

Library of Arabic Literature

Handbook for Editor-Translators

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1. The Series

The Library of Arabic Literature series offers Arabic editions and English translations of significant works of Arabic literature, with an emphasis on the seventh to nineteenth centuries. The Library of Arabic Literature thus includes texts from the pre-Islamic era to the cusp of the modern period, and encompasses a wide range of genres, including poetry, poetics, fiction, religion, philosophy, law, science, history, and historiography. Books in the series are edited and translated by internationally recognized scholars and are published in parallel-text format with Arabic and English on facing pages, and are also made available as English-only paperbacks. The Library encourages scholars to produce authoritative, though not necessarily critical, Arabic editions, accompanied by modern, lucid English translations. Its ultimate goal is to introduce the rich, largely untapped Arabic literary heritage to both a general audience of readers as well as to scholars and students. The Library of Arabic Literature is supported by a grant from the New York University Abu Dhabi Institute and is published by NYU Press.

2. Organizational Structure

The Library of Arabic Literature's Editorial Board consists of the following:

General Editor:	Philip Kennedy (New York University)
Executive Editors:	James E. Montgomery (University of Cambridge) Shawkat M. Toorawa (Yale University)
Editors:	Sean Anthony (The Ohio State University) Julia Bray (University of Oxford) Michael Cooperson (University of California, Los Angeles) Joseph E. Lowry (University of Pennsylvania) Maurice Pomerantz (New York University Abu Dhabi) Tahera Qutbuddin (University of Chicago) Devin J. Stewart (Emory University)
Editorial Director:	Chip Rossetti
Assistant Editor:	Lucie Taylor

The Editorial Board selects works, commissions translations, reviews all manuscripts and vets the final Edition-Translations. A thirty-member International Advisory Board provides the Editorial Board with guidance.

The Editorial Director, Chip Rossetti, handles day-to-day issues involving book production, printing, marketing, contracts and payments.

3. The Proposal and Contract Process

“Edition-Translation” below refers to both the Arabic text you will deliver as well as your English translation of it.

3.1 Delivery of Questionnaire

If you are applying to edit and translate a text for the Library of Arabic Literature, you must first complete a questionnaire, available from the Editorial Director, in which you will need to provide the Editorial Board with (a) information about your proposed text and its significance, (b) an estimate of the word counts in Arabic and English, and (c) a list of the manuscripts and editions you will use to generate your Arabic edition.

Once the Editorial Board has considered your questionnaire and has decided to take your project further, you will be contacted by the Editorial Director.

3.2. Submission of 20 Pages of Your Edition-Translation

If, on the basis of your completed questionnaire, the Editors decide to move ahead with your proposal, you will be invited to deliver a submission which they will use to assess the viability of the project. Your submission will consist of:

1. 20 finished pages of your Arabic edition;
2. your polished English translation of the same section;

3. your “principles of editing” statement: a detailed written statement for the referees about the manuscript sources and editions you are using including a brief note on your editing choices;
4. PDFs of any MSS consulted); see 4.2. below for specific guidelines.

The submission of your 20 pages of the Edition-Translation should be delivered to the Editorial Director (chip.rossetti@nyu.edu), who will pass this on to the Editorial Board.

When delivering your electronic version of the Arabic text, please ensure that your text is in a standard Unicode Arabic font in either Word or a Mac-based program such as Nisus (see 6.1.1). If you have any questions about compatibility issues, please contact the Editorial Director as soon as possible.

As for the English translation, please use only the Gentium Plus font at 1.5 line spacing. (For more details on font size, see section 6.2.1 [“Basic Formatting”]). The Gentium Plus font is available for free download here: <http://software.sil.org/gentium/>.

Also, please correspondingly number the sections in both the Arabic text and the English translation (See Section 4.3.3 and Appendix B.) On delivery of the full manuscript, both Arabic and English will need to have corresponding numbered sections too.

3.3. Peer Review

The 20 pages of your Edition-Translation will be assessed and reviewed by two referees. If, based on the written reports of the referees, the Editorial Board accepts the project for the series, you will be offered a contract, and invited to complete your Edition-Translation and deliver it no later than the date specified in your contract. You will have the opportunity to see the referee reports in order to incorporate any suggestions.

Careful peer review is central to the Library of Arabic Literature’s vision. Acceptance of projects is not automatic: we subject all projects to a careful outside peer review of both the Arabic and English. As a result, in some cases, in order for a project to proceed, we may require the formal, credited involvement of either a collaborator or a reviewer (see 3.4 below).

3.4. Collaboration

Collaboration and peer review are integral to the series. Depending on the reviews of the submission of your Edition-Translation, the Editorial Board may make it a condition of acceptance that you agree to collaborate with another scholar on your edition, your translation, or both. As a result, there are a number of models into which your project may fit, such as, by way of example:

Single Editor-Translator:

Leg Over Leg

Edited and translated by Humphrey Davies

Joint Editor-Translators:

The Epistle of Forgiveness

Edited and translated by Geert Jan van Gelder and Gregor Schoeler

Editor-Translator and a Reviewer:

Scents and Flavors: A Syrian Cookbook

Edited and translated by Charles Perry

Reviewed by David Waines

The models above are only some of the possibilities that the Editorial Board may recommend for a particular text.

A project with more than one editor-translator will be a collaborative effort: even if you and your fellow editor-translator(s) are translating different sections of the same text, you will first

need to agree which MSS and editions you will be working from, and will need to come to a decision about the contents of the Introduction.

3.5. Contract

Once your submission has been reviewed and a formal decision to adopt your project has been taken by the Editorial Board, you will be offered a contract with the Library of Arabic Literature and will be put in touch with your Project Editor.

3.6. Project Editor

A unique feature of the series' approach to Edition-Translation is the assigning of a Project Editor, viz. an Editorial Board member who will be involved in all aspects of your project at every stage once it is accepted. You and your Project Editor should arrange to be in regular contact as you edit and translate, in particular to ensure that you deliver the Edition-Translation by the date agreed upon in the contract. We recommend that you arrange with your Project Editor to send him or her chapters of your Edition-Translation as they are completed, so that the Project Editor can edit and review these on a rolling basis, rather than submitting your entire manuscript at once.

3.7. Final Delivery of the Edition-Translation

When you (and your collaborator[s], if applicable) have completed all the required elements for your volume (see 4. below), you will deliver everything to your Project Editor for a final review of the full manuscript. After you have incorporated any final changes required by your Project Editor, and your Project Editor is satisfied with the revised version, you will deliver the full manuscript to the Editorial Director. At that point, the Executive Board will commission a reader to do an executive review of your manuscript. The executive review is the final hurdle the manuscript must pass before the Executive Board will formally accept it, at which point it

will be transmitted to production. The Executive Board may require you to input the executive reviewer's edits before they will allow the project to move forward.

Once the Executive Board have formally approved and accepted your revised manuscript, your book enters the production stage.

3.8. Incidentals

Because the Library of Arabic Literature offers generous fees to editor-translators, it does not cover other incidental fees editor-translators may incur, such as photocopying, microfilm costs, or any other outlays associated with an Edition-Translation.

4. Structure of your Library of Arabic Literature Volume

Books in the series open with a brief Preface about the series by the General Editor, and may include a Foreword about the work by a leading scholar chosen by the Editorial Board. The various elements of a LAL book will appear in the order listed below; you will be responsible for submitting the elements appearing in bold:

1. [Recto] Half-title page
2. [Verso] Masthead of LAL editorial board
3. [Recto] Letter from the General Editor
4. [Verso] Title page in Arabic
5. [Recto] Title page in English
6. [Verso] Copyright page
7. **[Recto] Dedication**
8. **[Recto] Epigraph(s)**
9. Table of Contents
10. Foreword by another scholar (when applicable)
11. **Page of Abbreviations**
12. **Introduction by the Editor-Translator(s)**
13. **A Note on the Text by the Editor-Translator(s)—including a list of sigla for Arabic sources.**
14. **Complete text of the Arabic Edition**
15. **Complete text of the English Translation**
16. **Endnotes for the English translation**
17. **Glossary of Names and Terms (Arabic words untranslated in the text, individuals, places, dynasties and tribes)**
18. **Bibliography (all books and articles referred to in the Introduction and Endnotes)**

19. Further Reading (a guide to other resources for the interested reader)

20. Index

21. About the NYUAD Institute

22. About the Editor-Translator(s)

4.1. Introduction

Your Introduction, which should not exceed 10% of the length of the combined Edition-Translation, will serve to orient the non-expert reader to the work. It should include a biography of the author, provide historical and cultural context, and describe the text's place in its literary tradition. You may also highlight here the text's key features. Feel free also to point out any relevance the work may have for contemporary readers. Please consult with your Project Editor if you anticipate that your Introduction will exceed the 10% limit.

4.2. A Note on the Text

This is where you should explain your approach to editing and translating the text.

It should indicate the Arabic manuscripts (and editions, in some cases) that served as the basis of your own Arabic edition and include a list of the corresponding sigla used in the text and notes (see 4.7. below for details on bibliographic style).

If you have made any specific editorial or translation decisions, such as leaving standard pious phrases out of your translation, you should make that clear here. Additionally, please indicate whether you are using your own translation of the Qur'an or a published one.

4.3. The Arabic Edition

By edition the Editors understand an Arabic text collated by referring, minimally, to a representative number of MSS and/or other available editions, or, if that is not possible or

desirable, a composite text produced from a comparison of available editions. The Arabic text you deliver will thus be the product of your careful comparison of existing manuscripts and editions as applicable. As described above, you will have already informed the Editorial Board of the manuscripts on which you intend to base your own edition, which naturally must also form the basis of your English translation. (If you are working from a previously unedited unique manuscript, the foregoing will evidently not apply, but you will need to submit a copy of the entire manuscript.)

You will deliver the Arabic text electronically, as a Word or Nisus document. How you produce the electronic Arabic text depends partly on the state of the original from which you are working.:

4.3.1 Reliable Electronic Edition Available

If you have access to a reliable electronic version (for example, if you have found a version of the text online, and copied and pasted it into a Word document), you may decide to adopt this as the basis for your electronic text and then make your emendations and edits to it. In this case, please remember to keep only absolutely essential modern punctuation and vocalization, in keeping with LAL style (see further 6.1.3. below).

4.3.2. Typing up a Legible Hard Copy of the Arabic

If you have access only to a printed edition of the Arabic text, you will need to deliver to us scanned PDFs of that edition as soon as possible. We will then have it typed by a data entry firm and will forward the electronic document to you, so that you can proofread it, insert section numbers, and make your edits to it. You will then deliver your edition and translation to us electronically using this electronic version of the Arabic.

4.3.3. Dividing the Text into Numbered Sections

Because the Arabic and English will be published on facing pages, one of your first tasks—before you begin translating—will be to divide the Arabic text into easily digestible numbered sections in the electronic version you are using. The structure of the text should determine how you number your sections, but the primary purpose is to allow the reader to review corresponding Arabic and English material easily. Additionally, the typesetter will need these

numbers in order to ensure that the Arabic and the English translation remain in sync on the facing pages.

If the Arabic text you are working from is not already organized into paragraphs or sections, you will need to determine where those section breaks should occur, at regular intervals. Please see Appendix A for an example.

Because space on the margin is limited, please limit your section numbering as follows:

Single-volume prose texts should be numbered with two numbers separated by one period to indicate subdivisions within a longer chapter or section

Format: 1.1, 1.2, 1.3, etc.

Single-volume poetry texts should also be numbered with two numbers separated by one period. The first number should indicate the number of the poem in the book. If your translated lines closely reflect the original Arabic lines of verse (that is, if you have translated each Arabic bayt with a single equivalent line of English text), then please number each line individually, so that each Arabic and English line can be given a matching electronic tag for later searchability. However, in the print edition, only every fifth line number will be printed. For an example, please take a look at the published LAL hardcover, *Arabian Satire* by Ḥmēdān al-Shwē'ir, edited and translated by Marcel Kurpershoek.

If you have not translated your poetry on a strictly line-by-line basis, and cannot in good confidence number your English translation as equivalent to an original Arabic bayt, please consult your Project Editor or the Editorial Director for alternative numbering possibilities.

Texts that will be published as multivolume LAL hardcovers should have three numbers separated by two periods, with the first number indicating the hardcover volume number. That way, when two hardcover volumes are converted to a single combined paperback, their numbering can stay the same.

Format: [Volume One] 1.1.1, 1.1.2, 1.1.3, etc.

[Volume Two] 2.1.1, 2.1.2, 2.1.3, etc.

Please check with the Editorial Director if you have questions about how to number sections.

4.4. The English Translation

Your English translation should be delivered as a Word document, in Gentium Plus font. (See 6. below for further details.)

Once you have numbered the sections in the Arabic text, remember to follow the same section numbering in the English translation.

4.5. Notes

4.5.1. Endnotes to the English Translation

In your English-language translation you may include notes that cover essential points in order to make the work more accessible to the reader. These notes, which should normally amount to no more than 5% of the length of the translation, will appear as endnotes. The Editors realize that there will be some texts that require more annotation than a limit of 5% will allow. Please consult with your Project Editor if you think this will be the case.

For the purpose of brevity, please use only short-form references in the notes, rather than providing full bibliographical information. All sources referenced in the notes should be given a full citation in the “Bibliography” section.

To create these notes, please use the endnotes function in your word processing system.

4.5.2. Footnotes to the Arabic Text

We are not aiming for an exhaustive apparatus criticus for the Arabic text, but rather for an authoritative edition that will not overwhelm the reader. Therefore, notes to the Arabic edition should be *minimal and absolutely crucial*. For your own footnotes, you may use as a model

either *Excellence of the Arabs* or *Consorts of the Caliphs*, both previously published by LAL. See Appendix C for an example of “minimal and absolutely crucial apparatus.”

Because the footnotes will appear on the Arabic side of your book, footnotes should be entirely in Arabic.

In your apparatus, use the Arabic sigla you identified in your Note on the Text. Wherever possible, avoid including metadata, such as the identification of *taḥrīf* and *taṣḥīf*, or the use of such terms as *ziyādah* (زيادة) and phrases such as *la‘allahu l-ṣawāb* (لعله الصواب).

If, in addition to the minimal and absolutely crucial version for the print book, you are also thinking of preparing a full critical apparatus, it will be possible to archive it on the series’ website. See Section 5 below.

4.6. Glossary of Names and Terms

You must provide a Glossary of Names and Terms and an Index. You may wish to compile these lists as you work on your Edition-Translation. The Glossary of Names and Terms should include brief definitions of Arabic terminology, as well as brief descriptive entries on key individuals, tribes, dynasties, and places mentioned in the text. In the interest of making the translation accessible to non-specialists, these kinds of definitions and biographical details should appear here rather than in the Endnotes. The glossary should also include entries for groups and sects likely to be unfamiliar to some readers (e.g. *Mu‘tazilah* and *Shi‘ah*, for example). Biographical entries should include death dates (where known) in both the Hijri and Gregorian calendars (see examples in 6.2.1 below). The glossary will not include page numbers.

In all cases, Arabic names that begin with “al” include the “al-”, but it is ignored for alphabetizing purposes. Entries in the Glossary should be formatted as follows:

Aḥmad ibn Ṭūlūn (r. ca. 254-70/868-84) Turkic military officer of the Abbasids. De facto independent ruler of Egypt and founder of a minor dynasty there.

al-Ḥasan ibn Sahl (d. 236/850-1) high official of the Abbasid state. Twice occupied the vizierate under Caliph al-Mu‘tamid.

4.7. Bibliography and Further Reading

These are two separate lists:

(a) *Bibliography*, comprising all books or articles referred to in the Endnotes and Introduction.

(b) *Further Reading*, a guide to other resources for the interested reader.

Entries in both the Bibliography and Further Reading sections should follow the Chicago Manual of Style. Each should be in alphabetical order by author's last name and, in the case of authors with the same last name, sequenced alphabetically by author's first name. Anonymous works and public documents should be inserted in the alphabetical list according to the first word of the title, ignoring *A*, *An*, or *The* or foreign equivalents.

In all cases, Arabic names that begin with "Al" include the "Al-", but it is ignored for alphabetizing purposes.

For books and book chapters, entries should be formatted as follows:

Single author

Hourani, Albert. *History of the Arab Peoples*. Cambridge, MA: Harvard University Press, 1991.

More than one author

Crone, Patricia, and Martin Hinds. *God's Caliph: Religious Authority in the First Centuries of Islam*. New York: Cambridge University Press, 1986.

Edited collection

Cooperson, Michael, and Shawkat M. Toorawa, eds. *Arabic Literary Culture: 500–925*. Detroit: Thomson Gale, 2005.

Chapter in an edited collection

Bonebakker, S. A. "Ibn al-Muʿtazz and *Kitāb al-Badīʿ*." In *ʿAbbasid Belles Lettres (The Cambridge History of Arabic Literature)*, edited by Julia Ashtiany, T. M. Johnstone, J. D. Latham, and R. B. Serjeant, 388–411. Cambridge, New York: Cambridge University Press, 1990.

Published edition of an Arabic text

Al-Anṣārī, ʿAbd Allāh. *Kitāb Manāzil al-sāʿirīn*. Beirut: Dār al-Kutub al-ʿIlmiyyah, 1988.

Al-Tawhīdī, Abū Ḥayyān. *Al-Imtāʿ wa-l-muʿānasah*. Edited by Aḥmad Amīn and Aḥmad al-Zayn. 3 vols. Cairo: Lajnat al-Taʿlīf, 1939–53.

Published translation of an Arabic text

Ibn al-Marzubān, Muḥammad ibn Khalaf. *The Book of the Superiority of Dogs over Many of Those Who Wear Clothes*. Translated and edited by G. R. Smith and M. A. S. Abdel Haleem. Warminster, England: Aris & Phillips, 1978.

Ṣafwat, Aḥmad Zakī. *Jamharat khuṭab al-ʿArab fī l-ʿuṣūr al-ʿarabiyyah al-ẓāhirah*. 4 vols. Cairo: al-Maktabah al-ʿIlmiyyah, 1933–34.

For articles in journals, entries should be formatted as follows:

Tayob, Abdelkader I. "Tabari on the Companions of the Prophet: Moral and Political Contours in Islamic Historical Writing." *Journal of the American Oriental Society* 119, no. 2 (1999): 203–10.

Al-Sāmarrāʿī, Yūnus Aḥmad. "Aḥmad ibn Abī Fanan: Ḥayātuhu wa-mā tabaqqā min shiʿrihi." *Majallat al-Majmaʿ al-ʿIlmī al-ʿIrāqī* 34, no. 4 (1983): 131–90.

For articles in print encyclopedias, entries should be formatted as follows:

Athamina, Khalil. “Abān b. ‘Uthmān b. ‘Affān.” In *Encyclopaedia of Islam Three*, v. 1, edited by Gudrun Krämer, Denis Matringe, John Nawas, and Everett Rowson, 101–103. Leiden: Brill, 2008.

Articles published online or in electronic encyclopedias should be formatted as follows:

Soucek, S. “Turfan.” *Encyclopaedia of Islam, Second Edition*. Brill Online, 2012. Accessed 25 July, 2012. http://referenceworks.brillonline.com/entries/encyclopaedia-of-islam-2/turfan-SIM_7368.

4.8. Index

When delivering your text, please also provide a list of all relevant subject words in your English translation that should be included in the Index (including all the entries in your Glossary of Names and Terms). That list will then be transmitted to an Indexer.

In all cases, Arabic names that begin with “al” include the “al-”, but it is ignored for alphabetizing purposes.

5. Website

Because there is limited space for extensive notes, back matter, and other material in the books themselves, the Library of Arabic Literature uses its website as a repository for more extensive materials not included in the printed book and e-book, such as a full critical apparatus if you have done one, an excursus on features of the text, or parts of the Arabic text that you and your Project Editor agree do not belong in the print version of the Edition-Translation. These are archived under “Book Supplements” accessed via the “Online Material” menu option on our website (www.libraryofarabicliterature.org). Please contact the Editorial Director if you expect that you will have materials that would be suitable for archiving on the website.

6. Style Guide

6.1. Preparing the Arabic Edition

6.1.1 Font and Type Size

We recommend a common Arabic typeface such as Arabic Typesetting, Simplified Arabic, Scheherazade, or AlBayan. In general, the body of your Arabic text should be in one Arabic font and type size. It is house style, however, to print *isnāds* at a smaller size. In your final manuscript, please set such material at a smaller size so that the digital production manager can easily recognize it as such. In the following example, the *isnād* is in 12-point and the matn in 16-point.

قرأت على محمد بن أبي منصور عن أبي القاسم بن البُسْرِيِّ عن أبي عبد الله
بن بَطَّة قال: أخبرنا أبو بكر الأَجْرِيّ قال: أخبرنا أبو نصر بن كُرْدِي
قال:

دِجَلَةُ الْعَوْرَاءِ خَلْفَ مَنْزِلِ أَحْمَدَ بْنِ حَنْبَلٍ

6.1.2 Vocalization

Please provide minimal vocalization in your Arabic text. The exceptions are as follows:

1. Provide sufficient vocalization as needed to clarify an obscure point or to provide the reader with general guidance;
2. Provide full vocalization in quotations from the Qur'an;
3. Provide full vocalization in poetry.
4. Provide full vocalization for ambiguous or unfamiliar proper nouns (including personal names) the first time they occur in the text. Thereafter, do not vocalize. If in doubt, please consult your Project Editor.

We strongly advise that you confer with your Project Editor on the precise extent of vocalization appropriate for your edition at the very beginning of your project.

In principle, please indicate *tashdīd* in all cases other than on assimilated “sun” letters. Please also consult with your Project Editor on *tanwīn* in your edition. If you choose to indicate *fathah tanwīn*, we suggest it be written over the letter which precedes the *alif*:

بَكَرًا not بَكَرًا

6.1.3 Punctuation

Please take an extremely restrained approach to modern punctuation in your edited Arabic text. You may use modern periods, comma, colons, and question marks in the Arabic only when *absolutely* necessary. LAL does not permit any other modern punctuation in its Arabic text, such as the semi-colon or exclamation point. Please do not use multiple punctuation (e.g., ???).

Also, please do not add spacing before punctuation in Arabic, as the additional spaces before periods and commas will later need to be stripped out.

6.1.4 Qurʾanic Excerpts

In preparing your Arabic text, place Qurʾanic material in braces: { }. No footnote is needed for citation. When your Arabic text quotes from the Qurʾan, please ensure that the text is fully vowelled. Please copy and paste your Qurʾanic material from the site www.tanzil.net. Once there:

- Choose the “Uthmani” text in the “Quran” menu on the left-hand side;
- Make sure that “Show Pause Marks” is unchecked;
- Make sure that the “Show Small-Alef” button is checked.

If you will need different vowels on the Qurʾanic material in your text, please consult with your Project Editor.

6.1.5 Poetry

If your text includes poetry, please indicate the meter in square brackets immediately prior to quoting the first verse. For example:

قال [الكامل]

يَا رَبِّ قَطْرٍ جَامِدٍ حَلَّى بِهِ نَحَرَ الثُّرَى بَرْدٌ تَحَدَّرَ صَائِبُ
حَصَبِ الْأَبَاطِحِ مِنْهُ مَاءٌ جَامِدٌ غَشَى الْبِلَادَ بِهِ عَذَابٌ ذَائِبُ

Alternatively, you may wish to create an Index of Verses as part of the back matter for your edition-translation, which will indicate the rhyme of the initial line, section number and meter for each poem or excerpted poem in your text. Please see our published volume, *The Epistle of Forgiveness, Volume Two: Hypocrites, Heretics, and Other Sinners*, edited and translated by Geert Jan van Gelder and Gregor Schoeler, pp.313-329, for an example of an Index of Verses.

6.1.6 Lacunae

If you add text to the Arabic edition to make good any lacunae in the manuscript, please indicate that in a footnote at the bottom of the page. Do not add brackets to your Arabic text to indicate material you have added.

For lacunae in the Arabic which cannot with any confidence be filled or restored, please use an ellipse of four periods (. . .).

For lacunae in your English translation, please see section 6.2.3 below.

6.2. Preparing the English Translation

6.2.1. Basic Formatting

Please follow *The Chicago Manual of Style, Sixteenth Edition*

- Use only the Gentium Plus typeface for your English-language manuscript. We recommend the 12-point size for your main text. Use Gentium Plus 10-point size for material (such as isnāds) that should be typeset at the smaller size.
- Follow American English spelling and style (e.g. “realize,” not “realise”; “color,” not “colour”).
- Use “s” in the sibilant-final possessive (“Ḥāfiẓ’s life,” not “Ḥāfiẓ’ life”; “Moses’s staff”).
- Double-space *everything*, including notes and long indented quotes.
- All titles and emphases should be in *italics*. Do not use underline or boldface.
- Put only one space after a colon and after the period at the end of a sentence.
- Use the serial comma before the conjunction that joins the last two items in a series (“Abū Tammām, al-Buḥturī, and al-Mutanabbī”; “apples, oranges, or pears”).
- Space out ellipses [(. . .) and not (...)].
- Avoid ampersands (&). Spell out “and” instead.
- Close up m-dashes (“him—and her” rather than “him — and her”).
- Divisions between numbers should be with an n-dash, not a hyphen (“7–8,” not “7-8”).
- Place punctuation inside quotes (end.” not end”).
- Use double quotation marks (American-style) rather than single quotation marks (European-style) for quoted text. Use curly quotation marks (“”) rather than straight ones (""). For quotes within quotes, use a single quotation mark: ‘ ’.
- Justify left only. Do not center anything, including subheads.
- Keep all embedded word processing formatting to a minimum, avoiding functions such as running heads; turn off the automatic hyphenation function.
- Do not use a hard return to end a line of text (even for indented extracts or epigraphs); use a hard return only to end a paragraph or to end items in lists or in lines of poetry.
- Start the first line of your text flush left after chapter openings, section breaks, and any subheads (i.e., no paragraph indent). Paragraph indent all subsequent paragraphs using the tab key (not the space bar).
- Spell out whole numbers from zero through one hundred, as well as whole numbers followed by *hundred*, *thousand*, or *hundred thousand*: fifty-four men, seventeen trees, thirty-eight thousand dollars.
- Particular centuries should be spelled out and lowercase: the fourth Islamic century, the twenty-first century, from the ninth to the eleventh century.

- If your text includes a date in the Hijri calendar, provide the Gregorian equivalent in square brackets as well, without “AD”:

“In the year 240 [854–55], I traveled to Baghdad.”

“On the fifteenth day of Rajab in the year 240 [December 9, 854], I traveled to Baghdad.”

- In your own writing (such as the Endnotes, Introduction, and Glossary of Names and Terms), Hijri and Gregorian dates should be separated by a forward slash:

“He was born in the year 303/915–16 in Kufa.”

- Additionally, while both birth and death dates in the Hijri and Gregorian systems should be added when known, please use only death dates for individuals in early Islam born before 1 H (i.e., *mukhaḍramūn*), in order to avoid the use of “BH”:

‘*Alī ibn Abī Ṭālib* (d. 40/661) Muḥammad’s cousin and son-in-law, married to his daughter Fāṭimah...

- Gregorian birth and death dates alone should be given for individuals when Hijri dates are inappropriate or irrelevant:

Euripides (ca. 490–406 BC)

Khedive Ismā‘īl (r. 1863–79)

6.2.2. Quoted Matter

- Indent left quotes of more than 60 words and include interlinear space (i.e., an extra hard return) both above and below.
- Any interpolations made in quoted matter should be put in square brackets [], not in parentheses. Omitted words are indicated by three ellipsis points if the omission does not include a period, by four points if one or more periods occur within the material dropped out. Ellipsis points need not be used at the opening or closing of quoted matter.

6.2.3 Lacunae

The use of brackets is to be avoided in your English translation, so please do not indicate an interpolated word or words in your translation with brackets. You may, however, wish to indicate the interpolation in an endnote.

Please use an ellipse of four periods (. . . .) to indicate lacunae in the English which cannot with any confidence be filled or restored.

For lacunae in your Arabic edition, please see section 6.1.6. above.

6.2.4. Endnotes, Glossary, Bibliography, Further Reading and Index

- Do not use all caps for authors' names in the Endnotes, Bibliography or Further Reading sections.
- Endnote numbers should be indicated in the text by Arabic numerals, and placed outside the punctuation.
- In text and notes, avoid cross-references by page numbers to other pages within your manuscript.
- Verses from the Qur'an in the English translation should be referenced for the first time in the Endnotes as follows: Q 'Alaq 96:1–5, providing the untranslated name of the surah. In subsequent references, the surah's name may be dropped if appropriate, i.e., Q 96:1.
- Use only short-form references throughout the Endnotes section, rather than providing full bibliographical information in the first instance. The proper citation for an endnote is:

Al-Buḥturī, *Dīwān*, 1:322–323

[In this case, since the citation is to a numbered volume, and is immediately followed by a page number, leave out “vol.” before the volume number.]

- In all cases, in the backmatter of the book (Glossary, Bibliography, Further Reading, and Index) Arabic names that begin with “al” include the “al-”, but it is ignored for alphabetizing purposes.

Sample Bibliography entry:

Al-Tawḥīdī, Abū Ḥayyān. *Al-Imtā' wa-l-mu'ānasah*. Edited by Aḥmad Amīn and Aḥmad al-Zayn. 3 vols. Cairo: Lajnat al-Ta'lif, 1939–53.

Sample Glossary entries:

‘ajwah A special kind of date grown in Medina. A hadith ascribed to the Prophet says “‘Ajwah dates are from Paradise.”

al-Shaʿbī, ʿĀmir ibn Sharāḥīl (d. between 103/721 and 110/728) A resident of Kufa, and a famous early legal expert, exegete, and transmitter of hadith. He was from the Shaʿb clan of the tribe of Hamdān, and is said to be descended from a chieftain of Yemen.

Sample Index entries:

al-Akḥṭal
al-Ḥakīm, Tawfiq
al-Jamāl, Muḥammad Ḥāmid

- In the Glossary and Index, the “al-” prefix is always lowercase. In the Bibliography and Further Reading sections, the initial “Al-” at the start of an entry is capitalized. In all backmatter elements, the al-/Al- is ignored for alphabetization purposes, no matter where it occurs in a name. Thus, the following entries are alphabetized correctly:

Ibn Baṭṭūṭah
Ibn al-Jarrāḥ
Ibn Masʿūd, ʿAbd Allāh
Ibn al-Qāsim, Abū ʿAbd Allāh ʿAbd al-Raḥmān al-ʿUtaqī

Names beginning with Abū, ʿAbd, Ibn and the like are alphabetized under those elements.

ʿAbd al-Malik ibn Marwān
Abū l-ʿAtāhiyah
Ibn al-Qāriḥ, ʿAlī ibn Manṣūr

6.2.5. Pious Phrases and Formulas

Standard Arabic pious phrases (such as صَلَّى اللهُ عَلَيْهِ وَسَلَّمَ) must be retained in your Arabic edition. You may, however, omit them from your translation, provided that you note your decision to do so in your Introduction. If you opt to keep them in your translation, see Appendix D for a list of suggested translations for individual phrases and formulas. Whatever you decide, please be consistent.

6.2.6. Technical Terms for the Learning Process

Please see Appendix E for a list of suggested translations of phrases pertaining to learning, transmission, and the like.

6.2.7. Qurʾanic Excerpts

In your English text, place translated Qurʾanic material in guillemets (French-style quotation marks): « » . You should also add an endnote citing the surah and ayah, per 6.2.4 above.

When translating material from the Qurʾan, please ensure that your translations are consistent, either by referring to a single published translation, or by ensuring that an ayah that appears more than once in your text is translated identically in each instance.

6.2.8. Names

Names in Arabic convey a wide variety of information. You may translate components of personal names if you deem them relevant:

عبد اللطيف البغدادي	ʿAbd al-Laṭīf al-Baghdādī or ʿAbd al-Laṭīf of Baghdad
أبو بكر الخلال	Abū Bakr al-Khallāl or Abū Bakr the Vinegar Merchant

6.2.9. Transliteration from the Arabic

As with the rest of your manuscript, please use the Gentium Plus font for writing Arabic words and names in transliteration. In general, please follow the transliteration used by the *International Journal of Middle East Studies (IJMES)*, available here:

<https://ijmes.chass.ncsu.edu/docs/TransChart.pdf>. If you have trouble opening the PDF link, go to https://ijmes.chass.ncsu.edu/IJMES_Translation_and_Transliteration_Guide.htm and click on “IJMES Transliteration Chart.”

Note that we have made some exceptions to the IJMES system, as follows:

- 1) Use “h” to transliterate *tā’ marbūṭah* in the non-construct state:

madrasah (not *madrasa*)
madrasahs (not *madrastas*)

- 2) Transliterate the *tā’ marbūṭah* as a “t” in the construct state:

Sīrat rasūl Allāh (not *Sīrah rasūl Allāh*)

- 3) Retain full diacritics for personal names, even for names commonly used in English:

‘Alī (not Ali)
Muḥammad (not Muhammad)

- 4) If *alif al-waṣl* begins a sentence, or is not preceded by a vowel (i.e., it would not be written with the *hamzat al-waṣl* in Arabic), then write it with its appropriate vowel. Otherwise represent it as a blank space, rather than a hyphen or an apostrophe:

Abū l-‘Alā’ al-Ma‘arrī (not Abū ’l-‘Alā’ or Abū-l-‘Alā’)
fi l-arḍ (not fi-l-arḍ)
ukhruj min baytī
al-rajul kabīr
inṣarafatā
al-ism
al-ishtirā’
riḥlat Ibn Baṭṭūṭah
idhā nfaṣala
qāla khruj
hādhā bnuhu
yā bnī

- 5) Please also note: transliterate the *hamzat al-waṣl* with its appropriate vowel when it is preceded by a *sukūn* (*jazmah*) which in fully vocalized Arabic the following *alif al-waṣl* would elide:

min al-jamā‘ah	(not mina l-jamā‘ah)
lam yaqtul al-rajul	(not lam yaqtuli l-rajul)
qad inqata‘a	(not qadi nqata‘a)

- 6) Please use a hyphen to indicate the *hamzat al-waṣl* when it is preceded by a connecting particle:

fa-jtanabū
bi-stimrār
wa-slamī
li-l-malā‘ikah
bi-l-layl
bi-llāh
li-l-ladhī
wa-l-nās
wa-smuhu

- 7) Please use a hyphen to indicate all connectors not followed by the definite article:

bi-lā
fa-ṣāhibu
fī-hā
wa-lam

- 8) Proper names, when transliterated, should retain the definite article:

al-Shāfi‘ī (not Shāfi‘ī)

- 9) Spell out “ibn” and “bint” in names, rather than the shorthand “b.” and “bt.”:

‘Alī ibn ‘Abd al-‘Azīz (not ‘Alī b. ‘Abd al-‘Azīz)
Shuhdah bint al-‘Ibarī (not Shuhdah bt. al-‘Ibarī)

- 10) Please retain “al-” for words beginning with “sun letters”:

al-sharq (not ash-sharq)

- 11) When transliterating Arabic book titles, only capitalize the first word (or, if the first word is *Kitāb*, *Risālah*, *Sharḥ*, *Tafsīr* or the like, then the first and second words) and any proper nouns. Note that “al-”, like “the” in English, is capitalized only at the beginning of a sentence or a title.

Kitāb Nafḥ al-ṭīb min ghuṣn al-Andalus al-raṭīb
Ṭabaqāt fuḥūl al-shu‘arā’
Al-Mawā‘iz wa-l-i‘tibār

Journal titles should be fully capitalized, thus:

Majallat Majma‘ al-Lughah al-‘Arabiyyah
Al-Ādāb

Article titles should read as follows:

“Abū Hiffān: ḥayātuhu wa-shi‘ruhu wa-baqāyā kitābihi *Al-Arba‘ah fī akhbār al-shu‘arā’*”

In the case of organizations, capitalize all words, thus:

Dār al-Ma‘ārif
al-Imārāt al-‘Arabiyyah al-Muttaḥidah

- 12) If an English term exists for a word, please use it. Words in Merriam-Webster’s should be spelled as they appear there: www.merriam-webster.com. These terms should have no diacritics, nor should they be italicized—for example:

Abbasid	(not ‘Abbāsīd)
mufti	(not muftī)
shaykh	(not <i>shaykh</i>)

In some cases, Merriam-Webster lists two options for spelling an Arabic word. In such cases, use either, but please be consistent.

13) Please check Appendix G: Preferred Spellings of Commonly-Used Terms for a list of words that are exceptions to rule 12) above and should not be spelled according to www.merriam-webster.com.

14) For words transliterated from Arabic that do not appear in www.merriam-webster.com and are not listed in Appendix G, however, ‘*ayn* and *hamzah* should be preserved in all cases, including personal names, place names, names of organizations, and titles of books and articles. ‘*Ayn* and *hamzah* should be clearly distinguished from one another, as half rings in Gentium Plus:

‘ for ‘*ayn* and
’ for *hamzah*

15) Place names that have accepted English forms should be spelled in accordance with English norms, for example:

Baalbek, Cairo, Damascus, Mecca, Medina

For other examples of place names, please see Appendix G: Preferred Spellings of Commonly-Used Terms below. All other place names should conform to the transliteration rules laid out in section 6.2.9.

16) You should not include Arabic transliterated terms in parentheses in your translation, except in those instances where including the original Arabic word is absolutely vital for the reader’s comprehension of the passage, such as wordplay, lexicographical passages, or other places where it may be absolutely essential and unavoidable. If the text you are translating mentions an Arabic text, please give its title only in English. Technical terms in your translation should be given in English only, without transliteration in parentheses:

“conclusive proofs of prophethood”

Not: “conclusive proofs (*hujaj*) of prophethood (*nubuwwah*)”

Within the Introduction and A Note on the Text, when you first mention a technical term, give its definition in English, followed by the Arabic term in transliteration. Thereafter, you should only refer to it by its English definition. Likewise, the first time you mention an Arabic text, give its title in English, followed by its Arabic title in transliteration. Example:

This is like al-Jāḥiẓ, who in his *Book of Misers* (*Kitāb al-Bukhalāʾ*), describes stingy folk from Marw. For many readers, the *Book of Misers* represents...

A pioneer in the field of Arabic philosophy (*falsafah*), al-Fārābī was known as the “second teacher.” His writings on philosophy enormously influenced...

If you are in doubt, please consult the Editorial Director and your Project Editor.

7. Overview of the Editing and Production Process

Once the Editorial Board has formally accepted your delivered Edition-Translation, Introduction, A Note on the Text, Bibliography, Further Reading, Endnotes, Glossary of Names and Terms, and Index, the manuscript will be prepared for production. We cannot begin the production process until *all* materials are delivered.

English

Your English translation will be given a full copyedit, including edits for grammar and consistency of style. The copyeditor will also insert the Press's codes for formatting extracts and different levels of subheadings.

Arabic

You are required to deliver your final Arabic edition electronically as a Word document. If you are unable to generate an initial electronic Arabic text on which you will make your edits, we can arrange to have a hard copy of a printed edition typed using an outside vendor. You will need to check the typed Arabic text thoroughly for accuracy against the original that you supplied and use that electronic version to produce your edition.

In either case, your final delivered Arabic edition will be reviewed for consistency of paragraph numbering and style, then given codes for formatting.

The copyediting may take 10–12 weeks from date of delivery, after which you will receive the copyedited manuscript for your review. The copyedited manuscript will consist of the English translation marked up with the copyeditor's edit and queries, as well as the Arabic edition included for comparison. You will then have three weeks to review the copyedited manuscript, respond to the copyeditor's queries, and return it. After you have reviewed and returned the copyedited manuscript, the changes will be finalized and the translation laid out as page proofs, along with the Arabic. Please note that the copyediting stage will be your last opportunity to make substantial additions and revisions to your text. Once the book has been laid out, it becomes much more difficult and costly to make revisions that affect pagination.

APPENDICES

Appendix A: Examples of Acceptable and Unacceptable Translations into English

The Library of Arabic Literature aims to produce modern, lucid translations that will be accessible to a non-specialist readership, reflecting a smooth, idiomatic English style rather than simply a “crib” of the Arabic text. Below is an excerpt of an Arabic text, followed by two different translations:

فَأَمَّا مَسْأَلَتُهُمْ فِي كَلَامِ عِيسَى فِي الْمَهْدِ أَنَّ النَّصَارَى مَعَ حَبِيْبِهِمْ لِتَقْوِيَةِ أَمْرِهِ لَا يُثْبِتُونَهُ وَقَوْلُهُمْ إِنَّا تَقَوَّلْنَاهُ وَرَوَيْنَاهُ عَنْ غَيْرِ الثَّقَاتِ وَأَنَّ الدَّلِيلَ عَلَى أَنَّ عِيسَى لَمْ يَتَكَلَّمْ فِي الْمَهْدِ أَنَّ الْيَهُودَ لَا يَعْرِفُونَهُ وَكَذَلِكَ الْمَجُوسُ وَكَذَلِكَ الْهِنْدُ وَالْخَزَرُّ وَالْدَيْلَمُ.

The following is an inelegant, overly literal translation of this text, which would not be acceptable style for a Library of Arabic Literature Edition-Translation:

As for their question about the speech of Jesus in the crib, that the Christians, despite their love of strengthening his matter, do not support it, and their words that we have said it and transmitted it from other than trustworthy men and that the proof that Jesus did not speak in the crib is that the Jews do not know it, and so too the Zoroastrians, and so too the Indians, the Khazars, and the Daylamites.

Here is a more idiomatic translation of the same text, which the Editorial Board would consider acceptable for the series:

Let us turn to the question they posed concerning Jesus speaking in the crib, to their point that for all their love of strengthening his cause, the Christians do not support it, to their statement that we have repeated it and transmitted it from untrustworthy authorities, and to their claim that because the Jews, the Zoroastrians, the Indians, the Khazars, and the Daylamites are unaware of it proves that Jesus did not speak in the crib.

Below is another example of an Arabic text, followed by two different translations:

أخبرنا محمد بن أبي منصور قال: أخبرنا عبد القادر بن محمد بن يوسف قال: أنبأنا إبراهيم بن عمر البرمكي قال: أنبأنا عبد العزيز بن جعفر قال: أخبرنا أبو بكر الخلال قال: أخبرني محمد بن الحسين قال: حدثنا أبو بكر المرودي قال: قال لي أبو عفيف – وذكر أبا عبد الله أحمد بن حنبل – فقال: كان في الكتاب معنا وهو عُليم نعرف فضله وكان الخليفة بالرقعة فيكتب الناس إلى منازلهم الكتب فيبعث نساؤهم إلى المعلم: ابعث إلينا بأحمد بن حنبل ليكتب لهم جواب كتبهم فيبعثه فكان يجيء إليهن مطأطئ الرأس فيكتب جواب كتبهم فربما أملين عليه الشيء من المنكر فلا يكتبه لهن.

Below is an inelegant, unacceptable translation of the above text:

Muhammad ibn Abi Manṣūr reported to us. He said: ‘Abd al-Qādir ibn Muḥammad ibn Yūsuf reported to us. He said: Ibrāhīm ibn ‘Umar al-Barmakī informed us. He said: ‘Abd al-‘Azīz ibn Ja‘far informed us. He said: Abū Bakr al-Khallāl reported to us. He said: Muḥammad ibn al-Ḥusayn reported to us. He said: Abū Bakr al-Marrūdhī transmitted to us. He said: Abū ‘Afīf said to us and mentioned Abū ‘Abd Allāh Aḥmad ibn Ḥanbal. He said:

[Abū ‘Afīf:] He was in Qur’an-school with us when he was a little boy whose excellence we knew. The caliph was in al-Raqqah, and the people used to write letters to their dwellings. Their women would send to our schoolmaster: send to us Aḥmad ibn Ḥanbal, in order that he might write for them the answer to their letters. He would send him, and he used to go to them stooping the head to write the answer to their letters. Sometimes they would dictate to him disapproved things and he would not write it for them.

And here is a more idiomatic, acceptable translation of the same text:

We cite Muḥammad ibn Abi Manṣūr, who cites ‘Abd al-Qādir ibn Muḥammad ibn Yūsuf, who was informed by Ibrāhīm ibn ‘Umar al-Barmakī, who was informed by ‘Abd al-‘Azīz ibn Ja‘far, who cites Abū Bakr al-Khallāl, who cites Muḥammad ibn al-Ḥusayn, who heard Abi Bakr al-Marrūdhī report that Abū ‘Afīf was talking about Abū ‘Abd Allāh Aḥmad ibn Ḥanbal and said:

[Abū ‘Afīf:] Aḥmad was with us in Qur’an-school when he was just a little boy. Even then he stood out. At that time, the caliph was living in al-Raqqah and the courtiers who joined him there began writing letters to their families in Baghdad. When they wanted to reply to a letter,

their womenfolk would ask our schoolmaster to send Aḥmad ibn Ḥanbal to their homes. The teacher would send him out and off he'd go, looking carefully at the ground. The women often dictated obscene words but he wouldn't write them down.

Appendix B: Section Numbering of the Arabic and English

The following passage gives an example of how to approach paragraph numbering of the Arabic and English.

الباب الثالث

في ذكر منشئه في صباح

3.1

قد ذكرنا أنّ الإمام أحمد - رضي الله عنه - ولد ببغداد وبها نشأ وطلب العلم والحديث بها من شيوخها ثم رحل بعد ذلك في طلب العلم إلى البلاد.

3.2

قرأت على محمد بن أبي منصور، عن أبي القاسم بن البُسريّ، عن أبي عبد الله بن بَطّة، قال: أخبرنا أبو بكر الأَجْرِيّ، قال: أخبرنا أبو نصر بن كُرديّ، قال:

دجلة العوراء خلف منزل أحمد بن حنبل.

3.3

أخبرنا محمد بن أبي منصور قال: أخبرنا عبد القادر بن محمد بن يوسف قال: أنبأنا إبراهيم بن عمر
البرمكي قال: أنبأنا عبد العزيز بن جعفر قال: أخبرنا أبو بكر الخلال قال: أخبرني محمد بن الحسين قال:
حدثنا أبو بكر المروزي قال: قال لي أبو عفيف - وذكر أبا عبد الله أحمد بن حنبل - فقال:
كان في الكتاب معنا وهو غليم نعرف فضله وكان الخليفة بالرقعة فيكتب الناس إلى منازلهم
الكتب فيبعث نساؤهم إلى المعلم: ابعث إلينا بأحمد بن حنبل ليكتب لهم جواب كتبهم فيبعثه
فكان يجيء إليهن مطاطئ الرأس فيكتب جواب كتبهم فربما أملين عليه الشيء من المنكر فلا
يكتبه لهن.

3.4

قال المروزي:

قال لي أبو سراج بن خزيمة: كنا مع أبي عبد الله في الكتاب فكان النساء يبعثن إلى المعلم:
ابعث إلينا بآبن حنبل ليكتب جواب كتبهن فكان إذا دخل إليهن لا يرفع رأسه ينظر إليهن. قال
أبو سراج: فقال أبي - وذكره - فجعل يعجب من أدبه وحسن طريقته. فقال لنا ذات يوم: أنا
أنفق على ولدي وأجيئهم بالمؤدبين على أن يتأدبوا فما أراهم يفلحون وهذا أحمد بن حنبل غلام
يتيم انظر كيف يخرج! وجعل يعجب.

Chapter 3. His childhood

3.1

Our exemplar Aḥmad was born in Baghdad, as we have mentioned, and grew up there. After studying with the teachers and hadith scholars of the city, he set out to seek learning elsewhere as well.

3.2

I read back to Muḥammad ibn Abī Maṣṣūr his report, citing Abū l-Qāsim ibn al-Busrī, citing Abū ‘Abd Allāh ibn Baṭṭah, who cited Abū Bakr al-Ājurrī (the brick maker), who cited Abū Naṣr ibn Kurdī, who said:

[Ibn Kurdī:] Aḥmad ibn Ḥanbal’s house had the One-Eyed Tigris directly behind it.

3.3

We cite Muḥammad ibn Abī Maṣṣūr, who cites ‘Abd al-Qādir ibn Muḥammad ibn Yūsuf, who was informed by Ibrāhīm ibn ‘Umar al-Barmakī, who was informed by ‘Abd al-‘Azīz ibn Ja‘far, who cites Abū Bakr al-Khallāl, who cites Muḥammad ibn al-Ḥusayn, who heard Abī Bakr al-Marrūdhī report that Abū ‘Afif was talking about Abū ‘Abd Allāh Aḥmad ibn Ḥanbal and said:

[Abū ‘Afif:] Aḥmad was with us in Qur’an-school when he was just a little boy. Even then he stood out. At that time, the Caliph was living in al-Raqqah and the courtiers who joined him there began writing letters to their families in Baghdad. When they wanted to reply to a letter, their womenfolk would ask our schoolmaster to send Aḥmad ibn Ḥanbal to their homes. The teacher would send him out and off he’d go, looking carefully at the ground. The women often dictated obscene words but he wouldn’t write them down.

Al-Marrūdhī added that Abū Sirāj ibn Khuzaymah said:

[Abū Sirāj:] When we were in Qur’an-school with Aḥmad, women would send messages to the schoolmaster saying, “Send Ibn Ḥanbal to write for us so we can reply to the letters we’ve received.” Whenever he went in to where the women were, he would keep his head down so as not to look at them.’

Al-Marrūdhī:

Abū Sirāj also said that his father, whose name he gave, was impressed by how well Aḥmad conducted himself: “One day my father said to us, ‘I spend money to hire tutors for my children hoping they’ll learn to behave properly, but it doesn’t seem to do any good. Then take Aḥmad ibn Ḥanbal: he’s an orphan, but look how well he’s turned out!’¹ He went on marveling for some time.”

Appendix C: Minimal and Absolutely Crucial Apparatus for the Arabic

Below is an example of the kind of minimal apparatus we would like to see for your Arabic text:

لولا مكانه لم يُثَبَّتْ للربِّ رُبُوبِيَّتُهُ وَلَا لِنَبِيِّ حُجَّةٌ وَلَمْ يُفْصَلْ بَيْنَ حُجَّةٍ وَشُبْهَةٍ وَبَيْنَ الدَّلِيلِ وَمَا
يُنْخِيلُ فِي صُورَةِ الدَّلِيلِ وَبِهِ يُعْرَفُ الجَمَاعَةُ مِنَ الفِرْقَةِ وَالسَّنَّةُ مِنَ البِدْعَةِ وَالشَّدُوذُ مِنَ

الاستفاضة؟

فصل منه

[٦] واعلمْ أنَّ لصناعة الكلام آفاتٍ كثيرةً وضروباً من المكروه عجيبةً منها ما هو ظاهرٌ للعيون

والعقول ومنها ما يُدْرِكُ بالعقول ولا يَظْهَرُ للعيون؛ وبعضُها وإن لم يظهر للعيون وكان ممّا
يظهر للعقول فإنّه لا يظهر إلا لكلّ² عقلٍ سليمٍ جيّد التركيب وذهنٍ صحيحٍ خالص الجوهري؛ ثمّ
لا يُدْرِكُهُ أيضاً إلا بعد إيمان الفكر وإلا بعد دراسة الكتب وإلا بعد مناظرة الشكل الباهر والمعلّم
الصابر؛ فإن أراد المبالغة وبلوغ أقصى النهاية فلا بدّ من شهوة قويّة ومن تفضيله على³ كلّ
صناعةٍ مع اليقين بأنّه متى اجتهد أنجح ومتى أذمن قرع الباب ولجّ فإذا أعطى العلمُ حقّه من
الرغبة فيه أعطاه العلمُ حقّه من الثواب عليه.

فصل منه

² ط: يظهر لكل؛ ت: يظهر إلا لكل.

³ ساقطة من ب؛ ت: فإذا أعطى العلم حقه من الثواب عليه.

Below is the same Arabic text, but with the kind of detailed critical apparatus that should be avoided in your Arabic edition:

لولا مكانه لم يُثَبَّتْ للربِّ رُبُوبِيَّتُهُ وَلَا لِنَبِيِّ حُجَّةٌ وَلَمْ يُفْصَلْ بَيْنَ حُجَّةٍ وَشُبْهَةٍ وَبَيْنَ الدَّلِيلِ وَمَا يُتَخَيَّلُ فِي صُورَةٍ¹ الدَّلِيلِ وَبِهِ² يُعْرَفُ الْجَمَاعَةُ مِنَ الْفِرْقَةِ وَالسَّنَّةُ مِنَ الْبِدْعَةِ وَالشَّدْوَذُ مِنَ

الاستفاضة؟

فصل³ منه

[٦] واعلم أنّ لصناعة الكلام آفاتٍ كثيرةً وضروباً من المكروه عجيبةً، منها ما هو ظاهرٌ للعيون والعقول ومنها ما يُدْرِكُ بالعقول ولا يَظْهَرُ للعيون؛ وبعضُها، وإن لم يظهر للعيون وكان ممّا يظهر للعقول فإنّه لا يظهر إلا لكلّ⁴ عقلٍ سليمٍ جيّدٍ التركيبِ وذهنٍ صحيحٍ خالصٍ الجوهرِ؛ ثمّ لا يُدْرِكُهُ أيضاً إلا بعد إيمان⁵ الفِكرِ وإلا بعد دراسة الكتب وإلا بعد مناظرة الشكل الباهرِ والمعلّمِ الصابرِ؛ فإن أراد المبالغةَ وبلوغَ أقصى النهاية فلا بدّ من شهوة قويّة ومن

¹ ب: سورة.

² ساقطة من ط.

³ بياض في ب.

⁴ ط، جب: يظهر لكل؛ ت: يظهر إلا لكل.

⁵ ط، ت: أزمان.

تفضيله على¹ كلِّ صناعةٍ، مع اليقين بأنّه متى [ب 262ظ] اجتهد أنجح ومتى أذمن قرع²

البابِ وَلَجَ فإذا أعطى العلمَ حقّه من الرغبة فيه أعطاه العلمُ³ حقّه من الثواب عليه.

فصل⁴ منه

¹ ساقطة من ب؛ ت: فإذا أعطى العلم حقه من الثواب عليه.

² ب، ت: قراع.

³ ساقطة من ب.

⁴ بياض في ب.

Appendix D: Suggested Translations of Pious Phrases and Formulas

أبقاك الله	God keep you!
أجاز	grant a certificate authorize
إجازة	certificate permission to transmit
أخبار	accounts reports
أخبرنا فلان	we cite X X reported to us
أعوذ بالله من الشيطان الرجيم	I seek God's protection from the accursed Satan
أمّا بعد	To proceed And now So [or simply a paragraph return]
أنّ الحمد والنعمة لك والملك	Praise, bounty, and dominion are yours alone
إن شاء الله	God willing
أنبأنا فلان	We were informed by X X informed us
بسم الله الرحمن الرحيم	In the name of God, full of compassion, ever compassionate In the name of God, the Merciful and Compassionate
بسم الله	In the name of God
بلغني عن فلان	I learned from X I heard about X
جلّ ثناءه	His praise be extolled Sublime His praise
جلّ جلاله	His glory be extolled
حدّثنا فلان	We heard X report X told us X reported to us

حفظك الله	God preserve you!
الحمد لله	God be praised Praise God!
رحمه الله	God show him mercy
رسول الله	The Emissary of God, God's Emissary The Messenger of God, God's Messenger
رضوان الله	the pleasure of God
رضي الله عنه	God be pleased with him
سبحان الله	God be glorified!
سبحان الله عما يصفون	God's glory is more sublime than their characterization of Him...
سبحانك	May You be glorified
سبحانه وتعالى	God be glorified and exalted
سمعنا فلاناً يقول	We heard X say
صلاة	ritual prayer [as opposed to "prayer" tout court]
صلوات الله	the blessings of God
صلوات الله عليه	God's blessings upon him
صلى الله عليه وسلم	God bless and keep him God bless and cherish him
عز وجل	mighty and glorious
عليه السلام	eternal peace be his On him/whom eternal peace
قال تعالى	The Exalted said
قال سبحانه وتعالى	God, glorified and exalted, said...
قرأت على فلان	I studied with X
القرآن الكريم	The Noble Qur'an The Exalted Qur'an
كتاب الله	The Book of God
لا إله إلا الله محمد رسول الله	There is no god but God, Muḥammad is the Emissary (or Messenger) of God
لا توفيق إلا بالله	By the grace of God alone God alone gives success May God bring it to pass
لا حول ولا قوة إلا بالله	Power and strength come from God alone
لعمري	Indeed I swear

لا قوّة ولا حكم إلا بالله	Power and decision are God's alone
لك الحمد والشكر	All praise and thanks belong to You
الله	God
الله أعلم	And/but God knows best!
الله أكبر	God is greatest / God is Supreme Good God! God almighty!
الله تبارك وتعالى	God, blessed and exalted
الله تعالى	God (the) exalted
ما شاء الله	Good God! / Goodness! / As God wills
مرسل	God's envoy
نبيّ	Prophet
نحمده ونشكره	We praise and thank Him
يرحمك الله	God show you mercy God shower you with mercy

Appendix E: Suggested Translations of Terms Pertaining to Learning, Transmission, Etc.

adab: according to the context, “good breeding,” “manners,” “culture,” “refinement,” “belles-lettres,” “writerly culture,” “erudition,” “education.”

adīb, pl. *udabā*: “man of learning,” “gentleman,” “writer.”

allafa: “to compose.”

ʿ*arḍ*: “presentation” (cf. *qirāʿah*).

ḥadīth: “hadith” (per Merriam-Webster), or “saying” when context requires.

ḵabar, pl. *akḵbār*: “report,” “anecdote,” “account.”

ḥalqah, pl. *ḥalaqāt*: “study circle,” “teaching circle.”

ḥijrah: “Hegira” (pace Merriam-Webster), “exodus,” or “Emigration.”

ijāzah: “authorization,” “authorization to transmit.”

ijāzat al-samā: “written authorization of audition,” “endorsement of audition.”

imlāʿ, pl. *amālī*: “dictation,” “dictation session.”

isnād: “chain of transmitters,” “chain of transmission,” “chain of supporting authorities.”

kalām: “theology,” “dialectic.”

kātib, pl. *kuttāb*: “scribe,” “state secretary.”

kitāb: “note,” “letter,” “contract,” “book,” “inscription,” “pamphlet.”

kitābah: “transmission of written copy.”

lughah: “language,” “lexicography.”

lughawī, pl. *lughawiyūn*: “lexicographer.”

madrasah, pl. *madāris*: “law college.”

majlis, pl. *majālis*: “session,” “discussion session,” “study session,” “literary gathering.”

matn, pl. *mutūn*: “text.”

mudhākarah: “recitation from memory,” “recapitulation,” “consultation,” “memorizing.”

naḥw: “grammar,” “linguistics.”

naḥwī, pl. *naḥwiyyūn*: “grammarian,” “linguist.”

qāriʿ, pl. *qurrāʿ*: “reciter.”

qirāʿah: “recitation,” “presentation.”

qirṭās, pl. *qarāṭīs*: “papyrus,” “parchment”.

qiṭʿah: “short poem,” “fragment.”

qiyās: “rule,” “reasoning according to a set of rules”; in grammar, “analogical deduction.”

rāwī, pl. *ruwāt*: “transmitter.”

rāwiyah, pl. *rāwiyāt*: “transmitter,” “scholarly transmitter” of poetry.

raʿy, pl. *ārāʿ*: “personal juridical opinion.”

risālah, pl. *rasā'il*: “letter,” “epistle.”

riwāyah: “transmission of knowledge,” “a chain of transmission” at the beginning of a book.

riwāyah bi-l-lafz. : “verbatim transmission.”

riwāyah bi-l-ma'nā: lit. “transmission through meaning [or sense].”

al-riwāyah al-masmū'ah: “heard” (literally “audited”) or “aural transmission”.

samā': “audition.”

sharḥ, pl. *shurūḥ*: “commentary.”

ṣuḥufī (or *ṣaḥafī*) pl. *ṣuḥufiyyūn* (or *ṣaḥafiyyūn*): “book-based learner,” “an individual whose learning has been acquired exclusively from books.”

sunnah: “custom,” “customary practice.”

sūrah: surah

ta'līf: (the act of) “composition”; “a compilation,” “a literary work.”

tadwīn: “official collection,” “large scale [official] collection.”

tafsīr: “exegesis,” “Qur'anic commentary,” “Qur'an commentary.”

taṣnīf: “systematic classification,” a method of presenting knowledge that consisted of classifying items in a systematic fashion in books (*kutub*) subdivided into chapters.

Appendix F: Examples of Transliteration

In general, we seek to retain transliteration from the Arabic, although the level of transliteration will depend on the type of Arabic you are transliterating. For an example of acceptable Arabic vocalization and transliteration styles, see below:

Poetry

When transliterating poetry, please include full vocalization. Note that this transliteration follows the poetic convention that a verse cannot end on a short vowel, in order to clarify the prosody.

هَلْ غَادَرَ الشُّعْرَاءُ مِنْ مُتَرَدِّمٍ أَمْ هَلْ عَرَفْتَ الدَّارَ بَعْدَ
تَوْهُمِ
يَا دَارَ عِبْلَةَ بِالْجِوَاءِ تَكَلِّمِي
دَارَ عِبْلَةَ وَاسْلَمِي
فَوَقَّفْتُ فِيهَا نَاقَتِي وَكَأَنَّهَا
لِأَقْضِي حَاجَةَ الْمُتَلَوِّمِ
وَعِمِي صَبَاحًا
فَدَنْ

hal ghādara l-shu‘arā’u min mutaraddamī
am hal ‘arafta l-dāra ba‘da tawahhumī
yā dāra ‘Ablata bi-l-jiwā’i takallamī
wa-‘imī ṣabāḥan dāra ‘Ablata wa-slamī
fa-waqqaftu fī-hā nāqatī wa-ka-annahā
fadanun li-aqḍiya ḥājata l-mutalawwimī

دَعُ عَنْكَ لَوْمِي فَإِنَّ اللَّوْمَ إِغْرَاءُ
بِالْتِي كَانَتْ هِيَ الدَّاءُ
وَدَاوِنِي

لو مسّها حَجَرٌ

صفراء لا تنزل الأحران ساحتها

مسّته سرّاء

لها مُجَبَّان لوطيٌّ

من كفّ ذات حرٍ في زيّ ذي ذكّرٍ

وزنّاء

da‘anka lawmī fa-inna l-lawma ighrā‘ū

wa-dāwinī bi-l-lati kānat hiya l-dā‘ū

ṣufrā‘a lā tanzilu l-aḥzānu sāḥatahā

law massahā ḥajarun massathu sarrā‘ū

min kaffi dhāti ḥirin fī ziyyi dhī dhakarīn

lahā muḥibbāni lūṭiyyun wa-zannā‘ū

Qur’an

أَلَمْ تَرَ كَيْفَ فَعَلَ رَبُّكَ بِأَصْحَابِ الْفِيلِ

أَلَمْ يَجْعَلْ كَيْدَهُمْ فِي تَضْلِيلٍ

وَأَرْسَلَ عَلَيْهِمْ طَيْرًا أَبَابِيلَ

تَرْمِيهِمْ بِحِجَارَةٍ مِّن سِجِّيلٍ

فَجَعَلَهُمْ كَعَصْفٍ مَّأْكُولٍ

Q Fīl 105: 1-5

a-lam tara kayfa fa‘ala rabbuka bi-aṣḥābi l-fil

a-lam yaj‘al kaydahum fī taḍlīl

wa-arsala ‘alayhim ṭayran abābil

tarmīhim bi-ḥijāratīn min sijjīl

fa-ja‘alahum ka-‘aṣfin ma’kūl

In transliterating āyāt, please leave off the final endings in order to preserve the rhyme.

Prose

لولا مكانه لم يُثبَتَ للربِّ ربوبيُّته ولا لِنَبِيِّ حُجَّةٌ ولم
يُفصَلَ بين حجة وشبهة وبين الدليل وما يُتخيَّل في صورة
الدليل وبه يُعرَفُ الجماعةُ من الفرقة والسنة من
البدعة والشذوذ من الاستفاضة؟

law-lā makānuhu lam yuthbat li-l-rabb rubūbiyyah wa-lā li-nabī ḥujjah wa-lam yufṣal bayna
ḥujjah wa-shubhah wa-bayna l-dalīl wa-mā yutakhayyal fī ṣūrat al-dalīl wa-bi-hi yuʿraf al-
jamāʿah min al-furqah wa-l-sunnah min al-bidʿah wa-l-shudhūdh min al-istifāḍah.

Appendix G: Preferred Spellings of Commonly-Used Terms

Per 6.2.9 (12) above, the Library of Arabic Literature asks that editor-translators use the commonly-accepted English spelling of a term if one exists, and to follow the spelling used in www.merriam-webster.com, without diacritics. Additionally, per 6.2.9 (14), editor-translators should use the commonly accepted spelling of a place name. To be clear about which words fall under the above categories, please refer to this (non-exhaustive) chart, and ensure that you are using the forms indicated in the left-hand column:

Preferred Spelling:	Not:
Abbasid	ʿAbbasid, ʿAbbāsīd
ayah, ayahs	āyah, aya, āyāt, āy
Ayyubid	Ayyūbī, Ayyūbiyyin
Baalbek	Baʿlabakk, Baʿalbik
Baghdad	Baghdād, al-Baghdād
Bedouin	Badū, Badw, Badawī
Cairo	al-Qāhirah
caliph (only capitalized when immediately followed by an individual’s name: “Caliph al-Muʿtamid,” “when al-Muʿtamid was caliph”)	khalīfa, khalīfah
Damascus	al-Dimashq
Daylamī	Daylamite
dinar	dīnār
diwan	dīwān, dīwān, diwan
hadith [lowercase] (when referring to a particular hadith or groups of hadith; e.g., “hadiths quoted by al-Ghazali,” “a hadith collection”)	Hadith, Ḥadīth, ḥadīth
Hadith [capitalized] (when referring to the Sunnah as a whole; e.g., “he was a Hadith scholar,” “the Qurʾan and Hadith”)	Ḥadīth, hadith, ḥadīth
Ḥanbalī	Hanbalite, Ḥanbalite, Hanbali
hajj	Hajj, ḥajj, hajj
hemistichs	hemistiches
Hijaz	Ḥijāz
Hijrah	Hijra, Hegira, Hegirah

Hijri	Hijrī
Imru' al-Qays	Imru' l-Qays, Imra al-Qays
jihad	jihād
Kaaba	al-Ka'bah, Ka'aba
Khurasan	Khorasan, Khurāsān
Mamluk	Mamlūk, Mameluke
Mecca	Makka, Makkah, al-Makkah
Medina	Madīnah, al-Madīnah
Medinese	Medinan
mufti	muftī
Pasha, pasha	bāshā, pāshā
qasida	qaṣīdah, qaṣīda
Qur'an	Quran, Qur'ān
Qur'anic	Quranic, Qur'ānic
Qurayshī	Qurayshite, Qurayshi
Saljūq	Seljuk, Saljuk, Saljuq
Sanaa	Sana'a, Ṣan'ā'
Shariah (or shariah)	sharī'a, sharī'ah
shaykh	sheik, sheikh
Shaykh	Sheik, Sheikh
Shi'ah	Shi'ites, Shiites, Shi'ites
Shi'i	Shii, Shi'I, Shiite, Shi'ite, Shi'ite, Shi'ite
Shi'ism	Shiism, Shi'ism
Sunni, Sunnis	Sunnī, Sunnīs
Surah, Surahs (when referring to particular Surahs)	Sūra, Sūrah, Sūrahs, Suwar
surah, surahs (when referring to surahs in general)	sūra, sūrah, sūrahs, suwar
Umayyad	Umawī

Islamic Calendar Months

Preferred Spelling:	Not:
Muharram	Muḥarram
Safar	Ṣafar
Rajab	

Rabi ^ʿ al-Awwal	Rabī ^ʿ al-Awwal, Rabī ^ʿ I, Rabi I
Rabi ^ʿ al-Thani	Rabī ^ʿ al-Thānī, Rabī ^ʿ II, Rabi II
Jumada al-Awwal	Jumādā al-Awwal, Jumādā al-Ūlā, Jumādā I
Jumada al-Thani	Jumādā al-Thānī, Jumādā II, Jumada II
Sha ^ʿ ban	Sha ^ʿ bān
Ramadan	Ramaḍān
Shawwal	Shawwāl
Dhu l-Qa ^ʿ dah	Dhū l-Qa ^ʿ dah, Dhū l-Qa ^ʿ da, Dhu'l-Qa ^ʿ dah
Dhu l-Hijjah	Dhū l-Ḥijjah, Dhū l-Hijja, Dhū l-Hijjah, Dhu'l-Hijjah

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