

Romano-Arabica Journal

Guidelines for authors

For having a unitary volume, ready to be printed in due time, we prepared a set of rules and terms to be **obligatorily** followed.

Note that the Editorial Board reserves the right to **reject** any article that does not meet this volume, as to form and content.

Generalities

▶ **Both a PDF copy and a Word (*doc.* or *docx.*) for Windows copy must be supplied for each **abstract**.**

▶ To be accepted for publication, a paper should clearly highlight the results of an original research.

▶ Any paper will be rejected, if it has been already, entirely or partially, published in other places.

▶ Please attach special fonts if used for diacritics.

▶ The papers should be written in one of these languages: Arabic, English or French. **Please have your paper counter checked by a native speaker.**

▶ The length for the papers is 4.000-5.000 words, including footnotes and references (no more than 12 printed pages). The text should be accompanied by an abstract, up to 300 words, followed by 5-7 key-words.

▶ Author: The paper must carry the full name and affiliation of the author. The author should also provide a correspondence address (post mail and e-mail).

▶ Paper size: A4.

▶ Margins: *normal* (top: 2.54 cm / 1 inch, bottom: 2.54 cm / 1 inch, left: 2.54 cm / 1 inch, right: 2.54 cm / 1 inch).

▶ Font: Times New Roman. Please attach all special fonts, if used for transliteration of Arabic into Latin alphabet.

▶ Font size of the main text: 12 pt.

▶ Font size of the footnotes: 10 pt.

▶ Manuscripts should be 1.5 spaced (1 line and 1/5) throughout (text and notes).

▶ Do not number pages.

▶ Please avoid cross-referencing. If cross-referencing is strongly necessary, please refer to sections within the article rather than pages.

▶ Title: justified, all CAPITALS; 12 pt.

▶ Author(s) names: justified, *italics*, immediately under the title; 12 pt.

▶ Institutional affiliation: justified, immediately under the author(s) names; 12 pt.

► Abstract followed by key-words (font size: 10), immediately under the institutional affiliation.

Arabic text in Latin alphabet

► Arabic texts written in Latin alphabet should be full and consistent throughout the article. The system preferred - but not exclusive - is that of **ISO 233-2, 1993**:

ر	ذ	د	خ	ح	ج	ث	ت	ب	ا
r	ḏ	d	ḫ	ḥ	ǧ	ṭ	t	b	ā
ف	غ	ع	ظ	ط	ض	ص	ش	س	ز
f	ǧ	‘	ḏ	ṭ	ḏ	ṣ	š	s	z
	ء	ي	و	ه	ن	م	ل	ك	ق
	’	y/ī	w/ū	h	n	m	l	k	q
							◌◌◌	◌◌◌	◌◌◌
							u	i	a

► **This system is completed** with specific signs for the Arabic dialects achieved in the same way.

Consonants with underdots for “emphatics” as: ḃ, ḷ, ṡ, ṣ, ṣ̣, etc.

Vowels with macrons for long vowels as: ē, ō.

Some other signs as: ə, č, g, ž, etc.

For each variety of Arabic, you can complete this system with graphemes noting its specific phonemes.

Note: Make sure “hamza” and “ayn” are correctly rendered.

► In the Arabic texts, in Latin alphabet, all the words should be written with small letters (e.g. *naṣīp*, *yā qarnabe*, *yā vīp* “This is chance: either hare or wolf”).

► The definite article and suffix pronouns should be separated by a dash from the word they were affixed to:

walad-u, not *waladu* “his kid”, *el-kalb*, not *elkalb* “the dog”, *en-nahr*, not *ennahr* “the river”, etc.

Names:

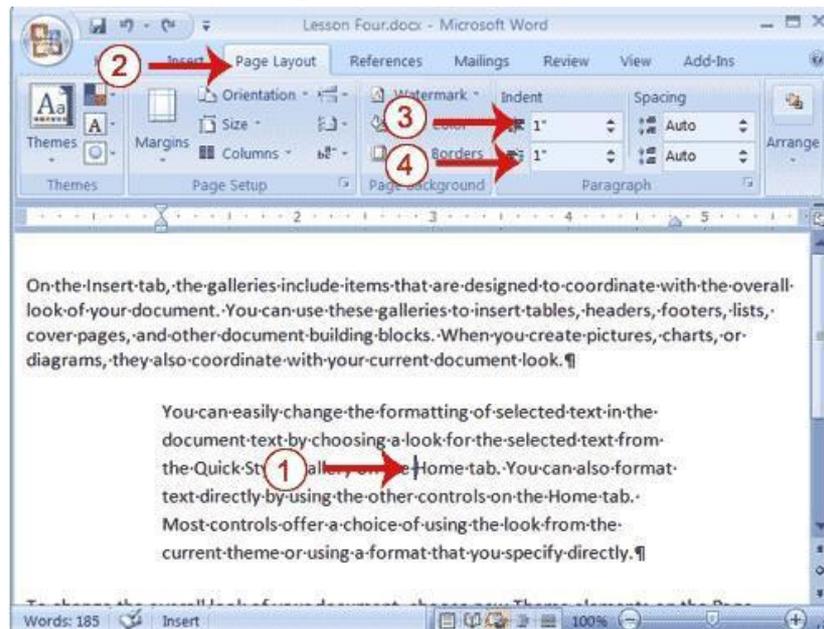
► The names throughout the texts in English and French should follow their officially established forms in the languages. Thus: Damascus (eng.), Damas (fr.), not Dimašq, and so on.

► For the examples in dialectal Arabic, the specific form of the name should be chosen; e.g.: Dimaš', for Dimašq.

► The lesser known names of should be transliterated along with the narrative text of the paper; e.g.: Ba^cqūba.

Quotations

► Quotations: Short quotations in the text should be punctuated with quotation marks. Lengthy quotations (over 40 words) should be displayed, indented, in the text, without quotation marks, as shown in the sample below.



► Notes: Essential notes should be indicated by superscript numbers in the text and written at the foot of the page (i.e. footnotes).

Abbreviations

- Do not use full stops in abbreviations which consist of sets of initials (*AIDA* not *A.I.D.A*). Other abbreviations, but not contractions, should be followed by full stops;
- Retain full stops for initials in personal names: e.g. C.H.M. Versteegh (without any space between the initials, but a space after the last initial);
- There should be a space after a single initial which is followed by a full stop: e.g. J. Guerrero.
- General abbreviations should follow the Oxford English Dictionary's use.
- *i.e.* and *e.g.* should not be followed by a comma.

Dates

- For the dates given in the Gregorian calendar, 'AD' is not used (e.g. 1958);
- If only a Hegiran date is given, it should be followed by 'AH' (e.g. 1321 AH);
- When Hegiran dates are given together with their equivalent in the Gregorian calendar, the Hegiran date precedes the Gregorian one, separated by a slash (/), without any other indication (e.g. 428 / 1037).

References

- References should appear in the text in parentheses, not indicated in the footnotes, as (Author's last name + year of publication: page/pages), i.e. (Pereira 2010: 14) and written out in full in a **References** list at the end of the article.
- Do not include in the **References** list items you did not quote in your paper.

- ▶ The excessive quotation of your own works is highly discouraged.
- ▶ The quoted items should be written out in full in a **References** list at the end of the article as follows:
 - ▶ In the Arabic titles listed in the bibliography only the first word should be capitalized, with the exception of proper names (e.g. *Qawā'idu l-lahğati l-'arabiyyati l-maħkiyati fī Bağdāda* “The Grammar of the Spoken Arabic Dialect of Baghdad”). The Arabic definite article is always written in small letters: al-Qāhiratu.
 - ▶ In English titles the **main** words should be capitalized. The article in initial position should be capitalized (*The Name of the Language and the People*).
 - ▶ In French titles only the first word should be capitalized, even if it is an article. (*L'arabe parlé à Damas*).
 - ▶ Titles in other languages must follow the practice in those languages.

●Books

- ▶ Author's last name, author's first name or initial. Year of publication. Book title in italic script. City: Publishing House.

Thus:

Pereira, Christophe. 2010. *Le parler arabe de Tripoli (Libye)*. Zaragoza: Universidad de Zaragoza.

●Articles in journals

- ▶ Author's last name, author's first name or initial. Year of publication. Article's title set in quotation marks, Journal's title in italic script issue number. Page numbers. Thus:

Petrova, Yulia. 2014. “The Compound Tense Forms in Egyptian Arabic”, *Romano-Arabica XIV*. 263-276.

●Articles / Chapters in collective volume

- ▶ Author's last name, author's first name or initial. Year of publication. Article's title set in quotation marks, Editor's last name, editor's first name (ed.), Book title in italic script. City: Publishing House. Page numbers.

- ▶ For more editors, use the ampersand (i.e. &) instead of “and”.

Thus:

Youssi, Abderrahim. 2003. “Is a comprehensive linguistic theory possible?”, Lentin, Jérôme, & Lonnet, Antoine (eds.), *Mélanges David Cohen*. Paris: Maisonneuve & Larose. 711-722.

Two Authors or more

- ▶ Author's last name, author's first name or initial. Use the ampersand (i.e. &) instead of “and” to introduce the second author.

Thus:

Manfredi, Stefano, & Tosco, Mario. 2014. “The Morpho-Syntax and Prosody of Topic and Focus in Juba Arabic”, *Journal of Pidgin and Creole Languages* 29 (2). 319-351.

Organization as Author

► AATA = American Association of Teachers of Arabic. 2007...

Obs.: the quotation of the source above would appear as follows: (AATA 2007).

Unknown Author

Torî Ferheng Kurdî-Tîrkî. 2004. Istanbul: Berfin.

The quotation of the source above would appear as follows: (Torî 2004).

Two or More Works by the Same Author

► Use the author's name for all entries and list the entries by year (earliest comes first): Taine-Cheikh, Catherine. 2008. *Dictionnaire zénaga-français. Le berbère de Mauritanie présenté par racines dans une perspective comparative*. Köln: Köppe. Taine-Cheikh, Catherine. 2010. *Lexique français-zénaga (berbère de Mauritanie). Avec renvois au classement par racines du Dictionnaire zé zénaga-français*. Köln: Köppe.

► When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.

Corriente, Federico. 2010. "Los arabismos de *La Lozana Andaluza*", in *Estudis Romànics* 32. 51-72.

Corriente, Federico, & Vicente, Ángeles. 2008. *Manual de dialectología neoárabe*. Zaragoza: Instituto de Estudios Islámicos y del Oriente Próximo.

Two or More Works by the Same Author in the Same Year

► If you are using more than one reference by the same author, published in the same year, assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g. (Jastrow 1969a):

Jastrow, Otto. 1969a. "Arabische Textproben aus Mardin und Azəx", *Zeitschrift der Deutschen Morgenländischen Gesellschaft (ZDMG)* 119. 29-59.

Jastrow, Otto. 1969b. "Die arabischen Dialekte des Vilayets Mardin (Südosttürkei)", *Zeitschrift der Deutschen Morgenländischen Gesellschaft (ZDMG), Supplementa I. XVII*. 683-688.

Introductions, Prefaces, Forewords, and Afterwords

► Cite the publishing information about a book as usual, but cite Introduction, Preface, Foreword, or Afterword (whatever title is applicable) as the chapter of the book.

Cohen, David. 2002. "Prologue", Aziza Boucherit, *L'arabe parlé à Alger. Aspectssociolinguistiques et énonciatifs*. Paris - Louvain: Éditions Peeters. 9-11.

Images

► The images (i.e. photos) are accepted only if they are very relevant to understanding the article.

► Do not submit images inserted directly into a Microsoft Word document, PowerPoint presentation or any other Office software. Submit all the images separately.

► The place where the images are to appear in the text should be clearly marked in your manuscript. The text should refer to them by numbers, not by expressions like "the following

image” and so on.

- ▶ The accepted image format is *jpg*.
- ▶ All images must be supplied with a caption which must include the names of people in the photograph, from left to right; name or title of the event; location and date;
- ▶ Authors must not submit images that are taken from the internet or from other publications, without mentioning the sources (links, magazines, etc.).