

# Manuscript submission: Use of the Arabic script

Version 1.0.9, 17 July 2015/ PR, RO



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## *Instructions for Authors*

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### 1 Word Processing

Windows users should use MS Office Word 2013 or 365. Documents should be saved in .docx format.

Mac users should use either Mellel, Nisus Writer Pro, Nisus Writer Express, or Pages. Save (or export) in .doc format, but also submit the files in their original format (.mellel, .pages, etc.).

### 2 Input Fonts

Make sure you use a Unicode font, preferably [Scheherazade](#) when keying in Arabic-based scripts, which can be downloaded for both Windows and Mac. For typing the English (or Western) text, please use the [Brill typeface](#), which contains the full range of diacritics and linguistics (IPA) characters used to display transliteration of Arabic. Please note that although Scheherazade has the great advantage of allowing orthographically correct input and encoding, it is unfortunately not really suitable as an output font. Once your manuscript is ready for typesetting, the production editor will analyse the texts and select the appropriate font.

Generally we try to avoid underlined text (and bold to a lesser extent) for reasons of readability. If you wish to emphasize certain words, they can be typeset in different colour or in a different font.

### 3 Keying Arabic

#### Keyboards

Windows users may first – and only once – have to [Enable keyboard layouts for different languages](#) in the Control Panel and activate an Arabic keyboard.

Input Language: “Arabic” (choose an appropriate locale); Keyboard layout/IME: “Arabic (101)” or “Arabic (102),” whichever applies to your physical keyboard.

OS X provides several Arabic keyboard layouts: Arabic, Arabic – QWERTY, and Arabic – PC. Users may activate one or more of them through System Preferences.

OS X v.10.7.x and 10.8.x: Apple menu → System Preferences → Personal: Language & Text → Input Sources button → Checkmark “On” next to “Arabic – QWERTY” (or any other keyboard file you prefer). Checkmark “Show Input menu in menu bar.” Quit System Preferences. If it was not visible already a flag menu appears in the menu bar near the right-hand side; the Arabic – QWERTY input method has an icon of a green crescent with a purple diamond inside it.

OS X v.10.9.x and 10.10.x: Apple menu → System Preferences → Keyboard → Input Sources button → Checkmark “Show Input menu in menu bar”; click on the “+” button, and in the language list, click on Arabic; then, in the right-hand list, select “Arabic – QWERTY” (or any other keyboard file you prefer), and click “Add”. Quit System Preferences. If it was not visible already a flag menu appears in the menu bar near the right-hand side; the Arabic – QWERTY input method has an icon of a green crescent with a purple diamond inside it.

#### Encoding

Please ensure your manuscript text contains the correct Unicode for the characters you wish to display. Below are a few commonly known issues; if your manuscript contains more complicated orthography, please feel free to contact [scripts@brill.com](mailto:scripts@brill.com)

- Key Arabic kāf (ك) as such, i.e., as Unicode hexadecimal 0643 [U+0643], not as Persian kef (ک, U+06A9).
- Key Arabic yā' as such (ي, U+064A) and distinguish it from alif maqṣūra (ى, U+0649), which is a different character with its own code.
- Only in Qur'ānic texts (or shorter quotations) may the so-called 'Farsi' yeh (ى) with the code U+06CC be used in final position, i.e., before a space character, a punctuation character or parenthesis or bracket, or a return character.

### Arabic Archigraphemes and Dotless Letters

For keying in the *rasm*, the letter shape stripped of its dots, we provide the Unicode table below. Not all fonts include them, so please check this if you are using a different input font.

a	b	g	d	r	s	c	t	e	f	[f]-q	k	l	m	[b]-n	h	w	[b]-y
ا	ب	ح	د	ر	س	ص	ط	ع	ف	ق	ك	ل	م	ن	ه	و	ى
0627	066E	062D	062F	0631	0633	0635	0637	0639	06A1	066F	0643	0644	0645	06BA	0647	0648	0649

### Theonym

Keying in alif-lām-lām-hā' will render الله in most fonts, automatically adding a šadda (ّ) and dagger alif (ة). In Scheherazade it is possible to type variant spellings, for example without diacritics or with šadda and fatha (ة) as in modern Qur'ān. Please check that your manuscript is correctly encoded and displays the desired form of the theonym.

Please consult [Brill's Author Guide](#) for more general information about preparing your manuscript.

### 4 Sending Files

When you are ready to e-mail your files, please compress them first to a .zip, .rar or .sit folder. Do not exceed 5Mb when sending files electronically; if necessary, contact your editor or editorial assistant for access to our FTP site. Files sent on a CD-ROM, a DVD or a USB stick are also acceptable; note that Brill cannot return your media.

### 5 PDF and Print-out

Once they have converted the source files, our typesetters will refer to your manuscript to check which characters and encoding have been used. Please always submit a PDF version of your files and check that all the necessary fonts are embedded in the PDF. If they are not, some characters will appear corrupted on different computers (depending on whether the recipient has the font installed).

If you cannot embed the fonts, please print and scan your manuscript to accompany the source files. Alternatively, submit the hard copy itself.