

### 1. General rules for article submissions

- Reviews and testimonials may be submitted in English, French, German, Italian, and the languages of the MENA region.
- Include a title, a short presentation in English (100-150 words max).
- Indicate your name, institutional affiliation, and your email address.
- Please respect the formatting rules indicated below. Texts that do not follow the *Manazir* Style Sheet will be sent back to their authors.

### 2. General formatting

- *Manazir* uses the most up to date MLA style (8<sup>th</sup> edition of the Modern Language Association Handbook and Style Manual) If you are using reference management software, please ensure that you set your output to MLA8. Refer to the official MLA manual or their support website ([www.style.mla.org](http://www.style.mla.org)) if the stylesheet leaves questions unanswered.
- Font: Times New Roman; Size: 12 pt. for body text and 10 pt. for footnotes; Lines: single-spaced.
- All titles are bold; 14 pt. for the main title of the article and 12 pt. for subtitles. Do not underline or number titles.
- Quotations are indicated by "smart quotes". Citations within citations are marked by 'inverted commas'.
- Text in quotes added by the author is inserted between square brackets: [not part of the quote]; Text omissions in quotes is marked by ellipsis in square brackets: [...].
- Use *Italics* only for titles of books or artworks, key terms and concepts, and foreign-language words. Do not underline anything but weblinks.
- Use day/month/year style for dates in the text and notes: 6<sup>th</sup> February 2018, 1<sup>er</sup> août 1997, 25. März 1611, 1<sup>o</sup> giugno 2002.
- Spell out whole numbers from zero to a hundred; use numerals for 101 and above. Also spell out large, rounded numbers: eight hundred or four thousand or one billion.

### 3. Language

#### 3.1. Transliteration from Arabic/Persian into Latin script

- For the transliteration of Arabic or Persian into Latin scripts please consistently use a system of transcription that is commonly accepted in your discipline and language. Adopt the most used spelling for personal names ("Gamal Abdel Nasser" and not "Ġamāl 'Abd an-Nāṣir").

#### 3.2. Special instructions concerning writing in English

- You may either use British or American orthography, but kindly use one system consistently throughout the text.
- Grammar and spelling are based on the latest edition of the *Collins English Dictionary* (British English), [www.collinsdictionary.com](http://www.collinsdictionary.com); and *Merriam-Webster's Dictionary* (American English), [www.merriam-webster.com](http://www.merriam-webster.com).
- Decades, when written numerically, should not include an apostrophe: the 1960s, not the 1960's. Use numerical forms for centuries: 19<sup>th</sup> century.

### 3.3. Special instructions concerning writing in French

- La grammaire et l'orthographe sont basées sur les normes actuelles de l'*Académie française*, <http://www.academie-francaise.fr>.
- Nous encourageons l'utilisation de normes rédactionnelles inclusives au niveau du genre, mais prions les auteurs d'utiliser un système cohérent pour l'ensemble du numéro.
- Tout signe simple ou triple ( , , ... ) est collé au mot qui le précède et tout signe double ( ; : ? ! ) en est séparé par un espace insécable.
- Les guillemets de premier niveau, à utiliser en priorité, sont les guillemets français (en chevrons) : « ... », avec espace insécable après le guillemet ouvrant et avant le guillemet fermant. Ne jamais utiliser les guillemets droits (" ... ") mais les guillemets anglais (" ... ") uniquement au second niveau, à l'intérieur des précédents : « Vous avez dit "bizarre" ? », et sans espaces insécables. N'utiliser les guillemets que pour préciser le sens des mots mentionnés, mais pas pour l'atténuation ou la modalisation.
- Dans la bibliographie, utilisez uniquement les guillemets anglais (" ... ").
- Les siècles doivent être indiqués en chiffres romains et en petites majuscules et le « e » est en exposant (« xx<sup>e</sup> siècle »).

### 3.4. Special instructions concerning writing in German

- Grammatik und Orthografie richten sich nach der neuen Rechtschreibreform und der jeweils neuesten Ausgabe des *Dudens*, [www.duden.de](http://www.duden.de).
- Wir begrüßen den Gebrauch einer genderneutralen Sprache. Die Verwendung von Gendergap ( ) und Gendersternchen (\*) ist zulässig.
- Die Anführungszeichen »...«, «...» oder „...“ können jeweils im Text statt "..." verwendet werden. In der Bibliografie ist aber davon abzusehen.

## 4. Illustrations and images

- The maximum number of illustrations is 10 per text.
- Make sure you hold the image rights for each illustration you submit.
- Do not place the images within the body of the text, we will do that for you. Send us all your illustrations and a separate file containing only the captions via mail to [manazir@unige.ch](mailto:manazir@unige.ch).
- The illustrations should be in .JPEG or .TIFF format. Have every image separated in a separate file and title them with your last name and the number of the illustration as it appears in the article: Haeberli\_1; Haeberli\_2 etc.
- Use a callout to indicate the exact position in the text where you want your illustrations to be placed: [Insert figure 1 here]

- Refer in your text to the illustrations as follows: (fig. 1), (fig. 2) etc.
- In the captions, indicate the following: *Title* (always in italic). Image courtesy of \_\_\_\_, photographed by \_\_\_\_.  
Figure 1: *Nabatäische Kapitelle am Apollon-Tempel bei Kourion auf Zypern*. Image courtesy of Wikimedia Commons, photographed by Ansgar Bovet.
- If your illustration is an artwork, provide as much information as possible in the captions: Artist's full name. *Title* (always in italic). Year, Materials or media, dimensions, Location. Image courtesy of \_\_\_\_, photographed by \_\_\_\_.  
Figure 2: Wifredo Lam. *The Jungle (La Jungla)*. 1943, Gouache on paper mounted on canvas, 239.4 x 229.9 cm, Museum of Modern Art, New York. Image courtesy of 2019 Artists Rights Society (ARS), New York, photographed by Shigeru Kawashima.
- If an image is a film still or a screenshot, indicate the video, the director, and the exact frame capture. Do not forget to also add the film to the bibliography.  
Figure 3: "Oum Kulthum singing." Still from Neshat, *Looking for Oum Kulthum* (43:09).

## 5. References

- Citations are always in-text and in brackets. Provide only the last name of the first author and the specific page number, the complete reference will be included in the bibliography: (Rauh 19-20).
- Punctuation marks such as periods, commas, and semicolons should appear after the citation. Question marks and exclamation points appear only within the quotation marks if they are a part of the quoted passage.
- If you mention the author right before or after the quote, the name of the author can be omitted from the citation: As Lenssen said: "[...] such aims of solidarity seemed less viable" (192).
- If a work has no author, put the short title instead: (*Vive l'art dégénéré* 148).
- If you refer in your text to multiple works by the same author, also use short titles and omit the author's name: (*Clash of Civilizations* 103) instead of (Huntington, *Clash of Civilizations* 103).

## 6. Bibliography (examples at the end of the document)

- MLA Style bibliography follows this system: Author. Title. Container (name of the journal, blog, or edited volume), Contributors (editors and/or translators), Version (edition), Number (vol. and/or no.), Publisher, Year, Location (pp. and/or DOI/URL).
- Arrange all entries together alphabetically.
- For the first author, put the surname first, then after a comma the given name. All other authors are cited first name, then last name without comma. If there are more than three authors, use "et al." after the first author.
- If the author is an institution or organization, use their name instead. If a work has no author, start with the title.
- Titles of books, journals, magazines, papers, blogs, and websites are *italicized*, whereas titles of articles, chapters and entries are set in "quotation marks".

- For publishers, use short names: "Taschen" instead of "Taschen Verlag GmbH".
- Do not indicate the place of publication, except if there is no publisher and the book was made before 1900.
- Whenever possible, use DOIs instead of full links to websites.
- Kindly indicate at which day you accessed a cited website or online text.
- Abbreviate dates in the bibliography: 3. Apr. 1934, 19. Sept. 2008, 31. Dec. 2099.
- If there are multiple works by the same author, use "---." Instead of the author's name. Arrange all works alphabetically according to the title, not chronologically by year.
- If you are citing an exhibition catalogue, please also add name, date, location, and place of the exhibition at the end of the entry: Catalogue of *Farid Rasulov – Qurban Olum*, 26. May-20. Nov. 2020, Yarat Centre, Baku.

## 7. Examples

### Single authored books:

Gell, Alfred. *Art and Agency: An Anthropological Theory*. Clarendon Press, 1998.

### Books with several authors:

Oguibe, Olu and Okwui Enwezor. *Reading the Contemporary: African Art from Theory to the Marketplace*. MIT Press, 1998.

### More than three authors:

Steeds, Lucy, et al. *Making Art Global (Part 2): "Magiciens de la Terre" 1989*. Afterall, 2013.

### Multiple works by the same author:

Said, Edward. *Culture and Imperialism*. Knopf, 1993.

---. *Orientalism*. Pantheon Books, 1978.

---. *The Question of Palestine*. Times Books, 1979.

### Books by an institution or organization

The Khalid Shoman Foundation. *Writing and Coloring our Dreams*. Darat al Funun, 2013.

### Works without author

"Le peuple et la peinture." *Révolution Africaine*. 16. Nov. 1963, pp. 9-10.

### Edited volumes

Livingstone, Joan, editor. *The Object of Labor: Art, Cloth and Cultural Production*. MIT Press, 2007.

### Book translations

Derrida, Jacques. *Archive Fever: A Freudian Impression*. Translated by Eric Prenowitz, University of Chicago Press, 1996.

### Exhibition catalogues

Sohier, Estelle. *Une odysée photographique. Fred Boissonnas et la Méditerranée*, La Martinière, 2020. Catalogue of the eponymous exhibition, 25. Sept. 2020-31. Jan. 2021, Musée Rath, Genève.

### Articles in books

Chadwick, Helen. "Soliloquy to Flesh." *The Artist's Body*. Edited by Tracey Warr, Phaidon, 2000, pp. 280-281.

### Articles in print journals

Davallon, Jean. "Le musée est-il vraiment un média ?" *Publics & Musées*, vol. 2, no. 1, 1992, pp. 99-123.

### Articles in online journals

"Yearlong Arab Art Initiative to Kick Off in New York this Fall". *Artforum*, 29. Aug. 2018, [www.artforum.com/news/yearlong-arab-art-initiative-to-kick-off-in-new-york-this-fall-76496](http://www.artforum.com/news/yearlong-arab-art-initiative-to-kick-off-in-new-york-this-fall-76496). Accessed 15. Nov. 2019.

### Articles in blogs

Ait Slimani, Zouina. "Le Maghreb se réapproprie le Bauhaus." *Midan*, 12. Mar. 2020, Manazir: Swiss Platform for the Study of Visual Art, Architecture and Heritage in the MENA Region, [www.manazir.art/midan/reviews/le-maghreb-se-reapproprie-le-bauhaus-ait-slimani](http://www.manazir.art/midan/reviews/le-maghreb-se-reapproprie-le-bauhaus-ait-slimani). Accessed 8. Sept. 2020.

### Films

*Port of Memory*, directed by Kamal Aljafari, 2010.

### Episodes of a TV series

"Kutlu Gün." *Diriliş: Ertuğrul – sezon 2*, written by Mehmet Bozdağ and Atilla Engin, directed by Metin Günay, TRT 1, 2016.

### Broadcast TV shows

"Morocco's Museum Opens – First National Museum Showcases Contemporary and Modern Art." *Africa Live*. CGTN Africa, 10. Oct. 2014.

### YouTube or other online videos

"Muammar Gaddafi - Zenga Zenga Song - Noy Alooshe Remix." *YouTube*, uploaded by Noy Alooshe, 23. Feb. 2011, [www.youtube.com/watch?v=cBY-on4esNY](http://www.youtube.com/watch?v=cBY-on4esNY). Accessed 24. Aug. 2019.

### Websites

*Website of MESA*. Middle East Studies Association of North America, [www.mesana.org](http://www.mesana.org). Accessed 21. Dec. 2020.

### Posts on Facebook, Instagram, Reddit or similar sites

Manazir. "Only two months left to see the great exhibition 'Remembering the Future' by the famous Algerian-French artist Kader Attia at the Kunsthaus Zürich." *Facebook*, 26. Sept. 2020, 9:00 a.m., [www.facebook.com/Manazir-102738348109405](https://www.facebook.com/Manazir-102738348109405). Accessed 3. Nov. 2020.

## Tweets

@IvankaTrump. "President Trump's message in Farsi supporting Iranian protesters is the most liked Persian tweet in history of Twitter." *Twitter*, 12. Jan. 2020, 7:34 p.m., [www.twitter.com/IvankaTrump/status/1216428228518318081](https://www.twitter.com/IvankaTrump/status/1216428228518318081). Accessed 6. June 2020.