# THE IFAO REFERENCING STYLE

# FOR ARABIC PUBLICATIONS

## GENERAL PRINCIPLES

### Rules for Works in Latin Characters

*Note Citations System*

- Ancient authors mentioned in the Primary Sources in the Bibliography:

Al-Ǧāḥiẓ, *Buḫalāʾ*, p. 15-18.

- Modern and contemporary authors (starting from the 19th century) mentioned in the Secondary Sources in the Bibliography:
Rosenthal, 1971.
• If the author is mentioned in a sentence just before the reference, the name should be written in lowercase letters followed immediately by the date of the book and the page(s) cited within brackets. It will be written in the form of Initial of the first name, Last name (1999, p. 25):
"The publication was provided by A. Adriani (1952)."
"According to Petersen (1989, p. 99), there was a significant difference between the facilities."

• Do not use ibid., op. cit., or id. in one note or from a note to another. The author's name will be repeated as many times as necessary in different footnotes. However, it will not be repeated neither in two consecutive references: Rosenthal, 1956, p. 37; 1971, pp. 78–79; nor when it is clear from the text of the footnote that there is a continuity between the references.

• If two or more authors have the same name, add the first two initials of the first name to each of them:

For Dieter Arnold: Arnold Di., 2005.

For Dorothea Arnold: Arnold Do., 1981.

The pagination should be fully provided: ex. pp. 122–145 not pp. 122–45.

### *Arrangement and Ordering of the Final Bibliography*

• A complete list of periodicals, journals and collections abbreviations is available in Mathieu, Bernard, *Abréviations des périodiques et collections en usage à l'Institut français d'archéologie orientale*, 6th ed., Ifao, Cairo, 2017 (online):
http://www.ifao.egnet.net/uploads/publications/enligne/IF1098.pdf

• The bibliography should be arranged in the following order:
- Abbreviation List
- Working Tools (dictionaries, encyclopaedias, etc.)
- Archives or Manuscripts
- Primary Sources (are to be alphabetically arranged by author, and title for the anonymous ancient sources)
- Secondary Sources (research publications are to be alphabetically arranged by author, and title for the anonymous publications).

• For a same author with several entries, the author's name is mentioned in every reference. The same author's works are listed chronologically.

• The basic form to cite a book in a bibliography is as follows:
- "author" in the form of surname in lowercase followed by a comma, then the name in lowercase followed by a comma;
- "full book title" in italics followed by a comma;
- "the edition if not the first" followed by a comma;
- the name of the collection in roman followed by the number in the collection (in Arabic numerals) then a comma;
- "name of the publisher" followed by a comma;
- "place of publication" followed by a comma;
- "date of publication" followed by a full stop.

Cohen, Mark R., *The Voice of the Poor in the Middle Ages: An Anthology of Documents from the Cairo Geniza*, Princeton University Press, Princeton, Oxford, 2005.

• The names of collections are written in roman: BiEtud, EtudUrb, FIFAO, MIFAO, etc.

Clédat, Jean, *Le monastère et la nécropole de Baouît*, MIFAO 12, Ifao, Cairo, 1904.

• Unlike the author's name, the names of translators and editors of "Primary Sources" appear in the form of the name followed by the surname.

al-Ǧarawānī, *al-Kawkab al-mušriq fī-mā yaḥtāǧu ilayhi al-muwaṭṭiq*, S. Saghbini (éd.), EB-Verlag, Berlin, 2010.

• Titles and subtitles:
Capitalise the first word of the title/subtitle and all nouns, pronouns, adjectives, verbs and adverbs but not articles (a/an/the), conjunctions (but/and/or, etc.) and short prepositions (to/on/for, with, etc.). Longer prepositions (more than 4 letters) may be capitalized such as "Between" or "Throughout":

Petry, Carl F., *The Criminal Underworld in a Medieval Islamic Society: Narratives from Cairo and Damascus Under the Mamluks*, Middle East Documentation Center, Chicago, 2012.

• For web pages, only capitalise the first word (and any proper nouns). Never change the capitalisation within a URL as it will cease to work:

Gelder, Jan Geert van, *EI³*, online : 2009, s.v. "al-Badrī, Abū l-Tuqā", http://referenceworks.brillonline.com/entries/encyclopaedia-of-islam-3/al-badri-abu-l-tuqa-COM_22909

• An English bibliography of an English journal's article or a collective work is to be provided according to the Anglo-Saxon standards. However, in the case of an English reference in a French bibliography, only the article's title in the book will be set according to the Anglo-Saxon standards. The same rule applies to a French reference in an English bibliography where only the article's title will be set according to the French standards.
- In a French bibliography:

Sabra, Adam, « Household Sufism in Sixteenth-Century Egypt: The Rise of al-Sâda al-Bakrîya » *in* Chih, Rachida & Mayeur-Jaouen, Catherine (éd.), *Le soufisme à l'époque ottomane, XVIe-XVIIIe siècle*, CAI 29, Ifao, Le Caire, 2010, p. 101-118.

- In an English bibliography:

Sabra, Adam, "Household Sufism in Sixteenth-Century Egypt: The Rise of al-Sâda al-Bakrîya", in Chih, Rachida & Mayeur-Jaouen, Catherine (eds.), *Le soufisme à l'époque ottomane, XVIe-XVIIIe siècle*, CAI 29, Ifao, Cairo, 2010, p. 101–118.

•If there are several cities for the same publisher, use a comma to separate places of publication:

Wikander, Örjan (ed.), *Handbook of Ancient Water Technology*, Technology and Change in History 2, Brill, Leiden, Boston, Cologne, 2000.

• In case of co-publishing, separate the publishers with a slash (Gallimard/Flammarion, Paris) unless the city is different. In this case, use the semicolon (Ifpo, Beirut; Ifao, Cairo).

## Common Abbreviations Used in Note Citations and Bibliographies

A handful of common abbreviations generally remain lower case when used at the beginning of a note citation (*ca.*, e.g., i.e., l., ll., p., pp.).

AD = Anno Domini
add. = addendum, addenda
AH = *anno hegirae* (in the year of Hijrah)
Ann. = Annals
app., apps. = appendix, appendices
art., arts. = article(s)
BC = Before Christ
bk., bks. = book(s)

*ca.* = *circa* (around)
cf. = *confer*
chap. = chapter
col., cols. = column(s)
comp., comps. = compiler(s)
ed. (before name(s)) = edited by one or multiple authors
ed. = edition (2nd ed. = second edition)

ed., eds. = editor(s)
e.g. = *exempli gratia*, for example (comma before but not after)
encycl. = encyclopaedia
et al. = *et alii* (and others)
etc. = *et cetera* (and other things)
fol., fols. = folio(s)
f., ff. = and following line(s), page(s)
fasc. = fascicle

fig., figs. = figure(s)

fragm. = fragment

i.e. = *id est* (that is)

illus. = illustrated, illustration(s)

introd. = introduction, introductory

l., ll. = line(s)

Ms, Mss = manuscript(s)

n., nn. = note(s)

n.d. = no date

n.n. = no name of editor

n.p. = no place of publication

n.pub. = no publisher

n.pag. = no pagination

no., nos. = number(s)

p., pp. = page/pages

par., pars. = paragraph(s)

pl. = plate(s)

pref. = preface, preface by

q.v. = *quod vide* (which see = refers to one place or source)

qq.v. = *quae vide* = (which see = refers to more than one place or source)

r = *recto*

rev. = revised by

sect. = section(s)

s.v./s.vv. = *sub verbo* or *sub voce* (under the specified word, as in dictionary)

seq. = *sequens*, *sequiturque* (and following item)

seqq. = *sequentes*, *sequunturque* (and following items)

suppl. = supplement, supplementary

trans. = translated (by); translation; translator

v = *verso*

v., vv. = verse(s)

fv = *folio verso*, on the back of the page

vol., vols. = volume(s)

vs = *versus*

# Specific Rules for Books Written in Arabic Language

## A/ Classic Writers (Until the 19th Century)

— Mention of the authors in the text itself: their common name will be cited (the *Encyclopaedia of Islam* is used as a reference, if not, the existing literature on this author) according to the Ifao's transliteration system. The article al- appears always in lowercase unless it comes at the beginning of a sentence, e.g. Ibn Ḫaldūn; al-Maqrīzī. All the elements of a name start with a capital letter (ex. Saʿd al-Dīn, ʿAbd al-Raḥmān), except for the article and the indication of filiation b. (for ibn) or bt (for bint).

— Author's name in footnotes: the common name, using the same rules, is set in lowercase. The article al- is kept in lowercase (e.g. al-Maqrīzī) unless it appears at the beginning of the footnote or after a period where it is capitalized: Al-.

— Author's name in the bibliography: all the name's elements are in lowercase. The article al- at the beginning of a reference is set in lowercase. For the common name, eventually followed by the distinctive elements of the expanded name, the *Encyclopaedia of Islam* is used as a reference, e.g.: al-Saḫāwī, Šams al-Dīn, the work's title.

The choice of these secondary identifiers is left to the author's discretion. However, they must necessarily appear if several authors have the same common name, or if the author is not known (the names of Ibn Ḫaldūn or Ibn Taymiyya alone are sufficient: the fact that their common names are not followed by any other element indicates sufficiently that the authors are well-known).

The alphabetical order must take into account the initial noun "Ibn" but not the article "al-": al-Maqrīzī should be classified under the letter M, Ibn al-Ǧīʿān under Ibn, then under G.

— Work's title: only the first word after the article "al-" is capitalized, e.g. *al-Fihrist*; *Kitāb al-imtāʿ wa-l-muʾānasa*; *Risālat al-ġufrān*. A book title included in another title is considered as a proper noun, e.g. *Šarḥ al-Muʿallaqāt*. This title included in another is set in italics, just like the rest. The use of capitalization within the title follows, for the rest, the Ifao's transliteration system, e.g. *Sīrat Baybars*.

— Anonymous book: in footnotes as well as in the final bibliography, only the title of the book is provided without the mention "Anonymous", e.g. *Alf layla wa-layla*. If the title begins with the article "al-", the same rules as for the author's name should be applied.

— Reference to a book in the text: mixing English and Arabic grammar should be avoided. The absence of the article "al-" in the noun causes its absence in the attributive adjective or noun: e.g. "the *Futūḥāt makkiyya*" or "*al-Futūḥāt al-makkiyya*" (avoid "the *al-Futūḥāt al-makkiyya*" and "the *Futūḥāt al-makkiyya*"). The annexation is considered as a whole determined: "the *Taqwīm al-buldān*".

— The abbreviation *K.* for *Kitāb* is not allowed.

— Abbreviated title in footnotes: unlike the author's name, the article *al-* of the title can be omitted: e.g. Ibn al-Nadīm, *Fihrist*.

— Volume number in footnotes: it appears capitalized, in Roman numerals, after the abbreviated title, preceded by a comma: e.g. Ibn Taġrī Birdī, *Nuǧūm*, IV.

— To reference the Quran: the sura's number is set in Roman numerals while the verse's number is set in Arabic numerals, e.g. Quran, IV, 18. The name of the sura in Arabic and italics (without "sura" or *ṣūrat*), or in English, at the choice of the author, cannot substitute its number: e.g. Quran, IV, *al-Nisā*ʾ, 18.


**B.-Contemporary authors of texts in Arabic (including editors of classic texts)**

— Mention of the authors in the text itself: as for Western writers, they appear by their common name, eventually preceded by the first name: Ǧirǧis or Maǧdī Ǧirǧis. But if they are mostly known by their publications in European languages, the usual spelling adopted in these languages is preferred, e.g. Magdi Girgis. The first names of French or English origin are written in French or English, e.g. Nelly. For Near Eastern authors whose civil status has three, four or five elements, the last one is chosen as the common name.

— Work's title in the text: same remarks as for Classic Writers.

— Author's name in footnotes: only the common name, in lowercase.

— Name of the author (or editor of a collective work) in the bibliography: for authors (from Maghreb countries in particular) having a name composed of two elements, the same rule as for Western authors should be followed: surname, the full first name, all written in lowercase. For authors with names composed of three or more elements, the last name will be written, followed by a comma, then the first element and the following ones in full, all in lowercase: e.g. ʿAbd Allāh, Yūsuf Muḥammad.

— Name of the editor/translator of a classic text in the bibliography: full name in the same order appearing in his civil status, followed by (ed.) or (trans.): e.g. Johannes Hendrik Kramers (ed.); Muḥammad Zinhum M. ʿAzab (ed.).

— Publisher's name: in uppercase for the first letter of all its components, e.g. Dār al-Našr al-ʿArabī; Dār al-Šurūq.

| Case | Note Citations System | Presentation of the Final Bibliography |
|---|---|---|
| **Monograph with a Single Author** | • Put the name of the author in lowercase, followed by the year of publication, and the page number: Berkey, 1992, p. 24. | • Put the name of the author in lowercase followed by the name, the title in italics, the collection's name, the publisher's name, the place of publication and the date: Berkey, Jonathan, *The Transmission of Knowledge in Medieval Cairo: A Social History of Islamic Education*, Princeton University Press, Princeton, 1992. |
| **Book Without Author's Name** | • For books without author's name put in footnote the title, abbreviated if necessary, followed by the date and the page number: *A Taste of Alexandria*, 2009, p. 25. | • For books without author's name, put the title in its full form followed by the collection, the publisher's name, the place of publication, and the date of publication: *A Taste of Alexandria: A Cosmopolitan Flavor*, Bibliotheca Alexandrina, Alexandria, 2009. |

| Case | Note Citations System | Presentation of the Final Bibliography |
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| **Ancient Source** | • Specify in lowercase the name of the author, followed by the title or abbreviation of the title, and then specify the volume number, the paragraph(s) if available, and the pagination of the edition:<br><br>al-Maqrīzī, *al-Muqaffā*, IV, pp. 574-576.<br><br>Herodotus, *The History*, III, 57, 2–4, pp. 549.<br><br>• If the source has no author, specify the title or its current or received abbreviation:<br><br>*P. Oxy.* XI, p. 11. | • The author's name should be put in lowercase followed by the source's title, name and surname of the editor and/or translator with the mention of "(ed.)", "(eds.)", "(trans.)", collection, publisher, place of publication, year of publication:<br><br>al-Maqrīzī, *Kitāb al-Muqaffā al-kabīr*, 8 vol., Muḥammad al-Yaʿlāwī (ed.), Dār al-Ġarb al-Islāmī, Beirut, 1991.<br>Herodotus, *The History*, D. Grene (trans.), University of Chicago Press, Chicago, 1987.<br><br>• If the source has no author specify the complete title after the abbreviated one appearing in note citations:<br><br>*The Oxyrhynchus Papyri* XI, edited with translations and notes by B.P. Grenfell & A.S. Hunt, Egypt Exploration Fund, London, 1915. |
| **Reissue** | • Specify the date of the viewed edition:<br><br>Homerin, 2001, p. 33 | • For reissued books, the edition number and the abbreviation "ed." are placed after the book's title in the final bibliography. If you know the date of the 1st edition, put it before the new edition cited:<br><br>Homerin, T.E., *From Arab Poet to Muslim Saint: Ibn al-Fāriḍ, his Verse and his Shrine*, University of South Carolina Press, Columbia, 1994; 2nd ed., The American University in Cairo Press, Cairo, New York, 2001. |

| Case | Note Citations System | Presentation of the Final Bibliography |
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| **Single Author with Several Entries (same year or different years)** | • In case of using multiple references of the same author at the same time, do not repeat the name; separate the dates by semicolons:<br><br>Tilia, 1974, p. 129; 1977, p. 73. | • An em dash (—) followed by a comma is used for a repeated author's name in successive bibliographic entries.<br>The works are to be sorted in chronological order:<br><br>Tilia, A.B., "Persepolis Sculptures in the Light of New Discoveries", Appendix to A.E. Farkas (ed.), *Achaemenid Sculpture*, Nederlands Historisch-Archaeologisch Instituut in het Nabije Oosten, Istanbul, 1974, pp. 127–134.<br><br>—, "Recent Discoveries at Persepolis", *AJA* 81, 1977, pp. 67–77. |
| | • Two or more works by the same author(s) published in the same year are distinguished by a, b, c, and so forth, following the date:<br><br>Nylander, 1980a, p. 330.<br>Nylander, 1980b, p. 271. | • For two or more works by the same author published in the same year, sort the references in chronological order followed by the distinguishing letters a, b, c, etc. These entries must be alphabetised by the title:<br><br>Nylander, C., "Earless in Nineveh: Who Mutilated 'Sargon's' Head?", *AJA* 84, 1980a, pp. 329–333.<br><br>—, "Who Mutilated 'Sargon's' Head?", in Alster, B. (ed.), *Death in Mesopotamia*, Mesopotamia 8, Akademisk Forlag, Copenhagen, 1980b, pp. 271–272. |
| **Collective Work (two or more than three authors)** | • With two authors, names cited are separated by a comma:<br><br>Mundy, Saumarez Smith, 2007, p. 103.<br><br>• With three or more authors, only cite the name of the first one and add "et al." in roman. In case of a | • With two authors, names cited are separated by &:<br><br><br>Mundy, Martha & Saumarez Smith, Richard, Governing Property, Making the Modern State: Law, Administration and Production in Ottoman Syria, I.B. Tauris, London, New York, 2007.<br>• With three or more authors, expand *if possible* the names of all authors. In case of a collective work's editors or directors add (eds.) after the last name. You may |

| Case | Note Citations System | Presentation of the Final Bibliography |
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| | collective work by editors or directors add (eds.) after "et al.":<br><br>Goddio et al., 1992, p. 33. | also cite the first name followed by "et al." which appears in roman type:<br><br>Goddio, F., Bernand, A., Bernand, E., Darwish, I., Kiss, Z. & Yoyotte, J., *Alexandria: The Submerged Royal Quarters*, Periplus Publishing Ltd, London, 1992. |
| **Contribution to a Collective Work** | Arbel, 2010, p. 71.<br><br><br><br><br>Arbel, 2010, p. 71. | • Put the title of the contribution in double quotes followed by a comma, then "in" in roman, the name of the scientific editor, his/her first name followed by (ed.)/(eds.), and the title of the book in italics:<br><br>Arbel, Benjamin, "The Attitude of Muslims to Animals: Renaissance Perceptions and Beyond", in Faroqhi, Suraiya (ed.), *Animals and People in the Ottoman Empire*, EREN, Istanbul, 2010, pp. 57–74.<br><br>• Put the abbreviated reference of the collective work, as contained in the footnotes, in case multiple entries contribution to the same work are cited. The collective work itself is to be mentioned in a separate entry, with the fully written reference.<br><br>Arbel, Benjamin, "The Attitude of Muslims to Animals: Renaissance Perceptions and Beyond", in Faroqhi, Suraiya (ed.), 2010, pp. 57–74.<br><br>Faroqhi, Suraiya (ed.), *Animals and People in the Ottoman Empire*, EREN, Istanbul, 2010. |
| **Fascicle, Volume, Part** | | A fascicle, a volume or a part of the work are to be mentioned just after the title of the book they belong to. A comma separates the work's from the mention of "fascicle, volume or part". |

| Case | Note Citations System | Presentation of the Final Bibliography |
|---|---|---|
| | Dalman, 2012. | Dalman, G., "Index des monuments par numéro", in Nehmé, L. (ed.), *Atlas Archéologique et épigraphique de Pétra*, fasc. 1: *De Bāb as-Sīq au Wādī al-Farasah*, Académie des inscriptions et belles-lettres, Paris, 2012, pp. 751–790. |
| **Journal's Article** | | • To cite journals put the article in roman between double quotes and the journal title in italics, followed by the volume number in roman, the date and the pages: |
| | Murphy, 1964, pp. 1266–1268. | Murphy, R., "Social Distance and the Veil", *American Anthropologist* 66, 1964, pp. 1257–1274. |
| | | • In the case of an article from a special issue, we will put the article in double quotes, followed by "in" in roman, the name of the coordinator, the title of the special issue in italics followed by a comma, the words "special issue" and the title of the periodical in italics, without forgetting the volume number in roman or the pages: |
| | Picard, 2011, p. 25. | Picard, Christophe, "Espaces maritimes et polycentrisme dans l'Islam abbasside", in Nef, Annliese & Tillier, Mathieu, *Le polycentrisme dans l'Islam médiéval*, special issue of the *AnIsl* 45, 2011, pp. 23–46. |
| | | • A comma is used to refer to a fascicle before the year and the pagination: |
| | Drucker, 1995, p. 55. | Drucker, P., "Really Reinventing Government", *Atlantic Monthly* 275, 2, 1995, pp. 49–61. |

| Case | Note Citations System | Presentation of the Final Bibliography |
|---|---|---|
| **Journal's Supplement** | Gronke, 1992, pp. 18-22. | • Put "Suppl." in roman followed by the name of the journal in italics, then the volume number in roman followed by the publisher, the date and the pages:<br><br>Gronke, Monika, "The Persian Court Between Palace and Tent: From Timur to Abbas I", in Golombek, Lisa & Subtelny, Maria E. (eds.), *Timurid Art and Culture: Iran and Central Asia in the Fifteenth Century*, Suppl. to *Muqarnas* 6, 1992, pp. 18–22. |
| **Conference Proceedings** | Ibish (ed.), 1420/1999. | • Add in italics the place and dates of the conference following the title of the book:<br><br>Ibish, Yusuf (ed.), Editing Islamic Manuscripts on Science: Proceedings of the Fourth Conference of Al-Furqān Heritage Foundation, 29th–30th November 1997, al-Furqān Islamic Heritage Foundation, London, 1420/1999.<br><br>• If the words "Conference Acts" are not on the title page of the referenced book, they are composed in roman "Conference Acts" as in the case of an exhibition catalogue. |
| **Exhibition Catalogue** | • Put the name of the author. If there is no author, just put the catalogue's title.<br><br>*Dreaming of Paradise*, 1993, p. 12. | • Add, after the title of the catalogue, the mention of "Exhib. Cat." followed by the dates of the event, the place (museum and city):<br><br>*Dreaming of Paradise: Islamic Art from the Collection of the Museum of Ethnology, Rotterdam*, Exhib. Cat., Museum of Ethnology, Rotterdam, 18 December 1993–7 January 1996, Martial & Snoeck, [Rotterdam], 1993. |

| Case | Note Citations System | Presentation of the Final Bibliography |
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| **Museum Catalogue** | • Put the catalogue's title, abbreviated if it's too long, then provide a list of abbreviated titles at the end of the work:<br><br>*Early Islamic Ceramics*, 1980. | • Specify the name of the museum and eventually the name of the department in roman after the title of the catalogue (if the title does not specify them) and then the place of publication and the date:<br><br>Philon, Helen, *Early Islamic Ceramics: Ninth to Late Twelfth Centuries*, Benaki Museum Athens, Islamic Art Publication, Sotheby Parke Bernet Publications, London, Totowa, NJ, 1980. |
| **Dictionary Article or Notice, Encyclopaedia Article** | • For dictionaries put the name of the dictionary in italics or the author's name in roman, followed by the date, the page and then specify the column number, then "s.v." set in roman and the title of the entry in double quotes:<br><br>Lane, 1968, p. 1926b, s.v. "1. ẓahara".<br><br>• For encyclopaedias, put the author's name, the date, the page and the column(s): | • For dictionaries put the author's name then the name of the dictionary in italics, the number of volumes, then specify the publisher, the place and the date (complemented, eventually, by the mention of the book number and the part number), the page and column(s) followed by s.v. set in roman, and the title of the entry in double quotes:<br><br>Lane, Edward William, *An Arabic-English Lexicon*, 8 vol., Librairie du Liban, Beirut, 1968, Book 1, Part 5, p. 1926 col. b-1927 col. a, s.v. "1. ẓahara".<br><br>• For encyclopaedias, put the author's name then the name of the encyclopaedia in italics followed by the edition number, the volume number if available, then the publisher, the place and the date, the page and the column(s) followed by "s.v." set in roman then the article's title, if the encyclopaedia appears only once in the bibliography. |

| Case | Note Citations System | Presentation of the Final Bibliography |
|---|---|---|
| | - Wente, Baines, 1998, p. 114 col. a.<br><br>- Cahen, 1970. | - Wente, E.F. & Baines, J.R., *The New Encyclopaedia Britannica*, 15th ed., vol. 18, Encyclopaedia Britannica, Chicago, 1998, p. 114, col. a–c, s.v. "Egypt: History".<br>- Cahen, Claude, *The Encyclopaedia of Islam*, 2nd ed., III, Brill, Leiden, 1970, p. 1115-1118, s.v. "Iḳṭāʿ".<br><br>If several articles refer to the same encyclopedia, the complete reference to the encyclopedia will be fully cited in the Working Tools:<br><br>*EI² = The Encyclopaedia of Islam*, 2nd ed., 12 vols., Brill, Leiden, 1960-2007.<br><br>Then the authors names will be indicated in alphabetical order in the "Secondary Sources" section:<br><br>Cahen, Claude, *EI²*, III, 1970, p. 1115-1118, s.v. "Iḳṭāʿ". |

| Case | Note Citations System | Presentation of the Final Bibliography |
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| **Travel Literature** | • For travel literature/journals/ correspondence:<br>– Either the footnote refers directly to the author's text (in lowercase) followed by the original date:<br><br>Lady Mary Wortley Montagu, 1763, p. 23.<br><br>– Or the footnote refers to the study by the scientific editor of the book viewed:<br><br>*The Turkish Embassy Letters. Lady Mary Wortley Montagu* (1763), Heffernan, O'Quinn (ed.), 2012, p. 23. | • The bibliographical citation appears in the "Primary Sources", in one of the two following forms:<br><br>Lady Mary Wortley Montagu, *The Turkish Embassy Letters. Lady Mary Wortley Montagu* (1763), T. Heffernan, D. O'Quinn (ed.), Broadview Press, Peterborough, 2012.<br><br>*The Turkish Embassy Letters. Lady Mary Wortley Montagu* (1763), T. Heffernan, D. O'Quinn (ed.), Broadview Press, Peterborough, 2012. |
| **Literary Work** | • For a modern literary author (starting from the 19th century), the name is to be written in lowercase, followed by the date of the original publication of his work:<br><br>Eliot, 1871.<br>Joyce, 1922. | • For modern literary works: specify the author's name, followed by a comma, then the first name (if there is any), followed by the title of the book (in italics), the original date of publication within brackets, the name of collection or series if there is any, then the publisher, the place, the date of publication of the book considered:<br><br>Eliot, George, *Middlemarch* (1871), Oxford World's Classics, Oxford University Press, Oxford, 1998.<br><br>Joyce, James, *Ulysses* (1922), with an introduction and notes by Sam Slote, Alma Classic, Richmond, 2012. |

| Case | Note Citations System | Presentation of the Final Bibliography |
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| | To indicate the paging in a more recent edition:<br><br>Eliot (1871), 1998, p. 24.<br><br><br><br>Mahfouz, 1997, p. 66. | • For contemporary literary authors, specify the name followed by the first name, title of the work, then the publisher, the city, the date of publication of the book viewed:<br><br>Mahfouz, Naguib, *Children of Gebelaawi*, P. Stewart (trans.), Passeggiata Press, Pueblo, Colorado, 1997. |
| **Archival Sources** | Indicate the abbreviated name of the repository, and then identify the document according to the archives' shelf mark:<br><br>DWQ, waqf no. 351/81, waqf Ǧamāl al-Dīn al-Ḏahabī, 10 raǧab 1045 / 21 december 1635. | • In the final bibliography, under "Archival Sources", list the names of the repositories consulted, and of the series, if any. The common abbreviation of the repository's name precedes the full name and city:<br><br>DWQ, Waqf = Dār al-Waṯāʾiq al-Qawmiyya, Cairo, waqf deeds. |
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| **Scientific Archives** | Bruyère, 1922–1923, p. 3. | • For scientific archival material, provide the details that describe the item: author, title, type of document (excavation report, report, etc.), followed by the document's nature (manuscript, photograph, map, etc.), and the original date if available. Then provide the details that locate the item: name and location where the document is kept, collection name or piece number (if available), and call number, page or folio number(s).<br><br>Bruyère, Bernard, *Journal de fouille* (1922–1923, 1924, 1925), field notebook, ms, IFAO Archives, notebook DEM 1. |
| **Newspaper Article** | Boyd, 1964, p. 12. | • Provide the author's name in lowercase followed by the article's title in double quotes, the Newspaper name, the date, and the page(s):<br><br>Boyd, R., "The City of Sordid Splendour", *Australian,* 26 August 1964, pp. 10–12.<br><br>However, for articles and books citing a large number of newspaper articles, it will be sufficient to provide a list of the studied articles in the final bibliography; the full reference will appear only in footnotes. |

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| **Thesis or Dissertation** | Anqawi, 1988, p. 55. | • Provide the thesis details (PhD Thesis/Master Degree, etc.), the full name of the university/institution, and the year of submission. Titles should be set in roman within double quotation marks:<br><br>Anqawi, Sami M., "Makkah Architecture", PhD Thesis, School of Oriental and African Studies, University of London, 1988. |
| **Excavation or Activity Report** | Fairman, 1938, p. 151. | • Always mention the report's type (Excavation Report, Final Operation Report, Activity Report, etc.). If the report is not published by a publisher, specify the institute for which it was written:<br><br>Fairman, H.W., "Preliminary Report on the Excavations at Sesebi (Sudla) and ʿAmārah West, Anglo-Egyptian Sudan, 1937–1938", *JEA* 24, 2, 1938, p. 151-156. |
| **Online Publication** | • If possible, specify page and/or paragraph number(s):<br>Budge, 1914, p. 11, para. 2.<br>• Specify the page if it is a PDF:<br>Budge, 1914, p. 11. | • To cite electronic sources, put the author's name, italicised the book's title, the publisher, the place, the date of the original publication, the release date if possible, then specify the name of the website or publishing platform, the permanent URL within angle brackets, and the date of access:<br><br>Budge, E.A. Wallis, *The Literature of the Ancient Egyptians*, J.M. Dent & Sons, London, 1914, 2005 (available from: The Project Gutenberg), <http://www.gutenberg.org/files/15932/15932-h/15932-h.htm> accessed on 20 January 2014. |

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