

## *Middle East Policy and Society (MEPS) Style Guide*

Submissions should be prepared in accordance with the following style guide and *The Chicago Manual of Style*, fifteenth edition (CMS15).

### **ABBREVIATIONS**

Most abbreviations are confined to parenthetical text and footnotes. Exceptions to this include legal references, national abbreviations, and corporate acronyms (which should be introduced parenthetically after the first mentioning of the corporate entity).

Helpful Abbreviations (relevant for the *Documentation* Section):

cf., chap. (chaps.), ed. (eds.), e.g., esp., et al., etc., fol. (fols.), i.e., intro., l. (ll.), n. (nn.), pt. (pts.), rpt., sec. (secs.), ser., s.v., trans., vol. (vols.).

### **ACKNOWLEDGMENTS**

In case you would like to include any acknowledgements, this should be included as the first unnumbered footnote on your paper.

### **DATES AND TIMES**

Please abide by the following treatment for dates and times:

- January 2002
- On January 6, 2002, at 10:30 a.m. and again at 05:30 p.m.
- February 8–9, 2002; the winter of 2000
- The 1950s and 1960s
- The early and late 1950s; the mid-1950s
- ca. 1820

### **DOCUMENTATION**

There is no bibliography, works cited, or references at the end of the paper; footnotes are used instead. The first citation of a work provides full bibliographic information, while any citations following that contain the author's last name, a shortened title, and a page number. If a piece of work is cited very frequently, then an abbreviation defined in the initial citation may be used, along with volume and/or page number in the actual running text.

If a series of work of the same author is cited, then the author's last name is repeated for the second reference onwards.

Note:

- ed. ("edited by") is used before editors' names, and ed. or eds. ("editor", "editors") is used after them.
- Latin abbreviations are not italicized.
- For titles in English, the first and last words and nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if*, *because*, *that*, etc.) are capitalized.
- Articles (*a*, *an*, *the*), coordinating conjunctions, and prepositions (regardless of length) are not capitalized.
- Serial commas are added, ampersands are spelled out, and numbers are spelled out.
- For hyphenated and open compounds in titles in English, first elements are capitalized; subsequent elements are also capitalized unless they are articles, prepositions, or coordinating conjunctions. Subsequent elements attached to prefixes are lowercased unless they are proper

nouns. If a compound (other than one with a hyphenated prefix) comes at the end of the title, its final element is always capitalized.

- For titles in *any* non-English language, including French, only the first letter of the title and subtitle and all proper nouns are capitalized.
- If a citation is given to an online work, an access date is required only if no publication date is provided. In online citations, “http://” does not precede URLs.

### Examples of Expected Documentation

For examples of proper citations on books, chapters, journal articles, etc. please refer to The Chicago Manual of Style, fifteenth edition (CMS15).

## **FIGURES**

Figures and images should be provided at the end of the paper or essay. They should be numbered based on their order of appearance in the paper itself, and should be cited parenthetically in running text (e.g. “The point of equilibrium is clearly depicted at the point where supply and demand meet (Fig. 1)”). Moreover, each figure should have a brief caption explaining it.

## **HEADINGS**

Sections may or may not have headings. Headings begin flush left, use title capitalization, and are not numbered. The first paragraph of each section is not indented.

## **LISTS**

Short lists are run into the text and parenthetical numerals are used to separate listed items if deemed necessary. Long lists or lists of long items, containing several sentences each, are set off from the text and arranged vertically, with a hanging indentation; each item begins on a line by itself and is preceded by a numeral and a period.

## **NUMBERS**

Numbers up to one hundred are spelled out. So are numbers that are followed by hundred, thousand, million, etc. (e.g. *seven hundred, four thousand, twenty million*). If the number is at the beginning of the sentence, it is spelled out, regardless of what it is.

Numbers that incorporate decimals, percentages, or have symbols in them are written out as numerals.

Numerals are used to designate divisions of written works (e.g. *Chapter 2 of volume 1 of the Middle East Policy and Society discussed...*)

## **QUOTATIONS**

Quotations must reproduce the exact wording, spelling, capitalization, and punctuation of the original, with the following exceptions:

- Uppercase capitalization of a quotation may be made without brackets at the beginning of the sentence when necessary (modified capitalization should be indicated in brackets otherwise).
- Punctuation may be changed if the quotation is being incorporated within a sentence, such that the quotation does not have to end with the exact punctuation as the original.
- Any typos in the original work may be corrected, unless they are spelled out purposely as such.

Quoting up to two sentences within running text is allowed; otherwise, the quotation should be set off from the paragraph. Here, there would be no indentation in the quoted text.

In general, prose quotations that contain eighty words or more or that comprise more

***Please refer to the The Chicago Manual of Style, fifteenth edition (CMS15) for more information regarding the style that your paper must adhere to in case you might have any other concerns.***