Oxford African American Studies Center

Editor in Chief

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CONTRIBUTOR GUIDELINES

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CONTENTS

PART 1: THE PROJECT

The *Oxford African American Studies Center* combines the authority of carefully edited reference works with sophisticated technology to create the most comprehensive collection of scholarship available online to focus on the lives and events which have shaped African American and African history and culture.

The *Oxford African American Studies Center* provides students, scholars and librarians with more than 10,000 articles by top scholars in the field. The core content includes:

African American National Biography
Dictionary of African Biography
Dictionary of Caribbean and Afro-Latin American Biography
Africana
Encyclopedia of African American History, 1619-1895
Encyclopedia of African American History, 1896 to the Present
Black Women in America, Second Edition

In addition to the full-text of these works, the Center draws on other key resources from Oxford's reference program, including the Concise Oxford Companion to African American Literature, the Oxford Companion to Black British History, and selected articles from other major reference titles. Over 2,500 images, more than 450 primary sources with specially written commentaries, and nearly 200 maps have been collected to enhance this reference content. More than 150 charts and tables offer information on everything from demographics to government and politics to business and labor to education and the arts.

A key feature of the *Oxford African American Studies Center* site is the ongoing editorial program. The site continues to grow with new and updated content added on a regular basis, including the latest biographies from the African American National Biography project and additional primary documents with commentary.

The *Oxford African American Studies Center* has been created with the latest in online technology to give users a robust and unique research experience. Precise search and browse capabilities allow users to refine their results by specific eras and subject categories. Users can choose to view biographies, subject entries, primary sources, images, maps, or charts and tables when searching or browsing. The site's thematic timelines and Learning Center resources also provide users with powerful tools for navigating the content. Context-sensitive Help pages are available throughout the siteto guide users through the features and functionality.

WHOM TO CONTACT

Role	Name	Email	Contact for
African American National Biography	Editorial Team	aanbonline@oup.com	Invitations, coauthors, scope description, questions about content, delivering your manuscript, contracts, permissions, honoraria, general questions
Dictionary of African Biography	Editorial Team	dab@oup.com	Invitations, coauthors, scope description, questions about content, delivering your manuscript, contracts, permissions, honoraria, general questions
Dictionary of Caribbean and Afro-Latin American Biography	Editorial Team	dcalab@oup.com	Invitations, coauthors, scope description, questions about content, delivering your manuscript, contracts, permissions, honoraria, general questions
Senior Editor	Robert Repino	robert.repino@oup.com	Other issues

PART 2: PLANNING YOUR ARTICLE

Questions about content. Address questions about content to the appropriate area editor, whose name and e-mail will be shown on the Schedule A.

Audience and readership. The Encyclopedia is intended for scholars, graduate students, and university undergraduates. Write clearly and authoritatively for users who have some basic familiaritywith the field.

Revising articles. If you are asked to revise an article from *The Oxford African American National Biography,* the scope description may call for change to a percentage of the text, 25 percent for modest or light revisions and 50 percent for heavy revision. These are broad approximations intended to suggestthe level and extent of revision expected.

Scope description. The scope description included on the Schedule A appended to your contract is meant to guide—not restrict—your thinking. As a specialist in your field, you are encouraged to develop your article according to your best judgment. The Schedule A may list related entries. Your entrydoes not have to cover these subjects. If you wish to expand or restrict the scope of your article or if you have specific questions about it, contact the area editor.

Whether explicitly stated or not, the intention of the scope description is to relate the topic of your article to African American studies.

Length. AASC will include articles ranging in length from 500 to over 9,000 words. Wordcounts for individual articles and subentries have been determined with the overall proportions of the Encyclopedia in mind. The wordcount for your article appears on the Schedule A; it applies to the text only and does not include the bibliography.

Significant deviation from the assigned wordcount—especially if your article is too long—will skew the distribution of words for the whole Encyclopedia and will require editorial correction. If you find that you are unable to write your article in the number of words allotted, contact the editor who invited you.

Language and translation. You should write your article in English. If you write in another language but write comfortably in English, submit your article in English; our copyeditors will correct any errors and unidiomatic expressions. If you write in another language, have a trusted colleague translate your article into English.

All translators will be acknowledged in a special byline, "Translated from [language] by [translator's name]," following your name at the end of each translated article.

Collaboration with another scholar. If you wish to collaborate with another scholar in writing your article, let the area editor and the editor at Oxford know of the coauthor's name and address and how the honorarium is to be divided. Oxford will issue a revised Schedule A to you and a complete agreement to the other scholar.

Contribution to other reference works. If you have contributed an article on the same or a similar topic to another reference work, you are not hindered from contributing to this one, unless the other reference work was a multivolume reference work on the same topic as this one intended to be sold

to libraries. We expect that your treatment of the topic of your article will be different because of the Encyclopedia's subject matter and scope; you may rework an earlier article, rewording, reorganizing, lengthening or shortening as necessary for a different audience. If you have questions, contact the OUP editor.

Ensuring accuracy. Errors of fact are embarrassing and can raise doubts about the dependability and quality of a reference work in users' minds. Try to confirm the accuracy of all reasonably verifiable data in your article, including names of persons, places, works of art and literature, scientific names of plants and animals, statistics, quotations, and the entries in the bibliography. Don't depend on memory.

Originality of scholarship. Your article should represent your own original scholarship. If you have written on the same topic for other reference works or in a journal article, try to reword and reorganize to offer a fresh approach to the topic. We realize that there are only so many ways to state facts, but we do not want to include already published material in our reference works. More important, we cannot infringe on the copyrights of other publishers. (See also QUOTATIONS AND PERMISSIONS in part 4 of these guidelines.)

Consensus of interpretation. Your interpretation of particular issues is essential to the integrity of your article; we encourage you to develop your discussion in a manner consistent with your understanding of the subject matter. At the same time, as a reference work, the Encyclopedia has an obligation to present all significant sides of controversial and unresolved questions in a fair manner, striking a balance among diverse viewpoints. Your article should reflect the consensus of interpretation, or lack of it, attained by current scholarship. Avoid partisanship and polemic. Wherever appropriate, your article should let the reader know that a debate exists, the implications of the debate, and where additional information can be found.

PART 3: PARTS OF THE MANUSCRIPT

Headword. The headword (also called entry term) has been decided by the editors to maintain a degree of overall consistency in the pattern of headwords throughout the Encyclopedia. The title of your article is subject to change as the headword system of the Encyclopedia develops. If you feel that there is a better title for your article, suggest it to the editors.

If your article is part of a composite entry, the title on the Schedule A will have a colon separating the two parts of the title; type them this way in your manuscript. In the published work, whether online or in print, your article will have a separate title and bibliography and will carry your name after the bibliography.

Internal headings. Long articles can be difficult to read on screen and can make for long columns of gray type in print. Insert headings in articles of more than 1,000 words, about one heading for every 500 words or so. In addition to the headword, there will be three levels of internal heading. If you use more than one level of heading, be sure to follow a consistent style that clearly indicates the hierarchy to avoid confusion and error in coding and marking for online and typographic format. For reasons of screen and page design, do not begin your article with a heading since the headword will be typeset to run into the first line of text. There should be some text between heads.

Make thoughtful use of headings and keep them brief. A heading is a label, not an elaborate description of contents. Do not use the heading "Conclusion" as your final heading; instead, use a descriptive term such as "Legacy," "Assessment," or "Contribution."

Bibliography. See separate section.

Contributor's signature. Following the bibliography of each article you write, include your name exactly as you wish it to appear in print.

Formatting elements. To ensure that our copyeditors and the compositor correctly code and set the parts of your manuscript, type the various elements of your manuscript as follows:

Entry term:	Ottoman Empire [separate line; add one-line space below to text]
Entry term and subentry term:	Arabic Literature: Gender in Arabic Literature [separate line; add one-line space below to text]
First-level heading:	**Early History of Islam in Bengal.** Islam in Bengal dates from . . . [separate line; boldface; run in to text]
Second-level heading:	***Judicial Reform in the Ottoman Empire.*** In the sixteenth-century Ottoman Empire . . . [boldface italic; run in to text]
Third-level heading:	*The Social and Cultural Aspects of the Mawlawīyah.* Mawlānā wrote his poems . . . [italic; run in to text]
Bibliography title:	Bibliography [separate line; add one-line space below to heading or bibliography entry]
Bibliography headings:	Primary Works [separate line; add one-line space below to bibliography entry]
Contributor name:	Theodoric Rood [separate line; one-line space below the last entry in bibliography]

PART 4: WRITING YOUR ARTICLE

Biographies. In writing biographical entries, keep in mind that we are less interested in biographical detail—which in any case is restricted by the brevity of most biographies—than in your appraisal of the subject's significance.

To aid the reader in identifying subjects, biographies should begin with the subject's lifespan and (if appropriate) dates of reign in parentheses followed by a brief identification. For example:

> Dan Fodio, Usman (c. 1754–1817), Nigerian religious leader and reformer.
> Mūsā, Nabawīyah (1886–1951), feminist and pioneer in women's education.

Identifying people, places, and things. For the benefit of readers who will not be specialists in your field, give, wherever appropriate, chronological, geographical, and/or cultural clues to identify people, places, and things mentioned in your article:

> . . . François Carpot, the Senegalese deputy to the French Assembly . . .
> . . . the Sudanese city of Ummdurman . . .
> . . . the Sandwich Islands (now known as Hawaii), visited by Captain James Cook in 1778 . . .
> . . . assigned as *iltizam* (tax farms) . . .

Dates. Make generous reference to the dates of works and events; include dates of reign for rulers. Use Western dates in most instances. If necessary, indicate Western eras with the abbreviations B.C.E. ("before the common era") and C.E. ("common era"):

> . . . following the founding of Baghdad between 754 and 775 . . .
> . . . the relatively peaceful reign of Sultan Bayezid II (r. 1481–1512) . . .
> . . . when the uprising ended in A.H. 58/678 C.E. . . . .

Quotations and permissions. Quotations should be used only when they are essential to full understanding. Avoid the quotation of passages from sources protected by copyright. Laws and conventionsgoverning the need for authors to secure written permission to reprint material from previously published works are complex and are generally based on proportion, on degree of literary quality, and on the context of quotation. If your article requires extensive quotation from previously published works, write to the OUP editor for guidance and instruction.

For prose, the law prohibits quotation of a "substantial portion" of original copyrighted work without permission. The rule of thumb used at Oxford is that up to four hundred words may be quoted from a copyrighted full-length expository book or lengthy expository article without permission. Even this rule may be inapplicable, however, in short entries.

Because verse is a highly "condensed" literary form, rules for obtaining permission are strict. Permission is required for all quotations of verse, regardless of length, if the original is protected by copyright.

Many scholars do not know that reusing their own previously published material verbatim is illegal without written permission from the publisher and inclusion in the Encyclopedia of a credit line noting that the article or parts of it originally appeared elsewhere (even if the copyright on the previously published work's title page is in your name). Please keep in mind that you have contracted to write an original article for Oxford University Press. (See also ORIGINALITY OF SCHOLARSHIP in part 2.)

We will check your article for material that may require permission to reprint, but the responsibility for determining the copyright status of your sources, for judging the need for permission to reprint, and for securing letters of permission to reprint is yours. Submit letters of permission to us along with your manuscript.

Citations. The article will NOT include footnotes. Keep in-text citations to a minimum; readers will understand that as the author of the article you are summarizing the state of knowledge about your topic.

If your article requires an occasional citation of a specific source, ensure that complete bibliographical information for all such citations is provided in the bibliography following your article, and cite the source in the run of text as follows.

> As Ehsan Yarshater (1988) has observed . . .

> As "the most important literary heritage of ancient Iran" (Yarshater, 1988, p. 10), the book . . .

Very rarely, if a particular work does not fit in your bibliography, you may provide complete bibliographical information in the run of text as follows.

> As Marshall Hodgson has pointed out (*The Venture of Islam,* Chicago, 1974) . . .

Formatting XREFs (cross-references). Cross references to other articles on AASC require ID numbers. To determine the AASC ID of the target XREF, search for the target on the AASC homepage. The ID is revealed by the last five characters of the URL. To add the cross reference, highlight the name of the subject, insert a comment (under the Review tab on the Microsoft Word toolbar), and add the ID number. For an example, consider a line of text in the biography of saxophonist Ravi Coltrane:

> In addition to Jones, he played with other associates of his father including pianist McCoy Tyner [38073], tenor-saxophonist Pharoah Sanders [37804] and drummer Rashied Ali [36051].

Tables and illustrations. Check with your editor about whether illustrations will be included in the Encyclopedia.

If so, in certain circumstances it may be helpful to summarize data in tabular form. Other useful information might be presented in line drawing or other graphic form (e.g., genealogical tables). Submitline art at the end of your article or in a separate file in rough but accurate form for redrawing by anartist. All redrawn graphic materials will be submitted to you to check for accuracy.

Send illustrations (drawings, line art, graphs, maps, and photographs) in separate files, named with the short title of the article, for example,

> London fig. 1
> London fig. 2
> London map

You are responsible for requesting and clearing permissions to use images from other sources.

PART 5: SOME NOTES ON STYLE

In matters of style, Oxford follows *The Chicago Manual of Style,* 15th edition (2003), with some variations.

Spelling. We follow *Merriam-Webster's Collegiate Dictionary,* 11th edition (2003), and *Webster's Third New International Dictionary*. In cases where two forms are presented, use the first spelling (for example, "catalog" rather than "catalogue").

Abbreviations. Avoid using abbreviations in the text; use abbreviations sparingly in parenthetical material. Use standard abbreviations (ed., vol., no., and pp.) in bibliographies.

Foreign words and expressions. Translate material in foreign languages, except titles of works listed in the bibliography. The translation, in parentheses and without quotation marks, should immediately follow the foreign-language material. If the foreign word comes first, give an English translation in parentheses without quotation marks. Italicize single words or short phrases; put longer phrases in roman—not italic—in quotation marks. Names of institutions, buildings, and geographical locations should be in roman. Make sure that accent and diacritical marks are clear and distinct; if there is any possibility of ambiguity, type the name of the letter or character in angle brackets (e.g., "zak<a macron>t").

> . . . the collection and distribution of alms (*zakāt*) . . .
> . . . his successor and *amīr al-mu'minīn* (commander of the faithful) . . .

For titles of primary works, supply a "courtesy translation" if the work has not been published in English translation. For all works, if there is a translation, supply the English title and date of publication. Do not supply a courtesy translation for untranslated secondary works. For example:

> . . . Levni's *Surname-i vehbi* (Book of festivals) . . .

> . . . as Hazard wrote in *La crise de la conscience européenne, 1680–1715* (1935; Eng. trans., *The European Mind, 1680–1715,* 1953) . . .

Foreign words and expressions listed in *Merriam-Webster's Collegiate Dictionary* are considered to be naturalized English words and need not be italicized.

Accents, diacritics, and non-Latin characters. The Latin alphabet will be used throughout the Encyclopedia. Names and terms in Arabic and other writing systems should be transliterated. We prefer the romanization systems used by the U.S. Library of Congress.

Arabic Diacritics and special characters include ʿayn, macron, hamzah (use an apostrophe), underdot, and overdot. Note the following:

thah = th
khah = kh
dhal = dh
shad = sh
ghayn = gh

Ottoman Turkish, Persian, and Urdu We will use modified versions of the Library of Congress romanization systems. In addition to the macron, the hamzah (use an apostrophe), and the underdot, diacritics include the underline, the double underdot, the cedilla, and the tilde for Ottoman Turkish and the underline and double underdot for Persian and Urdu.

To aid our copyeditors and compositors, be sure that all diacritics are clearly and legibly indicated on the manuscript. To insert non-Latin characters, accented letters, and other symbols, use the font Arial Unicode MS, which is one of the standard set of fonts in Microsoft Word. To access them, go to the Insert menu and select Symbol. A dialog box will appear; change the font to Arial Unicode MS. Then search for the desired character and click on Insert.

If your word processing program does not support certain accents and diacritics, indicate them with angle brackets; <ayn> should precede the letter; other diacritics should follow it. For example,

<ayn>ilm al-<h underdot>adīth

You may submit your manuscript using the romanization systems to which you are accustomed. The project staff will establish consistency of spelling and diacritics during copyediting.

Italics. Use italic font for italic letters or words, not underlining. Avoid using italics for emphasis or irony; reserve italics for foreign expressions and book titles.

Gender-specific language. Please use gender-neutral language as much as possible. Avoid using words such as "man" and "mankind" as abstract nouns or "he," "him," and "his" as default third-person pronouns.

When referring to transgender individuals, use the person's correct name, pronouns (or lack thereof), and prefix (if any). Refrain from using a trans person's former pronouns or birth name without permission, even when referring to that person in the past.

Dates. Use the following forms:

A.H. 58/678 C.E.
753 B.C.E., 476 C.E. (format for small caps)
February 1625, 24 February 1625
1620s
1624–1626
24 February 1625/6 (*when Julian and Gregorian or Old Style and New Style dates are given*)
24 February 1625 O.S.
Year IV (French revolutionary calendar)
nineteenth century
from 1827 to 1834, during the period 1827–1834 (not: from 1827–1834)(1827–
1834) (insert en dash in ranges)
(1827–1834/35) (when date is doubtful use only last two digits after slash)
(1827/8–1834/5)
(1827–) (insert space); but in the case of a lifespan: (b. 1827)

Numbers. Generally spell out all numbers up to and including one hundred, as well as any numbers that can be written in two words. The exception to this rule occurs when a heavy cluster of numbers appears within a single sentence or paragraph, in which case numerals should be used.

Spell out fractional amounts (e.g., two-thirds) and do not use abbreviated notion for numerical ranges; use expressions such as "170 to 179" in regular run of text and "pp. 170–179" for page ranges.

When dealing with percentages in running text, use numerals for the amounts and spell out the word percent (e.g., "While 75 percent of NGOs. . ."). When percentages appear in parentheses to provide greater detail, use numerals and the percent symbol (e.g., ―The majority (75%) of NGOs…").

Do not begin a sentence with a numeral; recast the sentence.

Distances should rendered in miles (with the kilometer equivalent appearing in parens.). The abbreviations km and mi. should be avoided: "The Portuguese voyaged 216 miles (360 kilometers) south of the Cape Verde islands."

For treatment of money, follow CMS 9.23–9.29. Names of currency are roman. *$2 million* is acceptable usage.

Some examples:

2,345 (but: page 2345)
0.15 (zero before a decimal point)
5 million, 50 million (no hyphen), $50 million, 50 million ducats, a 50-million-dollar amount,
2d, 3d
5 percent
15 to 1 ratio
5 to 1 opinion
6 to 10 vote, the vote was 6 to 10
fifty miles
$2n$; d^2y/dx^2
°C, °F, 350°F, a 350°F oven
1:00 P.M. (format for small caps [ctrl + shift + k])
fifty-four years
age thirty-seven, thirty-seven years old, thirty-seven-year-old person
123 to 145 (ranges in text); 123–145 (ranges in bibliographies and tables)
123–145 (all digits in ranges; insert en dash in ranges)

PART 6: COMPILING YOUR BIBLIOGRAPHY

Bibliographies should follow the forms set out in *The Chicago Manual of Style* (CMS), 15th ed., chapters 16 and 17, with some adjustments.

Purpose. The purpose of the bibliography is to cite, in as brief a manner as possible, the principal sources of information contained in the article, to call attention to some of the most useful works concerning the topic discussed, and to make recommendations for further reading. Be selective in compiling your bibliography; do not aim for an exhaustive listing of works. If all salient information about a particular source (author, title, place of publication, and date) has been included in the body of yourarticle, it need not be repeated in the bibliography.

Works in English and works in other languages. Prefer works in English readily accessible in major libraries. For primary sources, translate foreign titles in parentheses immediately following the title. For translations of well-known and classic secondary works, give the title of the English translation following the author's name and the title in the original language at the end of the entry (see the examples in the sample bibliography entries). It is not necessary to translate titles of recent secondary works.

Online resources. We encourage you to include online resources, particularly primary documents and texts, integrated into your bibliography and not in a separate online section. Acceptable online sources are sites that are sponsored by or partnered with major educational, research, or government institutions; are authoritative; and contain peer-reviewed scholarship. Other acceptable online sources include subscription-based Web sites like those offered by OUP, Gale, Greenwood, and other major publishers.

Number of items. As a general guideline, provide one item for every 250 words of text, but every bibliography should include at least two items.

Ensuring accuracy. Although our copyeditors will check your bibliography, make every effort to ensure the accuracy, completeness, and consistency of the items in your bibliography. Do not cite bibliographic information from memory; verify each entry against the original source or a library catalog.

Bibliographic format. Prepare your bibliography in the form of an annotated list, double spaced. Your annotations may be as full as is necessary to satisfy the demands of scholarship, but you should aim for concision and economy of expression. Works should be arranged alphabetically by surname of author; multiple works by a single author should be listed in chronological order of publication.

Subheadings. You may subdivide your bibliography as appropriate into two or more sections introduced by subheadings. Subheadings can be used, for example, to separate primary and secondary works.

General rules. Because of the variety of works that will be cited in the Encyclopedia, we cannot hope to give you exhaustive rules and examples of citations within the limited scope of these guidelines. Instead we offer the following general rules. The editorial staff will edit bibliographies to a standard style.

Books

(a) Give names of authors in full, surname first.

(b) Give titles of works in full. Include subtitles. Italicize all titles.

(c) Specify the edition if it is other than the first. Note particularly if you are citing a reprint or a revised edition. If more than on edition is available, cite the most recently published edition.

(d) Give the number of volumes of multivolume works. Give the volume number, where appropriate, for works in a series.

(e) Give names of editors and translators in full.

(f) Give city, publisher, and date of publication.

(g) Wherever possible, include sources that themselves have extensive bibliographical resources.

Online Resources

(a) Give names of websites in italic.

(b) Give names of pages and parts of websites in roman in quotation marks.

(c) Give URLs in square brackets, prefixed with http:// immediately following the site or page to which they refer.

Periodical Literature

(a) Give the title of the article in quotation marks in roman.

(b) Give full titles of periodicals in italic.

(c) Give volume number in arabic numerals; give the year in parentheses.

(d) Give the entire page range of the article.

Annotations

(a) Not every work will require annotation, but readers will be grateful for your evaluations of the works in your bibliography.

(b) Indicate the contents of the work when not obvious from the title. For example:

A historical overview of the rise and evolution of democracy.

This book, especially chapter 4, places ʿAʾisha in contrast to Fatima, her Shiʿite counterpart.

(c) Comment on the work's strengths and weaknesses as specifically as you can. Comments such as "A major work" are of little value (all works in your bibliography are assumed to be of significance) in comparison to more substantial remarks. For example:

Provides the most detailed description of the Muhammadiyah in the colonial era.

A groundbreaking survey on the contemporary intellectual tradition of the Arab world, with a focus on liberal, leftist, and Islamist traditions.

(d) Note the critical or interpretive stance of the work if it is significant; alert the reader to alternative interpretations in other works, as appropriate. For example:

The author denies the special character of urban reform. For a contrasting view, see Moeller . . .

Use this format only if the other work (in this case, Moeller) is also listed in your bibliography.

(e) Indicate any special problems in the availability of the work. Out-of-print sources and works unavailable to most readers will be of little use to the readers of the Encyclopedia and should be mentioned only in exceptional cases. For example:

Available only in a limited edition not readily accessible in even the best libraries.

This major reference work is currently out of print; a revised edition is planned for 2012.

Sample bibliography entries

Translation

ʿAshmawi, Muhammad Saʿid al-. *Al-Riba wa' l-fa' ida l-Islam* (Usury and interest in Islam) Cairo: Dar Sina, 1988.

Cassirer, Ernst. *The Philosophy of the Enlightenment.* Translated by Fritz C. A. Koelln and James P. Pettegrove. Princeton, N.J.: Princeton University Press, 1951. English translation of *Die Philosophie der Aufklärung,* first published in 1932. One of the best general studies of Enlightenment thought.

Multivolume book

Rizvi, S. A. A. *A History of Sufism in India.* 2 vols. New Delhi: Munshiram Manoharlal, 1978–1983.

Edited collections and articles in edited collections

Bosworth, C. E., and Carole Hillenbrand, eds. *Qajar Iran: Political, Social, and Cultural Change, 1800–1925.* Edinburgh, 1983. Festschrift for the late L. P. Elwell-Sutton, with far more internal consistency and substance than many such volumes.

Voll, John Obert. "Renewal and Reform in Islamic History: *Tajdid* and *Islah.*" In *Voices of Resurgent Islam,* edited by John L. Esposito, pp. 32–47. New York and Oxford, 1983.

Journal article

Denny, Frederick Mathewson. "Qur'an Recitation: A Tradition of Oral Performance and Transmission." *Oral Tradition* 4.1 (January–May 1989): 83–95.

Online resources

Oxford African American Studies Center [http://www.oxfordislamicstudies.com/].

Timeline of Art History. The Metropolitan Museum of Art [http://www.metmuseum.org/toah].

"South Asia–North, 500–1000 A.D." [http://www.metmuseum.org/toah/ht/06/ssn/ht06ssn.htm]. In *Timeline of Art History*. The Metropolitan Museum of Art.

The Gulf/2000 Project [http://gulf2000.columbia.edu]. Website hosted by the School of International and Public Affairs, Columbia University.

PART 7: KEYBOARDING AND SUBMITTING YOUR MANUSCRIPT

Due date. Try to meet the deadline specified for submission of your manuscript.

General format. Format your manuscript for double spacing, without hyphenation, and with a ragged right margin. Type only one space after sentences.

Wordcount. At the beginning of your manuscript, above the title, provide an actual wordcount.

Signing your article. Following the bibliography of each article you write, include your name exactly as you wish it to appear in print.

Drafts. Do not send multiple draft submissions; we consider the article you send to be final manuscript. Save your manuscript in a Word-compatible format.

Submitting your manuscript. Submit your manuscript as an attachment to e-mail to the area editor of your article.

PART 8: AFTER YOU SUBMIT YOUR MANUSCRIPT

Review by the editors. Each article is under the supervision of one or more members of the editorial board. Upon receipt of your manuscript, the appropriate editors will determine the suitability of your article in light of the scope description and the overall plan of the Encyclopedia. The editors may ask you to revise your article to address issues of substance or to avoid too much overlap with other articles.

Copyediting. Upon approval of your article by the editors, your manuscript will be sent to the copyeditor. The text of your article will be edited for consistency in style and grammar; and the bibliography will be styled; and the graphic elements of your article will be coded for the typesetter.

Your final review. Oxford will send your copyedited manuscript to you for your review and final approval. You will be asked to reply to any editorial queries and to return the copyedited manuscript to us promptly.

Proofreading. You will not be required to read proofs. Page proofs will be meticulously checked by our proofreaders.

Payment of the honorarium. The honorarium will be ordered after the manuscript is approved by the editors. The check will come from Oxford's accounts payable department in Cary, North Carolina. Books will be shipped from Oxford's warehouse in Cary, North Carolina.

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