

## Guidelines for WZKM articles and reviews

### For articles and reviews:

- Please pay attention to the academic quality of your German/English/French.
  - Font: TIMES NEW ROMAN.
  - Margins: top margin 3,5 cm bottom margin 8 cm  
left margin 4,5 cm right 4,5 cm
- Format: A 4
- Please do not use hyphenation.
  - Please do not use header lines or pagination.
  - Please use only this kind of quotation marks (“”) and do not use straight ones (" "). The same is valid for apostrophes.
  - Please use this kind of ʿayn: ʿ, and this hamza: ʾ. Please always use the same kind of hamza and ʿayn in the document. Apart from ʿayn and hamza, you can choose your transcription system.
  - Please distinguish between a short hyphen (1994-1996; Ritt-Benmimoun) and a dash – long –.
  - Please write your review/article directly into the attached style sheet. Please pay special attention to the font size, line spacing, paragraphs etc.
  - Please send us all additional fonts you used for transcriptions to assure that transcriptions are shown correctly in the text.

### Concerns only articles:

- **Please include a short abstract in English, the most important keywords and the address for correspondence.**
- Title of the article: Font size: 16 bold.  
Interspace: before 6 pt., after 18 pt.  
Line spacing: exact 18 pt.
- Name of the author: By FULANA BINT FULAN (University of Vienna)  
Font size: 10,5 pt., name of the author in small capitals,  
place/university between brackets.  
One blank line afterwards.
- Abstract: Full justification  
Font size: 9,5  
Line spacing: exact 11 pt.  
One blank line afterwards - Keywords - one blank line afterwards -  
Address for correspondence (both in English) - one blank line afterwards
- Text: Full justification.  
Font size: 10,5 pt.  
Line spacing: exact 12 pt.  
The first paragraph is not indented. Please indent all other paragraphs by  
0,5 cm.  
Please do not to use blank lines in the text.  
Maximum length for articles: 20,000 words
- Subheadings: One blank line before the subheading, not afterwards.  
You can choose your style of numbering.  
Subheadings are 10,5 pt. and bold.  
The first paragraph afterwards is not indented.
- Footnotes: Full justification.  
Font size: 9,5 pt.

- Bibliography:
  - Line spacing: exact 11 pt.
  - Text after the footnote is indented by 0,5 cm (indent hanging by 0,5 cm).
  - You can choose your bibliography style.
  - Titles of books and journals are written in italic, title of articles in quotation marks.
  - Please indent the second (and all other) lines of each bibliographic notice by 0,5 cm.

**Concerns only reviews:**

- Please pay attention to the bibliographic information of the reviewed book. If there is information missing, please add it (available on the webpage of the respective publishing house). The title of the review should correspond to the following example:

Surname, Name (spaced type 1,3 pt.: Format -> Font -> Character Spacing -> Expanded: 13 pt.): Title. Subtitle. Volume if existent. Edition if existent. Place of Publication: Publishing house, year of publication (Series if existent with volume number, everything in brackets). Number of pages (i.e. 230 pp. / 230 S.). ISBN. Price (i.e. € 10,00/ \$ 10,00).

- Paragraph is hanging by 0,5 cm.
  - Full justification.
  - Font size: 9,5 pt.
  - Line spacing: exact 11 pt.
  - No blank line after this paragraph, but line spacing afterwards is 4 pt.
- Text:
  - Full justification.
  - Font size: 9,5 pt.
  - Line spacing: exact 11 pt.
  - All paragraphs except for the first one are indented by 0,5 cm.
  - Do not use blank lines in the text.
  - Maximum length for reviews: 10,000 characters including spaces
- Footnotes:
  - Full justification.
  - Font size: 9 pt.
  - Line spacing: exact 10 pt.
  - Text after the footnote is indented by 0,5 cm (indent hanging by 0,5 cm).
- Bibliography:
  - Titles of books and journals are written in italic, titles of journals in quotation marks.
  - Please indent the second (and all other) lines of each bibliographic notice by 0,5 cm.
- Name of the reviewer and affiliated university (in brackets, if not existent place of residence) should be written right-justified at the end of the review (no blank line before).