Women In Islam – Content and Style Guide

Editorial board

The Editorial board is composed of:

- Hala Alkarib, Regional Director, SIHA
- Celia Hitzges, Editorial Coordinator, SIHA
- Faith James, Programme Development and Advocacy Associate, SIHA
- Yousef Ahmed Abdi, Project Officer, SIHA
- Zemdena Abebe, Programme Coordinator, SIHA
- Julia Zabbu, Communications Assistant, SIHA

Audience

Women in Islam is intended for a readership of:

- Women's rights activists and advocates looking for accessible, progressive knowledge on gender equality in Islam to support their work;
- Muslim women looking for content that reflect their realities and provides a complex, multi-faceted picture of Muslim women in Africa and across the world;
- Educators and students with an interest in the topics of justice and gender equality in Muslim societies.

Description and general information

Published by the Strategic Initiative for Women in the Horn of Africa (SIHA) – a regional network of civil society organisations – *Women In Islam* explores the complexities of gender relations in Muslim communities in the Horn of Africa and beyond, engaging critically with conflicting perceptions of Islam in relation to women's rights and equality. It promotes alternative and progressive discourses on Islamic traditions and texts and reflects on the lived realities and current challenges faced by Muslim societies. Published annually in both Arabic and English, and with an artistic and innovative approach to scholarship, *Women In Islam* is interested in publishing original content which uses a gender lens to highlights important social justice issues faced by both historical and contemporary followers of Islam. Submission types include: 1) original research articles and essays, 2) personal narratives and dialogues, 3) book or film reviews 4) photo essays (and other forms of visual media), and 5) poetry, and creative nonfiction.

1) *Original research articles and essays* are welcome in any area of relevance to the progressive goals of *Women In Islam*. We encourage authors to submit short, concise articles up to 3,000 words, including references as well as the main text. Papers which exceed this limit will be considered on a case-by-case basis.

2) *Personal narratives and dialogues* (first-person interviews) with religious scholars, academics, activists, artists, and other experts of interest to *Women In Islam's* readers. Individuals wishing to undertake a personal narrative or dialogue are encouraged to contact the Editorial Coordinator with a brief proposal that outlines the expert you wish to engage, and the types of questions you seek to ask. Please note that for self-written (autobiographical) narratives, the narrator should be listed as author. Dialogues (first-person interviews) are jointly authored by the interviewer and interviewee(s). Narratives and dialogues are typically between 1,500 -2,000 words in length.

3) *Book or film reviews* may be solicited directly by the Editorial Coordinator or suggested by potential reviewers. If you would like to suggest a review, please send a short email to the Editorial Coordinator at journal@sihanet.org introducing your idea. Reviews which highlight the writing, directing and art of women are particularly encouraged. Reviews are typically between 1,000-1,500 words in length.

4) *Photo essays* (and other forms of visual media), with between 6-10 images and brief accompanying text, are encouraged to provide an illustrative, critical perspective on the power of visual work to creatively educate and inform the readers of *Women In Islam*.

5) *Poetry and creative nonfiction* which provides thought-provoking responses to issues of concern to *Women In Islam*, as well as raising new questions about the state of contemporary poetry/writing. We do not want to limit author's creativity with strict writing guidelines, however, when it comes to what we publish, we encourage author's to read through our previous issues to get a sense of the type of work *Women In Islam* typically publishes. Though not mandatory, poetry submissions in this category are usually less than 500 words, and nonfiction submissions are typically between 1,000-1,500 words in length.

Review process and decision timeline
Each submission will be reviewed first by the Editorial Board, and if appropriate sent to one peer reviewer. Our aim is to complete this process and render an editorial decision (accept, minor revisions, major revisions, reject) within 8–10 weeks of the initial submission. However, due to increased workloads of peer reviewers, this timeline is not guaranteed.

Decisions
Initial decisions issued by the Editorial Board will fall into one of four categories: 1) **accept** (the submission will be published, however minor copy edits may be made by the editorial staff), 2) **minor revisions** (submission requires minor changes by the author prior to acceptance), 3) **major revisions** (submission requires substantial improvement prior to acceptance), and 4) **reject** (the journal will not publish the submission).

Once a manuscript is **accepted**, authors will work with the editorial staff on initial copyediting, including editing for length, clarity and content. Final revisions must conform to *Women In Islam* 's 'Guide for authors' (see below), or they will be returned. The editorial staff may enlist an external copyeditor for an additional level of review. Authors will receive e-proofs from the publisher along with queries and corrections approximately six weeks before the issue is published. They should take this opportunity to carefully proof their article as this will be their last chance to make any changes, although no major rewriting will be allowed at this point. Both copyediting and proofreading must be completed in a timely manner to meet publication deadlines. Prior to publication, the author must complete the Author Agreement Form, which will be sent to the author directly via email from the Editorial Coordinator.

Authors who receive **minor revision** or **major revision** decisions are encouraged to resubmit their manuscripts within one month for full consideration. While we endeavor to secure the same peer reviewers for the revised manuscripts, this is not always possible. When submitting a revised manuscript, authors should include: 1) a detailed cover letter describing how they have addressed requested revisions, 2) a clean, revised .doc or .docx version of their submission (for text submissions), and 3) an anonymized TrackChanges version of their submission (for text submissions) to indicate where edits were made.

For authors who receive a **rejection** decision, the editorial staff will not review the submission further, even if it is substantially revised.

General text style
All text submissions should use Arial font, 12-point size, left justified, 1.15 spacing, with notes and references appearing as footnotes, following The Chicago Manual of Style. Footnotes should appear in Arial font, 10-point size, left justified, and single spacing. English submissions should follow *UK spelling conventions* (e.g. 'centre' and 'marginalised'). Arabic submissions should follow Modern Standard Arabic spelling conventions.

Headings should appear using the following style:

Headings
Headings, both for article titles and within the main text, should follow the guidelines listed below (see table as example). Please note that the heading style within this guide follows these recommended heading conventions:
- Maintain consistency and parallel structure in headings and subheads
- Subheadings should begin on a new line
- Levels of subheads are differentiated by placement on the page, use of boldface, italics, and underlining
- Subheadings *should not* be distinguished by font-size
- Ensure that each level of hierarchy is clear and consistent
- No more than three levels of hierarchy are *strongly recommended* for most submission types
- Avoid ending subheadings with periods

Level	Format
1: Article title	**Centered, Boldface, Title Case Heading**
2: In-text (Header 1)	**Flush Left, Boldface, Title case heading**
3: In-text (Header 2)	Flush left, Underlined, Title case heading
4: In-text (Header 3)	*Indented, Italicized, Title case heading*
5: In-text (Header 4)	Indented, Underlined, Title case heading

Reference style

All notes and references should appear as sequential, numerical footnotes at the end of the same page in which the note/reference is cited. The citation style should follow The Chicago Manual of Style 'Notes' (for entries upon first use) and 'Shortened notes' (for all subsequent entries after first use). Any submission which uses in-text notes and references must conform to this style.

Loanwords, foreign words and transliteration
Foreign words accepted in English usage should be spelled in accordance with the *Oxford English Dictionary* or the *Concise Oxford Dictionary*. Other foreign words not found here should follow the Arabic Romanization Table. For ease of reference, *Women In Islam* additionally includes below our preferred spelling for commonly used transliterated words:
- Qur'an
- madrassa
- hadith
- wahhabism
- shari'ah
- salafi
- sunnah
- masjid

Transliterated words need to be italicized upon first use in an article. All subsequent uses of the same word should not be italicized. In general, transliterated words from Arabic to English do not have to be capitalized (e.g. shari'ah, not Shari'ah) There are exceptions to this when writing the name for a proper noun (e.g. Qur'an), or when the word appears first in a sentence (e.g. "Shari'ah law states…"). When citing specific passages from the Qur'an or hadith, in-text citations should include the number of the chapter and of the verse (where relevant). An example of such a citation would look like this: (Qur'an, 15:25), with 15 being the chapter, and 25 being the verse.

All Islamic titles should be capitalized when used before a name (e.g. Grand Mufti Muhammad Hussein) and lowercase otherwise (e.g. Muhammad Hussein, a grant mufti appointed by the president). Use the title and first and last name on first reference, and only the person's last name after that. This format all applies to non-Islamic title holders as well (i.e. use of first and last name on first reference, and only the person's last name after that).

How to submit
Contributions to *Women In Islam* are accepted year-round. All submissions must be emailed to: journal@sihanet.org. Your email subject line should be titled using the following naming convention: 'TYPE OF ARTICLE_DATE OF SUBMISSION_AUTHOR LAST NAME'. For example, submission of an original research article on 6 July 2020 by Hira Hasan would appear with the following subject line: 'ORIGINAL RESEARCH ARTICLE_6JULY2020_HASAN.'

All submissions must include a title page with the following information:

- o Author Information**:** Include your name, affiliation, and email. In the case of multiple authors, be sure to identify who the corresponding author will be by using an asterisk (*).
- o Article Title**:** We encourage authors to include important keywords (ideally within the first 65 characters) and to keep titles short.
- o Author Bio*:* (<50 words) If including current institutional affiliation, education, positions held, and/or relevant publications, please describe in narrative form.