

## Checklist for potential contributors to the Library of Arabic Literature

Please ensure that in your submission of materials to the Library of Arabic Literature you have completed the following requirements. You will need to turn in this form along with your submission.

We are unable to send out for peer review materials that do not conform to the conventions and practices of the Library of Arabic Literature. Such materials will be returned to you.

**Click on each checkbox below to confirm that you have:**

- Read the LAL Handbook and followed the guidelines contained therein
- Followed LAL recommendations for word-processed documents (**See Handbook, Section 3.2**)
- Added paragraph numbers to your Arabic edition and English translation and ensured that these numbers correspond with each other (**See Section 4.3.3 and Appendix B**)
- Ensured that Arabic footnotes are minimal and absolutely crucial, following either the model of *Consorts of the Caliphs* or *Excellence of the Arabs* (**See Section 4.5.2**)
- Used only Arabic in the apparatus criticus, including the sigla employed to designate MSS (**See Section 4.5.2**)
- Avoided wherever possible the inclusion in your apparatus of metadata, such as the identification of taḥrīf and taṣḥīf, or the use of such terms as ziyādah and phrases such as la‘allahu l-ṣawāb (**See Section 4.5.2**)
- Followed LAL guidelines for the format of the listing of variants in the apparatus criticus (**See Section 4.5.2**)
- Followed LAL guidelines for the indication of lacunae (**See Section 6.1.6 for lacunae in your Arabic edition; 6.2.3 for lacunae in your English translation**)
- Kept punctuation of the Arabic text to a minimum, using only the period, comma, colon, and question mark where *absolutely* necessary (**See Section 6.1.3**)

- Kept vocalization of Arabic prose to a bare minimum, using it only when required to disambiguate the text for the reader **(See Section 6.1.2)**
- Employed full vocalization for all quotations of poetry and Qur'an, including the use of sukūn and waṣlah for the definite article **(See Section 6.1.2)**
- Pasted in Qur'anic material from [www.tanzil.net](http://www.tanzil.net) using LAL's preferred settings **(See Section 6.1.4)**
- Indicated cases of tashdīd, except for sun letters **(See Section 6.1.2)**
- Indicated cases of fathāh tanwīn **(See Section 6.1.2)**
- Adopted modern, lucid English in your translation **(See Appendix A for an example)**
- Followed LAL's preferred spellings for commonly-used terms **(See Appendix G)**
- Followed LAL's transliteration conventions **(See Section 6.2.9)**
- Avoided the inclusion of transliterated Arabic words in parentheses in your translation **(See Section 6.2.9, and in particular, subsection 16)**
- Avoided the use of brackets to indicate words or phrases in your translation that you have added **(See Section 6.1.6 and 6.2.3)**
- Ensured that endnotes to the translation are less than 5% of the length of the text **(See Section 4.5.1)**