

***Ars Orientalis***  
**Submission Guide**

For questions concerning the review process, manuscript submission and production, etc., please contact Sana Mirza and Judy Lee at [ArsOrientalis@si.edu](mailto:ArsOrientalis@si.edu).

**Manuscript Order for Initial Submission (Prior to Peer Review)**

Manuscripts must be submitted electronically to [ArsOrientalis@si.edu](mailto:ArsOrientalis@si.edu) following these guidelines for presentation and formatting.

One (1) Word document including:

1. Cover page with title, abstract, and author biography (see **Style Guide** for example)
2. Article with endnotes (anonymized as much as possible)

One (1) pdf including:

1. Low-resolution illustrations (up to 25 images)
2. Figure captions under each illustration

You will be notified if the *Ars Orientalis* editorial board decides to move your submission forward for peer review or declines the submission. This initial review after the submission deadline can take up to 3 months. If the submission moves forward for peer review, this review process can take an additional 3–4 months.

If the manuscript is accepted after peer review, authors will then be asked to submit a revised Word document, a pdf containing the low-resolution figures, a completed Excel spreadsheet regarding image permissions, and an author's statement. Details can be found in the **Style Guide** below.

**Ars Orientalis  
Style Guide**

**Revised Manuscript Order for Submission (After Peer Review)**

Please submit one (1) single Word file containing the manuscript, one (1) pdf containing the low-resolution figures, and one (1) completed Excel spreadsheet regarding image permissions (the template will be provided). Please also submit an author response of no more than one (1) page detailing the changes made or the scholarly reasoning for rejecting the peer review feedback.

Manuscripts should include (in this order):

1. Title
2. Author name
3. Orcid ID (if applicable)
4. Abstract (200 words maximum)
5. Keywords (up to 6)
6. Article
7. Author biography (see below for example)
8. Figure captions
9. Endnotes
10. Illustrations (sent separately in a single pdf, up to 25 images)

High-resolution images and copies of official publication permission letters will be requested after the manuscript has been officially accepted. Inclusion of images will ultimately be at the discretion of the editorial team.

Articles are subject to substantial editing by an editor so that the text and figures are readable and clear and so that articles conform to our style. The editor and editorial team will work closely with you in this process.

**General Requirements**

- Single-space all components of the text, including block quotations, notes, and captions. Please use a standard font (such as Times New Roman) in 12 pt. throughout.
- Begin new paragraphs with a single tab; do not use the space bar. Do not add line spaces between paragraphs.
- Do not use special formatting, such as centering, all caps, borders and lines, boxes, shading, or color, including for titles and sections. Boldface and italics are acceptable for formatting subheads.
- Use section titles and subheads to divide thematic shifts in your article.
- Use American spelling and punctuation.
- Use endnotes, not footnotes.
- Use Chicago style citations. See **Citation System**.
- See **Illustrations** for submission requirements.

**Abstract**

Please provide an abstract (150–200 words) of your article. It will precede the published article in *Ars Orientalis*. You must also include SEO keywords (up to 6) with your abstract.

**Asian and Non-English Text**

All Asian scripts must be transliterated, and all foreign words must include full diacriticals. In the main text, all foreign terms and titles of primary sources should be fully transliterated in italics. An English translation should be given at the first mention in parentheses.

**Authors are responsible for the correct diacritics; please be sure to check them at every stage of publication.**

Use the following transliteration systems:

- Chinese: Hanyu pinyin
- Japanese: Hepburn
- Korean: McCune-Reischauer or Ministry of Culture
- Sanskrit: American Oriental Society / Royal Asiatic Society, with full upper and lower diacriticals
- Persian, Arabic, and Turkish: International Journal of Middle Eastern Studies
  - Aside from 'ayn and hamza, all diacritical marks are omitted for the names of persons and places (e.g., al-Maqrizi, 'Abd al-Rahman, San'a, Fustat). However, author names and titles of publications should be fully transliterated in endnote citations.

Please note:

- Italicize non-English terms and, at first mention in an article, provide a definition or an explanation. Do not italicize proper nouns.

### **Author's Bio**

Please submit a brief bio of yourself using the following format.

**Fatma Dahmani, PhD** (University of Paris I Panthéon-Sorbonne), is Assistant Professor of Islamic Art and Architecture at the University of Qayrawan (Kairouan) in Tunisia. She has been working on a reassessment of finds, particularly paintings, uncovered at the Abbasid city of Samarra. E-mail: [dahmani.fatma@gmail.com](mailto:dahmani.fatma@gmail.com)

### **Acknowledgements**

Please submit acknowledgements using the following format. This is optional.

I would like to thank Jens Kröger and Alastair Northedge for answering various questions and sharing key documents related to Herzfeld's excavations; Jennifer Berry and Xavier Courouble at the National Museum of Asian Art Archives, for answering my various questions and requests related to Herzfeld's papers; Laura Hinrichsen and Linda Mueller for their help with deciphering Herzfeld's handwriting; Justin McGuinness for kindly translating from French most of this text; and the anonymous reviewers for their comments.

### **Authorities on Style and Spelling**

Most generally, *Ars Orientalis* recognizes the following as authorities for matters of style and spelling:

- *The Chicago Manual of Style*, 17th edition
- *Webster's Third New International Dictionary*, 3rd edition
- *Merriam-Webster's Collegiate Dictionary*, 11th edition

### **Citation System**

*Ars Orientalis* follows the humanities or endnotes system of documentation, described in *The Chicago Manual of Style* (17th edition) in chapter 14 (under Notes). Citations are keyed by consecutive superscript numbers throughout an article; the citations themselves appear as endnotes at the end of the article. After a citation is given once, subsequent citations to the same source are shortened to include only author and brief title. Samples follow:

- Book:  
Quitman E. Phillips, *Practices of Painting in Japan, 1475–1500* (Palo Alto, CA: Stanford University Press, 2000), 151.

Li Yuming et al., *Shanxi gujianzhu tonglan [characters here]* (Panorama of Ancient Architecture in Shanxi) (Taiyuan: Shanxi Renmin chubanshe, 1986), 103–4.

▪ Essay in a book:

Jessica Rawson, “Changes in the Representation of Life and the Afterlife as Illustrated by the Contents of Tombs of the T’ang and Sung Periods,” in *Arts of the Sung and Yüan*, ed. Maxwell K. Hearn and Judith G. Smith (New York: Metropolitan Museum of Art, 1996), 36 n. 44.

▪ Journal article:

Ellen Johnston Laing, “The Development of Flower Depiction and the Origin of the Bird-and-Flower Genre in Chinese Art,” *Bulletin of the Museum of Far Eastern Antiquities* 64 (1992): 180–223.

Hou-mei Sung, “Lü Chi and His Pheasant Paintings,” *National Palace Museum Research Quarterly* 10, no. 4 (Summer 1993): 8.

▪ Journal in which each issue is paginated separately:

Ma Xigui, “Beijing Xiannongtan Jinmu” [characters here] (A Jin tomb near the Altar of the First Crops in Beijing), *Wenwu*, 1977, no. 11, 91–92.

▪ Examples of shortened subsequent citations:

Phillips, *Practices in Painting*, 170.

Rawson, “Changes in the Representation,” 42–44.

Laing, “Development of Flower Depiction,” 195–96.

Please note the following:

- For authors, full first names or two initials are required.
- Do not use *ibid.*, *op. cit.*, or *loc. cit.*; repeat the citation using author’s last name and shortened form of publication title (if more than four words). For Chinese, Japanese, and Korean authors and editors, names are repeated in full in subsequent references.
- For titles in foreign languages, titles are translated into English, in parentheses.
- In subsequent references, designations such as *ed.* or *trans.* are dropped.

### Digital Possibilities

Please note that this is a digital publication, with print on demand. That means you can include innovative digital maps, video, 3D models, or other types of images. Hyperlinks are encouraged. If you have questions on this or wish to include interactive or special media, please write to Sana and Judy. We would encourage you to consult a digital humanities specialist at your institution. Library digital service staff have also previously helped support these digital add-ins.

### Figure Captions

Images should be numbered consecutively and should correspond with numbered figure callouts in the article. Captions for artworks should include art historical information: *Maker/Artist*, *Object Title* or description, culture or country of origin, date (or dynasty or period), media, dimensions. Credit line or location.

- If the credit is to a publication, provide a full citation in each caption using the Chicago bibliography style above.

## Illustrations

Once the article has been officially accepted to *Ars Orientalis*, we will request high-resolution images and documentation of image permissions. **Please note: We may not be able to use images that do not meet the specifications outlined here.**

1. Authors must submit high-resolution digital images for reproduction. *Digital image files must be submitted as follows:*
  - Size to at least 8 x 10 inches, no less than 300 pixels per inch (or pixel dimension of at least 3000 pixels on the longest side) and saved in TIFF format. Other acceptable formats include EPS and JPEG.
  - Double check image sizes and dpi using guides such as [this](#) one from Adobe.
  - Submit all final high-resolution digital images through a file-sharing system of choice.
  - Please submit professional, high-quality images whenever possible. If using a personal camera, please save the image in the largest size possible.
  - Images should be cropped as the author desires them to appear in the final article.
  - Authors must submit a copy of the image permissions for each image allowing for its use in an Open Access digital publication as well as print publication, worldwide distribution, up to 300 print copies, English language. If images are available Open Access or CCO, please include a screenshot of the designation.
  - If authors claim [fair use](#) for any images, they must reach out to the *Ars Orientalis* editorial team.
2. Label each illustration in its correct sequence with the author's last name and figure number (i.e., NAME\_Fig\_1)
3. Prepare a separate list of figure captions. Do not embed captions in illustrations. Illustrations are numbered consecutively, as they are mentioned in the article.
4. Complete the Author Excel spreadsheet, indicating where and how the image permissions were obtained for each illustration.
5. Be sure each illustration has an in-text figure reference. If the reference is in parentheses, abbreviate "figure" to "fig." (i.e., fig. 3); for later references to the same figure or image, use "see" (i.e., see fig. 3).
6. For images from the collections of the National Museum of Asian (including the Freer and Sackler collections and the Archives), there will be no reproduction fees. The *Ars Orientalis* editorial team will work with authors to obtain high-resolution images and correct credit lines. Author should not reach out to the NMAA reproduction team about these images.

## Style Matters

- Use only one space, not two, after a period, colon, or semicolon.
- In general, punctuation falls within quotation marks.
- Use commas to set off three or more elements in a series, e.g., "The artist visited Beijing, Dubai, and New York City."
- Spell out references to specific centuries, such as "fifteenth century" (noun) or "fifteenth-century painting" (adjective). Do not hyphenate early or late; for example, "late-eighth-century tomb" should be "late eighth-century tomb."
- To designate eras, use BCE and CE (full capitals without periods and following the year) rather than BC and AD. Only specify CE in instances where clarification is required, and in the cases that clarification is needed, use CE only on the first mention. Where appropriate, use AH before the year and include the corresponding CE year (e.g., AH 186/802 CE).
- Cite dates as month, day, year, with a comma before and after the year when followed by further text, e.g., "The Declaration of Independence was signed on July 4, 1776, in Philadelphia, Pennsylvania."
- First names: Supply first names or two initials for all individuals mentioned in the text.
- Foreign titles of works in the text: Translate into English in parentheses.

- Supply life dates for artists and writers as well as reign dates and dynasty dates on first mention.
- Use metric measures.
- Spell out numbers one through ninety-nine as well as round figures (e.g., ten thousand years).
- Titles of works: Lower-case articles, conjunctions, and prepositions, regardless of length.
- Titles of works in text: Translate in parentheses but capitalize as titles are capitalized in English.

### **Translations**

In the past, we have been able to offer articles in multiple languages if an author was interested and willing to provide a translation of their article. If you are interested in exploring this possibility, please let Sana and Judy know as soon as possible. Please wait until you've finalized the article with the editor before you begin translating. Translated articles are due 3 months before the volume is scheduled to be published.

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