

## AUTHOR INSTRUCTIONS

### *Oxford Research Encyclopedia of Religion*

---

#### CONTRACT

Please make sure you have signed your contract via DocuSign. If you need a new link to your contract, please email us at [Religion.ORE@oup.com](mailto:Religion.ORE@oup.com).

#### STYLE AND SCOPE

Articles should provide a narrative overview of the topic and should be approx. 8,000 words, though length is flexible. They should be written objectively, avoiding partisanship and polemic. Where debate exists in the field, all points of view should be presented fairly. Do not reference yourself directly, as in "I believe...," and use clear, formal language, avoiding jargon. Readers will be primarily researchers and graduate students, as well as for advanced undergraduates. In terms of formatting, please follow the guidelines below:

- Title and headings should be in title case. Make **L1 headings bold**, **L2 headings bold and italic**, and **L3 headings roman and italic**. Use L1 and L2 headings sparingly.
- Provide your full name, as it should appear in the published article, beneath the title.
- Cite using endnotes, following *The Chicago Manual of Style*.

#### ARTICLE STRUCTURE

We ask that your article follow the outline below. If you have any questions as you write your article, please feel free to email [Emily Hough Mileham](mailto:Emily.Hough.Mileham) (OUP Development Editor).

#### Title

Because the *ORE of Literature* is a digital resource, your article's title will have an impact on its number of readers. Titles should be descriptive and concise without being metaphorical, obscure, or too clever. Titles that might be excellent for books or journal articles would have to be reworked for the ORE. Titles should use specialized terms, which have less competition and thus generate more traffic, and should be no more than 40 characters, with spaces. Below are some examples:

Good for a Book	Better for ORE
<i>Freaks of Fortune: The Emerging World of Capitalism and Risk in America</i>	<i>Financial Risk in Nineteenth-Century America</i>
<i>Digital Griots: African-American Rhetoric in the Digital Age</i>	<i>African-American Rhetoric in the 21st century</i>

**Summary (250–500 words, due before the rest of the article)**

The summary should be a brief synopsis of the topic. This will not be an abstract in the traditional sense, but a short, essential overview that a reader might read before engaging the entire essay. Please do not reference the essay or include "mapping" language (e.g., "This essay explores..."). The summary should stand on its own as a useful piece of content, without referencing to the larger article. Also, please note that our platform does not support citations in the summary. See other *ORE of Religion* summaries for good examples, including "[Early Christian Worship](#)" and "[Objects and Ancient Religions](#)."

The summary will publish immediately, increasing the discoverability of your topic in online searches. When the full article is published, the summary will appear at the beginning. If you would like to update your summary when you submit your article, please include a revised copy.

**Keywords (5–10 words)**

Please provide 5–10 keywords that describe the content of your article; this will ensure your article is searchable and discoverable online. Keywords are equivalent to index terms in a printed work.

**Main Essay (5,000–6,000 words on average, can be longer)**

This will be the majority of the contribution; please include headings roughly every 1,000–1,500 words. The essay should provide a thorough narrative overview and history of the topic, but should not focus on literature review, as this will be covered in a "Historiography" section (see below).

**Historiography Section (500–1,000 words)**

Please discuss, briefly, the main threads of scholarship on your topic, including past approaches as well as research questions that are currently being pursued. The main essay will discuss the history of the subject, while this section should provide a critical analysis of the important literature and an overview of the state of research in the field. Sources should be cited as endnotes.

**Primary Source Section (500–750 words)**

Discuss the main types and major collections of primary sources relevant to the topic, including locations and links to archives, collections, and finding aids. Do not aim for exhaustiveness, but consider where you might direct a student for important primary sources. This section should be commentary, with sources cited as endnotes, or a short, annotated bibliography. It is not required.

**Further Reading List (around 10–25 sources)**

The Further Reading section should contain around 10, and no more than 25, major books and articles on the subject. This selected bibliography should include essential reading: the first 10 or so readings to which you would direct a student who wanted to read more deeply on this topic. This list may but need not include sources cited in the text.

**Links to Digital Materials**

Please link to digital museum exhibits, entire archives, collections, etc. These links should be scholarly in nature and openly available. Although these links may be included in the text as well, please list them here for easy access, with a short description. This section is optional.

## Notes

Use endnotes following *The Chicago Manual of Style*, 16<sup>th</sup> edition. Provide all citation information at the first mention of each source, as a complete bibliography will not be included. Please do not include commentary in the endnotes.

## NON-TEXTUAL MATERIALS (MAPS, PHOTOS, VIDEO, AUDIO, ETC.)

The *ORE of Religion* is an online publication, so you are welcome to include color images, links, audio, and video to make your article as dynamic, engaging, and connected as possible. Please include materials directly in the text if the necessary permissions can be obtained; otherwise, consider linking to important images or resources.

- **Image files** should be submitted as separate JPEG files, labeled "Author Last Name\_Article Title\_Fig 1," etc., in the order they appear in the text. Include callouts in the text where you would like the image to appear. Please submit the highest resolution file that you have (at least 300 dpi and 1280 pixels on the longest axis); we can assist with size and formatting.
- **Audio and video files** should be submitted as MPEG files, and labeled " Author Last Name\_Article Title\_Audio 1" or " Author Last Name\_Article Title\_Video 1," etc.
- Please submit a **permissions list** for all files that you would like to include in your article.

## TRANSLITERATION

If your article contains diacritics, please use a Unicode font and submit a PDF for reference. Please also provide common transliterations of any keywords and titles directly in the manuscript. For consistency throughout the encyclopedia, please use the following transliteration conventions.

### General Guidelines

For words in languages that use the Latin alphabet, common diacritics and accents that are found in Times New Roman (e.g., ç, ü, ğ, à, è, é, ê, š, etc.) should be retained. Make sure that any accented character is a single character and not made up of a regular character combined with a diacritical mark (with the exception of double underdots in Arabic titles of works, as noted below). To test, place the cursor immediately after the character and then backspace once. If the backspace deletes only the accent mark, then this is a combined character and should be changed. If the backspace deletes the whole character, then just undo the delete—the accented character is O.K.

- If other special characters are used, they must be available in the Unicode character set for Times New Roman. All available symbols can be found in the Insert Symbol dialog box in Word, or by viewing the appropriate font in the Character Map application (located in the System Tools group of Applications on the Windows Start menu). Symbols in any other font (e.g., Gentium, SuperGreek) must be changed to the Unicode equivalent in Times New Roman or deleted.
- Be careful when cutting and pasting text containing diacritics from websites or other documents. Many times these sources contain accented characters in a special font or produced by combining two Unicode characters.
- Please submit a PDF version of your article as well as a Word document if diacritics, symbols, or foreign language alphabets are used.

## Ancient Greek

Use the Latinized version of classical names, per the Oxford Classical Dictionary. Please transliterate Greek to the extent possible.

## Arabic

### Transliteration

- Eliminate all underdots, overdots, double underdots, underbreves, and macrons from the transliteration of Arabic names and words in the text and in authors' and publishers' names.
- Mark the the silent final ta marbutah with an "h."
- Transliterate *jim* as "j," not "dj."
- The only special characters that should appear in text are *ayn* and *hamza*. Please use Unicode character codes 02BF for *ayn* ( ' ) and 02BE for *hamza* ( ' ). For example, Qur'an.
- **Exception:** special characters used in Arabic names and in words contained in the titles of works (letters with macrons, underdots, etc.) must be preserved. These are available in Times New Roman (Unicode 1E0C–1E93) and are easily inserted via the Insert Symbol command in Word:<sup>1</sup>
  - Đ đ Ħ ħ Ķ ķ Ń ń Ŕ ŕ Ś ś Ţ ʈ Ź ź
  - Ñ ñ Ţ ʈ
  - Ħ ħ
- For double underdots, use the combining diacritical mark Unicode 0324 after the letter.<sup>2</sup>
  - Ẓ ẓ Ẕ ẕ

### Rules for the ordering of Arabic names

- The definite article, which begins with a lowercase letter and is separated by a hyphen or space, is treated as part of the surname. For sorting purposes, al/el is ignored.
  - al-Turabi, Hasan
  - al Turabi, Hasan
  - el-Turabi, Hasan
  - el Turabi, Hasan
- Compound names beginning with Abd, with hyphen or space should not be inverted.
  - Abd al-Rahman
  - Abdul Rahman
- Compound names based on the phrase al-Din, with hyphen or space should not be inverted.
  - Khair al Din
- Patronymics – ibn. Should not be inverted
  - Ibn Khaldun
- Patronymics – bin or ben (all lowercase): when bin or ben follow a given name and are lowercase, they are not part of the surname, and the name should not be inverted
  - Isa bin Sulman

---

<sup>1</sup> If you do not see these characters in the Insert Symbol dialog box, make sure that Unicode (hex) is selected in the "from:" dropdown list.

<sup>2</sup> To insert a Unicode character directly, type the character number and then press Alt+x.

- Patronymics – Bin or Ben (initial uppercase): when Bin or Ben take an initial uppercase letter, they are part of the surname and should be inverted.
  - Bin Laden, Osama
  - Ben Ali, Zine el-Abidine
- Abu (always initial uppercase): usually starts a name and should not be inverted, unless followed by what is definitely a surname, or if it appears between two other names.
  - Abu Bakr = Abu Bakr
  - Abu Musabl al-Zarqawi = al-Zarqawi, Abu Musab (where al-Zarqawi is the surname)
  - Ali Abu Ragheb = Abu Ragheb, Al

### EDITORIAL CONTACTS

OUP Religion Editor	Julia Kostova <a href="mailto:Julia.Kostova@oup.com">Julia.Kostova@oup.com</a>	Contact with questions about the <i>ORE</i> in general or your topic, article structure, what to cover, strategic ideas, and decisions.
OUP Development Editor	Emily Hough Mileham <a href="mailto:Emily.Hough@oup.com">Emily.Hough@oup.com</a>	Contact with questions about the status of your contract or article, production, copy-editing, publication, and payment.