Guidelines for the composition of contributions for the HIKMA – Journal of Islamic Theology and Religious Education, Institute of Islamic Theology (IIT), Osnabrück University

♦ General submission guidelines for scientific articles

Please submit your academic article in the form of a complete manuscript that is ready for publication. Only manuscripts written in English or German that have neither been previously published nor been sent for publication to another journal (except in the form of an abstract) can be reviewed. All authors must have given their consent to the article's publication. In addition, the article must conform to the usual academic standards and meet the formal requirements (guidelines) regarding the structuring of manuscripts (as outlined below).

(These guidelines apply to all contributions – scientific article, conference proceeding, review, miscellanea – for the HIKMA). Please format all manuscripts as RTF or word files and send them via email to either the publisher of the HIKMA, Professor Dr. Bülent Ucar: bucar@uos.de, or to the chief editor, Mr. Halil Astürk: astuerk@hotmail.com.

The managing editor will confirm the receipt of all manuscripts. All academic contributions are made subject to a peer review process. They are made anonymous and forwarded to two reviewers in order to be critically appraised as part of an anonymous double-blind peer review procedure. The following criteria are considered during the appraisal process: the extent to which the manuscript is related to Islamic theology, its anchoring in an academic and theoretical background, the relevance of the research question, the text's originality, the appropriateness of the methodological approach employed and the manuscript's clarity, concision and salience.

The publisher decides whether to accept a manuscript, to make its publication contingent on the fulfillment of certain conditions (such as the revision of parts or all of the text) or to reject the manuscript on the basis of the appraisals of the reviewers. Each author receives one copy of the edition of the journal in which his/her article appears. All articles will be published both in the journal itself and in an article database located on the publishing house's homepage. If accepted, the work will be licensed under the following Creative Commons licence: „Namensnennung-Keine kommerzielle Nutzung-Keine Bearbeitung 3.0 Deutschland" ("Disclosure of names-no commercial usage-no editing 3.0 Germany").

♦ General guidelines and instructions for the composition of manuscripts

Length of text: → scientific article: max. 30 pages;
→ conference proceeding, review, miscellanea*: max. 5 pages.

Articles: Please do also submit an abstract both in the original language of the text and inEnglish (max. 200 words) as well as thematically relevant keywords (max. 20) extracted from the article's content.

Texts should be submitted in largely unformatted versions (i.e. please do not leave spaces before or after paragraphs, do not insert page numbers or headings).

* Miscellanea: This section presents smaller scientific contributions concentrating on a range of different academic issues, e.g. more detailed book reviews (i.e. as opposed to smaller reviews) and (research) papers reporting on recent developments at the various institutes for Islamic Theology in Germany and on research being carried out on other areas of Islamic studies in Germany and abroad. In addition, this section offers space for responses to contributions made in previous editions of the HIKMA. In this section an essayistic style of writing, factual reports, reportages or interviews can all be accepted.

Format and Page settings:

- margins: top, bottom, left, right: 2.5 cm;
- font: Times New Roman;
- font size: headlines and body of text: 14 pt (will be reduced when printing), footnotes: 12 pt;
- line spacing: multiple 1.3, footnotes: single-spaced;
- body text: justified left and right margins.

For articles written in Turkish, English and/or Arabic, please see for a problem-free representation of the scientific transcription the explanatory remarks together with the attached table on page 3. Please make use of the transcription as standardised by the *Deutsche Morgenländische Gesellschaft* (DMG).

Quotations: Please use double quotation marks (from "below" to "above" in German texts (i.e. „Text"); "text" in English articles), the same applies to "scare quotes"; when quoting inside a quotation, please use single quotation marks.

Example: "He who professes single-heartedly, 'There is no god but God', will enter paradise." (Abū l-Qāsim aṭ-Ṭabarānī, *Al-Muʿǧam al-kabīr*, no. 5074, Dār al-Rāyah, al-Riyāḍ 1993).

The final punctuation mark contained in a text being quoted should always be written inside the final quotation mark. In order to indicate that text has been omitted from a quotation, please insert three dots inside square brackets […]. When paraphrasing other texts in the continuous text of your article, please insert either "Cf." or "See" (depending on the context) in the footnotes**.** Information relating to source material should be inserted in the footnotes and not in the body of the text.

Please refer to all source material cited in the text, including any internet links with the date of retrieval, directly in the footnotes by giving exhaustive bibliographical information (titles should be abbreviated when mentioned for the second/third time etc.). Please do not list an exhaustive bibliography at the end of the article.

All sources should be cited in the footnotes in the following fashion: first name name, title (in italics), subtitle (in italics), place/year of publication (when appropriate the name/number of the series, edition and the inclusive page numbers of articles and the exact URL with the date of last retrieval). Titles of articles should be italicised and enclosed by quotation marks.

Examples:

– Andrew Rippin (ed.), *The Qur'ān. Formative Interpretation*, Aldershot 1999.

– Jane Dammen McAuliffe et al. (eds.), *Encyclopaedia of the Qur'ān*, 5 vol. plus index, Leiden 2001–2006.

– Abu Hamid Al-Ghazali*, On the Meaning of the Intimate Knowledge of God*, in: Renard, John, *Windows on the House of Islam*, University of California Press, Berkeley 1998, pp. 355–359.

– Mark Vernon, *"Why Religion is Good for You"*, Feature in *Tablet*, April 20, 2012, URL: http://www.markvernon.com/friendshiponline/dotclear/index.php?post/2012/04/20/Why-religion-is-good-for-you (accessed March 31, 2014).

– Ann E. Mayer, *"Islamic Reservations to Human Rights Conventions. A Critical Assessment"*, in: Recht van de Islam 15 (1998), pp. 25–45.

Please be aware that you are responsible for correctly quoting and citing all source material employed in the text, including internet sources and quotations.

Please provide the following information about your person at the end of the article:
Your first name, name, your academic title and/or grade, your present occupation as well as details as to your current research activities. In addition, please provide us with your email address and a postal address to which we can send you your free copy of the journal following its publication.

Arabic transcription with Unicode

In order to be able to use Arabic terms in articles without losing information, the scientific transcription is employed by people engaged in Arabic studies, Islamic studies, the study of Islamic history and religion and Islamic religious studies. A large variety of different fonts have traditionally been used for this purpose, an approach which has often led to considerable confusion among readers, as not all computers have the same fonts installed. A standardised solution based on the Unicode-fonts has now finally been developed which allows the universal usage of the transcripts. We kindly ask you to refer to the standards of the *Deutsche Morgenländische Gesellschaft* (DMG).

Example: “buniya l-islāmu ʿalā ḫams: šahādati an lā ilāha illa llāhu wa anna muḥammadan rasūlu llāh, wa ʾiqāmi ṣ-ṣalāh, wa ʾītāʾi z-zakāh, wa ḥağği l-bait wa ṣaumi ramaḍān” rawāhu al-bulḫāri wa muslim.

Input of transcript:

1. Insert the appropriate Unicode.
2. Hold down the “Alt” key on the left side of the keyboard and press the letter “C”.
3. The result appears on the screen.

Overview of the Unicode alphabet:

ʿ 02BF	ʾ 02BE	Ā 0100	ā 0101	Ç 00C7	ç 00E7	Ḍ 1E0C	ḍ 1E0D	Ḏ 1E0E	ḏ 1E0F
Ġ 0120	ġ 0121	Ğ 01E6	ğ 01E7	ğ 011F	Ḫ 1E2A	ḫ 1E2B	Ḥ 1E24	ḥ 1E25	Ī 012A
ī 012B	İ 0130	ı 0131	Š 0160	š 0161	Ṣ 1E62	ṣ 1E63	Ş 015E	ş 015F	Ṭ 1E6C
ṭ 1E6D	T̲ 1E6E	t̲ 1E6F	Ū 016A	ū 016B	Ẓ 1E92	ẓ 1E93	ﷲ FDF2	ﷺ FDFA	ﷻ FDFB

If you have further questions, please do not hesitate to contact:

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