



I-MAG Style Guide on Standardisation

August 2005

Written By: Marwah El-Azhary

Table of Contents in Alphabetical Order

Abbreviations.....	3
Bullet Point Lists	3
Capitalisation Policy	3
Currencies	4
Dates	4
E-mail.....	4
Emphasis	4
Figures or Words.....	4
Grammatical Points	4
Honours, Qualifications and Titles.....	4
Hyphens.....	5
Internet Words	5
Jargon	5
Names	5
Numbering:.....	5
Percentages	6
Periods	6
Proper Nouns.....	6
Quotation and Speech Marks	6
Quotations form the Holy 'Qura~an	6
References and Bibliographies.....	6
Sentences and Paragraphs	7
Spacing.....	7
Spellings	8
Standardised Spellings	8
Telephone Numbers.....	8
Times.....	8
Two and Three Dots.....	8
Weights and Measures	9
Contact I-MAG.....	9

Abbreviations

Abbreviations are spelt with full stops. For example: U.S.A.

Notice that when a period is used for an abbreviation or some other reason at the end of the sentence, you do not need a second one to end the sentence. The one period does double duty.

When using the word 'and', no symbols can be used to replace this word, i.e. + or &. ' & ' may only be used for design reasons, i.e. titles, etc, but not in the main body of the text.

Bullet Point Lists

When listing items, we capitalise the first bullet point letter, all the rest will start without a capital letter because we will use a semicolon for all the items except the last one which ends with a period. For example:

- One;
- two;
- Three.

Capitalisation Policy

1- In a title:

All words in titles and subtitles are capitalised except:

- Articles (the, a, an), unless the article is the first or (less likely, of course) last word of the title;
- Prepositions of four letters or less (unless the preposition is the first or last word of the title);
- Conjunctions of four letters or less (unless the conjunction is the first or last word of the title);
- The particle "to" used with an infinitive (unless the "to" is the first or last word of the title).

2- In a normal text:

- The first word in a sentence;
- Proper nouns (people's names, places ...etc) are capitalised;
- Text boxes and captions of images are treated as normal sentences.
- Image captions we capitalise the first word only and proper nouns.

Currencies

Currencies should be written out in full, without the use of symbols. For example, 3 U.S. Dollars.

Dates

The dates are written out in an academic style, with a comma separating the date and year. For example: April 4th, 2005.

E-mail

The word email is spelled with a hyphen; e-mail. All other words with “e” are spelled with a hyphen too; e-publishing e-government.

Emphasis

When emphasising a word, phrase, or sentence, please use *Italics*.

We do not use Italics for foreign words.

Figures or Words

Numbers from zero to ten are written as words, and the rest written as figures.

Grammatical Points

Please do not use the word ‘and’ or ‘but’, etc, at the start of a sentence.

Honours, Qualifications and Titles

Periods are always used; B.A. not BA.

Titles such as Dr., Eng., Mr., Miss, Mrs, Ms. ...etc are not used in I-MAG.

Hyphens

The software will break the words and hyphenate them for space reasons. Other than that, follow what Oxford dictionary says.

Internet Words

The Internet: the 'I' is always capital.
Website should only be spelled as one word.
Online should only be spelled as one word.

Jargon

Generally speaking, all Arabic words phonologically transcribed (i.e. da'awah, hidayah...) should have an explanation either between brackets after the word is stated or in a footnote.

Jargons and colloquial words are not supposed to be used unless there is a substantial reason for that (i.e. an article about dialects will have some colloquial words).

Names

Do not use Mr. or Mrs., state the full names instead, and once the full name is mentioned once, we can use the last name of the person in the rest of the article.

Numbering:

Numbering goes this way:

1. Positiveness;
2. Perfection;
3. And good faith.

Capitalise the first letter, leave a space after the period, and end each item with a colon ":" except the last item.

Roman numerals should be preferably avoided.

Percentages

For percentages, please use %. When it comes to ranges leave a space between the numbers; or 8% - 9% for example.

Periods

A periods always concludes a sentence unless the sentence ends with a website, in this case the period is removed.

Proper Nouns

All the letters of proper nouns are capitalised. When we have acronyms, the full name should be mentioned once in the text and then the acronym can be used. Note that acronym letters are separated by periods; S.L.A.

Quotation and Speech Marks

Use double quotes in speech marks, and if there is a speech within a quotation, use single quotations. For example “He told me ‘This is it’, and ran away.”

If you add something to a quote that is not already there in the original text, place it in square brackets [].

Quotations form the Holy 'Qura~an

After the quote, use this format:

[The Holy 'Qura~n, chapter of ..., verse number.]

Example:

[The Holy 'Qura~n, chapter of Alahzaab, verse 15.]

References and Bibliographies

Numbers should be used and they should be listed at the end of the article; References should all be the same size, font, colour for the sake of standardisation;

Small numbers (superscripted) should be used, such as; “ he said that eeman¹ is ...” .

A: Biographies

The biography of the writer should have an astrisk * near the person's name and in the endnote. It should be in gray, size 9 and italicised.

B: References

When it comes to references and endnotes in general we will have a list such as this:

References:

- 1.
- 2.
- 3.

At the end of each article.

C: In-text Notes

If we have in-text notes, then the text has small number in brackets after each item it denotes and at the end we have a list of the items.

For example:

..... and the 'hadeeth (2) says that And the the Islaamic thinker Muraad Hoffman in his book (3) ...

Notes:

- 1.
2. Hadeeth: a 'hadeeth is
3. Hoffman, Murad (2005). Title of the book

Sentences and Paragraphs

There is no preferred document length for specific sections; it depends on the article. If there is “unnecessary repetition”, the article can be clipped.

Spacing

- There should be no space before commas, periods, questions marks, exclamation marks, quotes. We write he is fine. Not he is fine .
- When numbering a list there should be always a space after the dash, and the first word is capitalised. i.e. 1- Word not 1-Word.

Spellings

We use British English. The Oxford Dictionary is used as a reference, and the B.B.C. website is used as a second resort www.bbc.co.uk

Standardised Spellings

Check “Arabic phonemes transcription” file for further information on how we transcribe Arabic words.

www.i-mag.org/arabic.pdf

Note the writers and contributors’ names are spelled as they write them when they send us their articles and not according to our transcription systems; we prefer to use Ahmad, but if a writer writes his name with an ‘e’ instead of ‘a’ (Ahmed), we then follow what he uses.

Telephone Numbers

If there is a country code it’s placed between brackets, and then the number is hyphenated. (00965)123-456-7

Times

The times are written out in the 12 hour clock format in full. For example: 9.00 P.M and not 9pm

Two and Three Dots

1- In Titles:

If you have a subtitle in the main title, then there is not need to place two or three dots to divide the two, just use a semicolon.

Wrong: Islam and Society ... An Analytical Study

Right: Islam and Society: An Analytical Study

2- In Quoted Text:

The only legitimate use of the three dots id within a quotes text. If you choose to remove a portion in the middle of the quoted text, you then place three dots to indicate to the reader that an existing text has been removed.

Example: "No one could solve this paradox as it is multifarious ... Nevertheless we can try" Said Mu'hammad A'hmad.

Weights and Measures

We use meters and kilometres when referring to weights and measures. Yards and miles can be put between brackets though.

Contact I-MAG

Website: www.i-mag.org

E-mail: editor@imag.org

Download the Issues: <http://issues.i-mag.org>