**Zayed National Museum | Submission Guidelines**

Please consider this checklist while preparing your paper for submission.

# AUTHOR

* Provide a brief biography of 100 words or less, mentioning your current position, contact information, areas of interest, and relevant publications.

# MANUSCRIPT

* Provide an abstract of 150 words or less with 5-10 relevant keywords.
* Create your text in the form of an essay using Microsoft Word. Type the essay title, subtitle (if any) and author name(s) at the top of the file. We recommend limiting the text to 6,000 – 10,000 words.
* Double-space the text, using a 12-point font (preferably Times New Roman) throughout.
* Include a detailed outline of the paper clearly showing the titles’ hierarchy.
* Insert an automatic page number at the bottom of each file.
* Use British spelling where applicable.
* Please refer to Appendix 1 (enclosed) for Arabic transliteration.
* Format all footnotes with automatic numbering turned on. Provide complete citation information at the first mention of a source and shortened references after that.
* Do not use ALL CAPS for any text.
* Do not embed images, charts, or tables in the text. Instead, insert the number of the image, chart or table between square brackets where needed in the text.
* Include the bibliography.

# ILLUSTRATIONS

* Number figures in the order in which they are discussed or placed in your text.
* Submit a reference image for each illustration showing the precise object and view to be reproduced with a caption including complete object information and credit.
* Make sure your files are in high resolution (300 dpi) and suitable for printing (we recommend limiting the number of illustrations to 20).

For further details please feel free to contact Pascale El Fadi, Publications Section Head:

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# Appendix 1 – Arabic Transliteration System

|  |  |  |
| --- | --- | --- |
| **Arabic Letters** | **Transliteration** | **Latin Script Equivalent** |
| ﺍ / ى | a/ ā | a |
| ء | ʾ | a |
| ب | b | b |
| ت | t | t |
| ث | ṯ | t |
| ج | ǧ | g |
| ح | ḥ | h |
| خ | ḫ | h |
| د | d | d |
| ذ | ḏ | d |
| ر | r | r |
| ز | z | z |
| س | s | s |
| ش | š | s |
| ص | **ṣ** | s |
| ض | ḍ | d |
| ط | ṭ | t |
| ظ | ẓ | z |
| ع | ʿ |  |
| غ | ġ | g |
| ف | f | f |
| ق | q | q |
| ك | k | k |
| ل | l | l |
| م | m | m |
| ن | n | n |
| ه | h | h |
| و | w, ū | w, u |
| ي | y, ī | y, i |