
***Women In Islam* – Content and Style Guide**

Editorial Board

The Editorial Board is composed of:

- Hala Al-Karib, Regional Director and Editor-in-Chief, SIHA
- Lien Santermans, Editorial Coordinator, SIHA
- Faizat Badmus-Busari, Regional Programme Manager, SIHA
- Yousef Ahmed Abdi, Somali Region Programme Coordinator, SIHA
- Zemdena Abebe, Ethiopia Programme Coordinator, SIHA
- Ramatoulie Jallow, Regional Research and Advocacy Officer, SIHA
- Maab Elamin, Communications Associate, 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 reflects their realities and provides a complex, multi-faceted picture of Muslim women in Africa and beyond;
- Educators and students with an interest in justice and gender equality in Muslim societies.

About the journal

Women In Islam is published by the Strategic Initiative for Women in the Horn of Africa (SIHA), a regional network of civil society organisations. It engages critically with gender relations in Muslim communities in the Horn of Africa and beyond. The journal explores the complex intersections between Islam, women's rights, and gender equality, promoting progressive interpretations of Islamic traditions and texts. It reflects on the lived experiences and challenges facing Muslim societies today, while questioning and reshaping conventional narratives about Muslim women.

Published annually in both Arabic and English, *Women in Islam* adopts an innovative and artistic approach to scholarship, with a commitment to social justice. We seek original contributions that use a gender lens to address historical and contemporary issues affecting followers of Islam.

1. Submission process

Submission formats

1) Original research articles and essays

We welcome original research articles and essays on topics relevant to the progressive goals of *Women in Islam*. We encourage authors to submit concise articles up to 3,000 words (including references). Submissions exceeding this word limit will be considered on a case-by-case basis.

2) Personal narratives and dialogues

We invite autobiographical narratives, as well as first-person interviews with religious scholars, academics, activists, artists, and other thought leaders. Authors wishing to submit a narrative or interview should contact the Editorial Coordinator at journal@sihanet.org with a brief proposal outlining the subject, introducing the expert, and listing the key questions to be addressed. For autobiographical narratives, the narrator will be listed as the sole author, while first-person interviews (dialogues) are co-authored by the interviewer and interviewee(s). Both range from 1,500 to 2,000 words.

3) Book or film reviews

Book and film reviews are an integral part of *Women in Islam*. They may be solicited directly by the Editorial Coordinator or proposed by potential reviewers. If you wish to suggest a review, please send a brief email to the Editorial Coordinator at journal@sihanet.org to introduce your idea. We particularly value reviews that highlight works by women authors, directors, and artists. Reviews typically range from 1,000 to 1,500 words.

4) Photo essays and visual media

We encourage the submission of photo essays (and other forms of visual media) that offer a critical perspective on social justice issues. Photo essays should include 6 to 10 images with accompanying captions. The visual work should provide an engaging, illustrative approach to key themes explored by *Women in Islam*, using the power of imagery to educate and provoke thought.

5) Poetry and creative nonfiction

We invite thought-provoking poetry and creative nonfiction that engages with contemporary themes of gender, Islam, and identity. While we do not impose strict guidelines on creativity, we encourage authors to familiarise themselves with the type of work *Women in Islam* typically publishes by reviewing past issues. Poetry submissions are usually under 500 words, while creative nonfiction ranges from 1,000 to 1,500 words.

How to submit

Contributions are accepted year-round via email to journal@sihanet.org. The subject line should include 'TYPE OF ARTICLE_DATE OF SUBMISSION_AUTHOR LAST NAME'. For example: ORIGINAL RESEARCH ARTICLE_6JULY2020_HASAN.

All submissions must include a title page with:

- **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 (*).
- **Article Title:** We encourage authors to include important keywords and to keep titles short.
- **Author Bio:** In less than 50 words, please include your institutional affiliation, education, positions held, and/or relevant publications.

Review process and decision timeline

Each submission will undergo an initial review by the Editorial Board, followed by peer review if appropriate. Our goal is to provide editorial decisions within 8–10 weeks of submission. Please note that, due to the availability of peer reviewers, this timeline may vary.

Decision categories

The Editorial Board's decision will fall into one of the following categories:

- 1) **Accept:** The submission is accepted for publication, with minor copy edits by the editorial staff.
- 2) **Minor revisions:** The submission requires minor changes by the author before acceptance.
- 3) **Major revisions:** The submission requires substantial revisions by the author before acceptance.
- 4) **Reject:** The submission will not be published.

Once a manuscript is **accepted**, authors will collaborate with the editorial staff on initial copyediting, focusing on length, clarity and content. Final manuscripts must adhere to our 'style guide' (see below). Authors will receive e-proofs along with queries and corrections approximately six weeks prior to publication. They should carefully proofread their work at this stage, as this will be their last chance to make any minor changes. 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, provided to them by the Editorial Coordinator.

Authors who receive **minor revision** or **major revision** decisions are encouraged to resubmit their manuscripts within one month, accompanied by a cover letter explaining how they addressed the requested revisions. Revised manuscripts must be submitted with both a clean version and a version with track changes to highlight edits.

For submissions that are **rejected**, the editorial staff will not review the manuscript again, even if it is substantially revised. Authors are encouraged to submit their work elsewhere.

2. Style guide

Text

1) Body

All body text should use Arial font, 12-point size, left justified, 1.15 spacing. English submissions should follow UK spelling conventions (e.g. 'centre' and 'marginalised'). Arabic submissions should follow Modern Standard Arabic spelling conventions.

2) Headings and subheadings

(Sub)headings should follow the guidelines below.

- **Consistency:** Ensure all (sub)headings follow a consistent structure throughout the document.
- **New Line:** Each subheading should start on a new line.
- **Hierarchy:** Different levels of subheadings should be clearly distinguished using a combination of formatting options such as boldface, italics, and underlining. Do not use font size to differentiate.
- **Limit Levels:** It is recommended to use no more than three levels of subheadings to maintain clarity and readability.
- **No Periods:** Do not end subheadings with periods.

Level	Format
1: Article title	Centred, Boldface, Title Case Heading
2: In-text (Header 1)	Flush Left, Boldface, Title Case Heading
3: In-text (Header 2)	<u>Flush left, Underlined, Title Case Heading</u>
4: In-text (Header 3)	<i>Indented, Italicised, Title Case Heading</i>
5: In-text (Header 4)	<u>Indented, Underlined, Title Case Heading</u>

Foreign words and transliteration

Foreign words that have been accepted into English should follow the spelling found in the *Oxford English Dictionary* or the *Concise Oxford Dictionary*. Foreign words that are not listed in these dictionaries should follow the [Arabic Romanisation Table](#).

A few guidelines for transliterated words:

- **Italicisation:**
 - Transliterate foreign words in italics the first time they appear in the text.
 - For all subsequent uses of the same word, do not italicize it.
- **Capitalisation:**
 - Transliterated words from Arabic should not be capitalised (e.g., shari'ah, not Shari'ah).
 - Capitalise words when they are used as proper nouns (e.g., Qur'an) or when they appear at the start of a sentence (e.g., "Shari'ah law states...").
- **Citations from the Qur'an or Hadith:**
 - When citing specific verses or passages, include the chapter and verse number (e.g., Qur'an, 15:25). The first number is the chapter, the second is the verse.

- **Islamic titles and names:**
 - Capitalise Islamic titles when used before a name (e.g., *Grand Mufti Muhammad Hussein*) and lowercase otherwise (e.g., *Muhammad Hussein, a grand mufti appointed by the president*).
 - On first mention, use the person's title and both their first and last names (e.g., *Grand Mufti Muhammad Hussein*). Afterward, use only their last name (e.g., *Hussein*).
 - Apply the same rules for non-Islamic title holders (e.g., *President John Doe* on first reference, then *Doe* thereafter).

For commonly used transliterated words, we use the following spellings:

- Qur'an
- madrassa
- hadith
- wahhabism
- shari'ah
- salafi
- sunnah
- masjid

References

- **Footnotes:** All notes and references should be listed at the bottom of the page where the reference is made as sequential, numerical footnotes (e.g., 1, 2, 3).
- **Citation Style:** Follow [The Chicago Manual of Style](#) for 'Notes' (for the first citation of each source) and 'Shortened Notes' (for subsequent citations of the same source).
- **Formatting:** Footnotes should be in Arial font, 10-point size, left-aligned, and single-spaced.
- **In-text References:** Any in-text citations must adhere to this footnote style.