Editorial Guidelines SGMOIK/SSMOCI

Title	The title may be twofold (example: *Youth in Somaliland: Education and Employment*) and should contain a maximum of 50 signs (including spaces). A minimum of around 3-4 subtitles is requested for the main text. No small capitals please.
File Format	Manuscripts should be submitted by e-mail. Submissions should include two files: a Word copy of the article, as well as a PDF, with all diacritics showing correctly. Articles should be submitted in a 12-point font (Arial) and should be 1,5-spaced throughout.
Length	Submitted articles should be between 8,000-10,000 signs and may not exceed four pages A4 (not including endnotes and figures). It may be necessary to shorten texts for editorial reasons, the author would then be contacted by the editor.
Spelling and Punctuation	• Use American or English spelling and quotation marks. • As far as possible, try to use neutral forms including both sexes. • If an English term exists for a word, use it, else, please use – if possible - the transliteration style of the Encyclopaedia of Islam. • All titles in non-Roman alphabets (Arabic, Cyrillic, etc.) must be transliterated, as well as translated into English.
Author's Biography	All submissions must include a short biography of the author of maximum 500 signs (spaces included), and should include the author's name, academic discipline and institutional affiliation (if any).
Tables, Figures and Images	• The *Bulletin* is printed in black and white, A5 plus, upright format (i.e. 24x16cm). Tables, figures and images must be submitted in a separate file (ideally .jpeg) and must contain precise information about where in the main text they are supposed to figure. • Tables, figures and images should be numbered consecutively in Arabic numerals, captioned, and appear as a unit in the above mentioned separate file. They should *not* be interspersed in the text. For halftones or other illustrations, consult the editor. • Please proceed as follows: table/figure/image 1: <u>title or description</u> of the table/figure/image (<u>Source</u>: …). The author himself has to obtain written permission of the original copyright owner(s) to reproduce figures, tables or large sections of text that have been published previously.
Notes and References	Notes must be numbered consecutively throughout the text using Arabic numerals, grouped together as endnotes following the text. Footnotes and in-text citations are *not* permitted, nor are large bibliographies. In general, please try to keep the number of footnotes (references or remarks) as low as possible. Mentioned historical or contemporary figures should be introduced as to their historical or cultural relevance, either through the text or through a short endnote. Internet references must include a full URL and an accessed date.
Quotations	• Short quotations (up to three lines) are incorporated into the text and marked with quotation signs. • Block-indent long quotations (more than 40 words).
Indication of Sources	Important book titles are set in italics directly into the text. All other indications of sources should have the following form: (Author's surname: Pages).
Bibliography	The style of note citations should best conform to the following example, but can of course also follow English/American style. Full and consistent bibliographical annotation is required, for example using the *Chicago Manual of Style* (chicagomanualofstyle.org) or the following example: Nasr, Seyyid Hossein, 1964: An Introduction to Islamic Cosmological Doctrines, 1st edition, Havard University Press, Cambridge (Massachusetts). • No italics. • All indications in original language must be transcribed and followed by a translation in English.
Monographies	Family Name, Name (Editor), Year: Title. Subtitle. Publisher, City.
Articles	Family Name, Name: Article Title, in: Journal Title, Year, Fascicle, Year: Pages.
Collected papers	Family Name, Name, Year: Contribution Title, in: Family Name, Name (editor): Title of the Collective Work, Publisher, City, Pages.