords, and images, if applicable, via Editorial Manager: www.editorialmanager.com/cssaame/.

*Please note that **we do not use author-date references**. Please see DOCUMENTATION for more details. Guidelines for journal style are listed alphabetically below.

ABSTRACT

An abstract, intended for online use only, must be provided with every article. Abstracts should not exceed 150 words.

ACKNOWLEDGMENTS

Acknowledgments, written in the first person, appear as the first unnumbered note. It is not necessary to thank the senior editors or anonymous reviewers.

This essay was first presented as a paper at the Center for Comparative Literature at Amherst College. I am grateful for the comments made at the gathering.

ARCHIVES

All archival information is provided in a footnote. In general, authors should use the standard abbreviations and conventions of their particular field, while making sure readers understand what is being cited and how they could locate the information.

For non-English archive sources and texts, on first mention give the full name of the archive and a location, as follows:

Hindu Mahasabha Papers, Nehru Memorial Museum and Library, New Delhi (hereafter NMML/HMS): NMML/HMS/C-43/1943-44/221.

Subsequent citations are given in abbreviated form.

For earlier references regarding the missions of the office, see NMML/HMS/P-110/1947/15-17.

ART GUIDELINES. See also FIGURES.

Full details on requirements for size, format, and resolution are available [here](http://www.dukeupress.edu/Assets/Downloads/Journals_Art_Guidelines.pdf).
www.dukeupress.edu/Assets/Downloads/Journals_Art_Guidelines.pdf.

CAPTIONS AND CREDITS

Captions take sentence-style capitalization. Captions that are complete sentences include terminal punctuation; captions that consist solely of a single phrase do not. If credit or source information is provided, it should be the last element of the caption, without terminal punctuation.

Figure 1. The author with unidentified friend, 1977

Figure 2. The author posed for this picture with an unidentified friend in 1977.

Figure 3. Noam Chomsky at a political rally, 1971. Courtesy John Allan Cameron Archives, University of Florida, Gainesville

Figure 4. Coal miners in Matewan, West Virginia, April 1920. The miners' strike was depicted in John Sayles's film *Matewan*. Photograph courtesy Matewan Historical Society

DOCUMENTATION

General Principles

Per CMS 14.14, authors should provide a full bibliography at the end of each article; shortened citations are provided in footnotes.

FOOTNOTES

Shortened citations—including author last name, short title, and page number(s)—are provided in footnotes. For a multiauthor work, note citations give the surname of the first author only, followed by “et al.” To avoid excessive use of “Ibid.” in the notes, provide parenthetical page references in the text when the same work is cited more than three times consecutively. See CMS 13.64.

Sample Footnote Citations

Book

1. Green, *Bombay Islam*, 102.

Chapter in a Collection

2. Cole, “Printing and Urban Islam,” 345.

Multivolume Work

3. Malikzadeh, *Tarikh-i Enqelab-i Mashrutiyat-i Iran*, 1:92–94.

Unsigned Newspaper Article

4. “Harnessing the Cauvery: Story of the Scheme,” *Times of India*, February 6, 1901.

[Unsigned newspaper articles are listed in the footnotes; see CMS 14.207.]

Unpublished Interview

5. Mr. Y, interview by the author, Kuwait, February 11, 2010. [unpublished interviews are listed in footnotes only.]

Websites (Other than Online Books and Periodicals)

[Per CMS 14.245, citations of website content should appear in the footnotes. Include as much of the following information as possible: author of the content, title of the page (if there is one), title or owner of the site, URL, and access date (if no publication date is provided). The titles of websites and blogs generally use headline-style capitalization. If there is no author, the owner of the site may stand in the author's place. See CMS 8.186 and 14.244 for guidance as to whether such titles should be set in roman type or italicized.]

6. "Geo-Stationary Satellites," Indian Space Research Organisation, accessed January 28, 2015, www.isro.org/satellites/geostationary.aspx.
7. "Environmental Peacemaking," Friends of the Earth Middle East, accessed July 11, 2014, foeme.org/www/?module=about_us&record_id=15.
8. Barack Obama's Facebook page, accessed July 19, 2008, www.facebook.com/barackobama.
9. Pamela Geller, "86 The 99," *Atlas Shrugs* (blog), October 5, 2011, atlasshrugs2000.typepad.com/atlas_shrugs/2011/10/86-the-99.html.

Legal sources (court cases, constitutions, treaties, statutes, and legislative materials, such as unenacted bills, hearings, and reports) should be cited in the main body of the article or in the footnotes. If a case or law is well known (e.g., *Roe v. Wade*), it is not necessary to provide a full citation. The general form of legal citations should follow the conventions for law review footnotes in *The Bluebook: A Uniform System of Citation*, 16th ed. (especially secs. 1, 10, and 12–14).

10. *Lachmandas Kevalram Ahuja and Others v. State of Bombay*, 1952 SCR 710.

Latin Abbreviations and Terms in Documentation

Apart from "ibid.," "et al.," and "cf.," Latin abbreviations and terms are not used. These abbreviations are not italicized. Note that "et" in "et al." is a whole word (meaning "and") and therefore is not followed by a period.

BIBLIOGRAPHY

A full bibliography that includes all the sources cited in the text must be provided. Works that are *not* cited should not be included in this section. References are arranged alphabetically by author. For a book with four or more authors, list all the authors in the bibliography entry. (In the footnote, however, cite only the name of the first-listed author, followed by "et al.") CSSAAME does not publish separate lists of primary, secondary, and archival sources. Primary and secondary sources should be combined; archive information should be listed in a footnote.

For online works, if no publication date is provided, an access date is required. In all URLs, "http://" is omitted unless the URL does not function without it.

Sample Entries

Book

Green, Nile. *Bombay Islam: The Religious Economy of the West Indian Ocean, 1840–1915*. Cambridge: Cambridge University Press, 2011.

Quataert, Donald. *The Ottoman Empire, 1700–1922*. 2nd ed. New York: Cambridge University Press, 2005.

Chapter in a Collection

Cole, Juan. "Printing and Urban Islam in the Mediterranean World." In *Modernity and Culture from the Mediterranean to the Indian Ocean*, edited by Leila Tarazi Fawaz and C. A. Bayly, 344–64. New York: Columbia University Press, 2002.

Translation

Schmitt, Carl. *The Concept of the Political*. Translated by George Schwab. Chicago: University of Chicago Press, 2007.

Non-English Work

Al-Shammakhi, Qasim. *Al-Qawl al-Matin fi al-Radd 'ala al-Mukhalifin (The Treatise of the Solid Refutation of the Offenders)*. Cairo: Matba'at Majallat al-Manar, 1906.

Multivolume Work

Foucault, Michel. *The Care of the Self*. Vol. 3 of *The History of Sexuality*, translated by Robert Hurley. New York: Pantheon, 1986. [One volume is cited individually.]

Malikzadeh, Mehdi. *Tarikh-I Enqelab-i Mashrutiyat-i Iran (History of the Constitutional Revolution of Iran)*. 7 vols. Tehran: 'Elmi, 1984.

[The work as a whole is cited.]

Multiauthor Work

Robinson, Ronald, John Gallagher, and Alice Denny. *Africa and the Victorians: The Official Mind of Imperialism*. London: Macmillan, 1961.

[Three authors.]

Loomba, Ania, Suvir Kaul, Matti Bunzl, Antoinette Burton, and Jed Esty, eds. *Postcolonial Studies and Beyond*. Durham, NC: Duke University Press, 2005.

[More than three authors or editors.]

Online Book

Benjamin, Jess, M. B. Levy, S. Kershner, and M. Sahibzada, eds. *Greenwashing Apartheid: The Jewish National Fund's Environmental Cover Up*. International Jewish Anti-Zionist Network, JNF eBook, vol. 4, 2011. ijsn.net/wp-content/uploads/2014/03/JNFeBookVol4.pdf.

Journal Article

Samson, Melanie. "Privatizing Collective Public Goods: A Case Study of Street Cleaning in Johannesburg, South Africa." *Studies in Political Economy* 79 (2007): 119–43.

[Journal published in volumes; the month or season is not required. Issue numbers should be given if available.]

Online Journal Article

Abdulhadi, Rabab. "Where Is Home? Fragmented Lives, Border Crossings, and the Politics of Exile." *Radical History Review* 86 (2003): 89–101.
muse.jhu.edu/journals/radical_history_review/v086/86.1abdulhadi.html.

Special Issue

Calhoun, Craig, Richard Sennett, and Harel Shapira. "Infrastructures of the Urban." Special Issue, *Public Culture* 25, no. 2 (2013).

Magazine Article

Tuckman, Mitch. "Exiled on Main Street." *Village Voice*, July 26, 1976. [Note: *The* is dropped before periodicals in the notes and reference list.]

Online Magazine Article

Davis, Peter. "Ignited Iraq: Baghdad Journal." *Nation*, August 28, 2003.
www.thenation.com/doc.mhtml?i=20030915&s=davis.

Newspaper Article

Cooray, Joseph A. L. "The Constitution in the Making: Questions Which Our Ministers Will Have to Consider." *Times of Ceylon*, October 16, 1943.
 [Note: Page cite not necessary per CMS 14.203.]

Online Newspaper Article

Udasin, Sharon, and Tovah Lazaroff. "Settlers, Palestinians Together against Waste Dump." *Jerusalem Post*, May 5, 2013. www.jpost.com/National-News/Settlers-Palestinians-together-against-waste-dump-312073.

Dissertation

McDonnell, Mary. "The Conduct of the Hajj from Malaysia and Its Socio-Economic Impact on Malay Society." PhD diss., Columbia University, 1986.

Paper or Presentation

Muraleedharan, V. R. "Electrification of Madras City: 1905–1914." Paper presented to the Third World Economic History and Development Conference, University of Manchester, September 13–15, 1991.

Online Paper

Buheiry, Marwan. "Beirut's Role in the Political Economy of the French Mandate, 1919–1939." Beirut: Centre for Lebanese Studies Papers on Lebanon, 1986. Accessed May 22, 2011.

www.lebanesestudies.com/18/Papers_on_Lebanon.html.

[To cite an undated online document in a reference list, use an access date rather than n.d. (no date); see *CMS* 15.51].]

Unpublished Manuscript

Cotter, Cory. "The Weakest Link" Unpublished manuscript, last modified December 3, 2008. Microsoft Word file.[Per *CMS* 14.225, end the citation with an indication of format.]

EPIGRAPHS

Epigraphs may appear under the byline or under a section heading. The epigraph source includes the author's name and the title of the work. No other bibliographical information is required and no endnote is provided. If the epigraph is not referred to directly in the body of the essay, permission may be required to use the epigraph.

FIGURES. See also ART GUIDELINES

Photographs and other camera-ready figures should be submitted as separate files in Editorial Manager. Please follow the "[Rights and Permissions Information](#)" and "[Journal Art Guidelines](#)" available on the Duke University Press website.

Figures should be cited parenthetically in the text.

It should have been clear that the sculpture was meant to be a caricature (fig. 1).

INCLUSIVE LANGUAGE

Avoid sexist language and terms that are gender specific (chairman, mankind, etc.). Never allow the form *s/he*. State both pronouns—*he or she/him or her/his or her*—or recast the sentence in the plural. Avoid alternating the use of masculine and feminine pronouns in an article.

KEYWORDS

Three to five keywords, intended for online use only, must be provided with every article. Keywords should be specific and include both technical and nontechnical terms, if relevant. It is also helpful to include terms other than the main nouns in the article title. Broad terms like *Asia* or *policy*, which apply to a wide range of content, are less effective than specific terms.

Indian National Congress, photography, citizenship, actor-network theory

RIGHTS AND PERMISSIONS

Please visit www.dukeupress.edu/Editors/rights.php for details.

SPELLING AND TERMS

Follow *Merriam-Webster's Collegiate Dictionary*, 11th ed., and *Webster's Third New International Dictionary* for spelling. If more than one spelling is provided in the dictionary, follow the first form given (e.g., *judgment*, not *judgement*; *focused*, not *focussed*). Common foreign terms are set in roman type.

Put neologisms within quotation marks at first use.

A term referred to as the term itself is italicized.

In the twentieth century *socialism* acquired many meanings.

The word *hermeneutics* is the most overused term in recent monographs.

Names of scriptures and other highly revered works are capitalized but not usually italicized (except when used in the title of a published work).

the Bhagavad Gita

the Bible (but biblical)

the Book of Common Prayer

SUBHEADS/SECTIONS

Roman numerals alone should not make up a subhead. Textual subheads are strongly preferred, but line breaks may also be used without subheads. We do not publish essays in which each paragraph is numbered.

TITLES OF WORKS

For titles in English, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if*, *because*, *that*, etc.). Lowercase articles (*a*, *an*, *the*), coordinating conjunctions, and prepositions (regardless of length). The *to* in infinitives and the word *as* in any function are lowercased.

For hyphenated and open compounds in titles in English, capitalize first elements; subsequent elements are capitalized unless they are articles, prepositions, or coordinating conjunctions. Subsequent elements attached to prefixes are lowercased unless they are proper nouns. The second element of hyphenated spelled-out numbers or simple fractions should be capitalized. If a compound (other than one with a hyphenated prefix) comes at the end of the title, its final element is always capitalized.

Nineteenth-Century Literature

Avoiding a Run-In

Policies on Re-creation

Twenty-First-Century Texts

Reading the Twenty-Third Psalm

TRANSLATIONS

Because *CSSAAME* is an English-language journal of comparative studies, its contents are prepared so as to be accessible to an English-reading audience. For instance, in the

main text of an article, translations of non-English titles of literary works, films, paintings, and other artistic works are provided. Translations of titles follow the original titles in parentheses and are treated as bona fide titles whether or not they represent published translations.

TRANSLITERATIONS

A word should be transliterated only if there is no acceptable English equivalent. Per CMS 11.94, transliterated forms that are listed in *Merriam-Webster's* are preferred (e.g., ulema, not 'ulamā').

If there is no acceptable English equivalent and no transliteration listed in *Merriam-Webster's*, authors should consult the ALA-LC romanization tables for the appropriate language. However, as per CMS 11:94, diacritics should be kept to the minimum level necessary to preserve clarity and specificity.

In particular, for Arabic and Persian texts, authors should use diacritical marks only for ' (ayn) and ' (hamza) (for example, talaq, not ṭalāq). Per CMS 11.97, the hamza is represented by an apostrophe (as in da'im), and the 'ayn by a single opening quotation mark (as in 'ayn).