we provide guidelines and policies concerning the content of articles written for Analytica Iranica.

Editors reserve the right to reject articles that do not conform to the guidelines.

Articles should therefore be written according to the academic standards of the methodology used in humanities.

Articles should focus on an historical subject and its arguments rather than on another discipline particularly in discussion of topics on the history of Iran. In other words, articles should be "analytic" and "comparative" rather than "narrative". An article is "analytic" when it is documented and presents a problem and hypotheses in addition to the events. For example an article about the Iranian educational system in the nineteenth century must present a perspective of the educational system for Iran's neighbors such as Afghanistan and Iraq. Thus, authors should try to structure their article so as to organize the ideas and the events into common themes and avoid where possible straight historical presentations of events.

Articles should be objective and neutral in an analysis that offers a historical perspective of the subject rather than advocating one particular point of view of historical events.

Articles should not be overly polemical, but rather strive for balance by presenting the important historical arguments that have been put forward on all aspects of a topic.

Authors should not use the first person pronouns "I" and "my", and should avoid such constructions as "as I have stated elsewhere, in this essay…" or "my interpretation of this passage is …", etc.

**Length of articles**

Analytica Iranica articles will range in length from a few pages, to short essays of no more than 3000 words. The number of words commissioned includes the text of your article, all references and further reading information, and cross-references. The number of words should be indicated at the end of each article. The length of articles should depend on the topic. Analytica Iranica has limited length but may be somewhat longer if the topic is broad and there is much methodology to introduce and explain.

In this case, authors must contact the editor if the article is more than 3000 words.

Analytica Iranica encourages authors to organize longer articles as in the case mentioned.

There will be three main types of article:

**1. Category of short article:  1000- 1500 words**

These articles will be short articles, providing a quick, factual introduction to the subject. Many articles of this type will be biographical, about the events or chronology.

**2. Category of medium article: 1500-3000 words**

These articles will take the form of longer surveys. Articles should begin with a short paragraph providing a factual overview of the topic for those readers requiring a rapid source of information on a particular topic. Where appropriate, the article will discuss developments, paragraph by paragraph. In each case, contributors should assess the cultural significance of the phenomenon as a whole, and not merely present factual details.

**3. Category of long article: more than 3000 words**

These articles will be short essays providing an overview of particular topics (e.g. architecture, film, welfare state).

It is extremely important that the contributor stick to the word length agreed with the editor.

Biographical articles

These should follow a standard format, to include the following information: Surname, Forename(s), Place of Birth (town and country), Date of Birth (year only), Place of Death (town and country, if appropriate) Date of Death (year only, if appropriate), Description (e.g. writer).

**Reference**

References cited in the text should follow the Harvard system, citing the author's surname, year of publication and page reference in parentheses immediately after the quoted material, e.g. (Atabaki 2003: 46-50, 56). The full details should be given in a reference section at the end of the article (not in the further reading list). Avoid references to unpublished material and material that may be difficult to obtain.

The sources of all quotations should be completely mentioned.

Authors should avoid reference to unpublished and inaccessible books and manuscript.

Authors should also be circumspect with respect to the number of references to their own work, though obviously, since they are experts on the topic and typically will have written widely on it, occasional references may be appropriate. Analytica Iranica's editors will ensure that articles do not overstep the bounds of propriety in this regard.

Every claim needs to be supported by a reference.

**Bibliographical articles references**

In the case of biographical articles, the subject's most important or interesting works, whether books or posts should be cited in the text. We prefer to provide a full publication. In each case, the title should be given in English and if the book is in Persian, the original title should be in English. Where a published translation exists, this should be given in brackets, underlined, with date of publication.

**Citations from works of other scholars**

References to the works of other scholars, critics etc. on the subject of the article should be used very sparingly, and avoided if at all possible.

Analytica Iranica is intended to be a comprehensive bibliographical source; meanwhile it will provide suggestions for further reading for each article. Suggestions for further reading should be included at the end of the article.

Where possible, suggestions for further reading should be in English, although for the longer articles it may be appropriate to include works in other languages.

**Date**

All dates must be in two calendars Hejri Shamsi and Gregorian calendar, e.g. (1299sh/1920)

Avoid using sentences, which are not clear like "in few years" "many years after", etc. Dates should be set out as follows: "four years after (28 April 1921, on 11 June 1925), (not spelt out; no apostrophe); twentieth century (not 20th century, C20th, XXem); The dates of books, where these appear in the text, should be given in brackets after the title.

**Abbreviations and acronyms**

Where an acronym is a headword, it should be followed by the full title in brackets, and where appropriate an English translation should be given in the first sentence of the article. Abbreviations or acronyms which may be unfamiliar to a non-specialist reader should be given in full when they first appear in the article, with the abbreviation or acronym following. For example: Hezb-e Demokrat-e Iran (Demcrate party Iran), DPI

Use a full stop after lower case abbreviations (e.g., i.e.,) but not after contractions (Dr, Ltd) or upper case abbreviations and acronyms (UN).

**Emphasis**

Avoid using italics, bold, capital or underlining for emphasis. If you consider this to be unavoidable please use underline rather than italics.

**Numerals**

Numbers under 100 should be spelled out (e.g. fifty-one, thirteen). Numerals should be used for measurements (12km) and for ages (10 years old; at the age of 23). All measurements should be expressed in metric terms; abbreviations should be used (e.g. 12km, 100m, 30cm). Numerals should also be used for amounts of money. Insert a comma for both thousands and tens of thousands: 1,000; 10,000; 100,000. Decimal places should be indicated with a point: 10.84

Write: the Second World War (not World War II)

**Percentages**

Write: 75 per cent. Do not use the % symbol.

**Paragraphs**

Use the tab function to indent the first line of a paragraph, except for the first paragraph after a headword or sub-heading, which should not be indented.

**Personal names, including Icelandic names**

Personal names and titles should be given in full when they first appear (Mohammad Ali Foroughi, Zoka ol Molk), and as surname only thereafter (Foroughi). Avoid referring to individuals by their forenames only; apart from exceptional cases where this is common practice (e.g. M. A. Foroughi).

## Punctuation

Use a single (not a double) space after a full stop, and after commas, colons, semi-colons, etc. Do not put a space in front of a question mark.

## Quotation marks

Always use single quotation marks for any quotations in the text. Use double quotation marks to indicate a quote within a quote. The full stop only falls inside the quotation mark if the material quoted is a complete sentence.

## Quotations

Quotations in Analytica Iranica should be used if essential. Quotations of more than 40 words should be indented (0.5 cm left and right). Use the 'left indent' or 'block indent' feature to do this, rather than using word spaces or tabs to indent each line of text. Leave a line space above and below the extract. The exact spelling and punctuation of the original should be faithfully reproduced. Indented quotations should not have quotation marks unless they report conversation. They should be double-spaced like the rest of the text. Your own interpolations into quoted matter should be clearly enclosed within square brackets. You should give the source on a new line, not indented, within round brackets.
They should not exceed a maximum of two lines, and should be followed by an English translation in brackets. If a Standard English translation is available, please use this and give the reference accordingly. Otherwise please provide your own translation and indicate that you have done so.

## Spelling

British English spelling should be used throughout, with the Oxford Dictionary for Writers and Editors as authorities. Note that this means using '-ise' and '-isation'.

## Tables

Where large amounts of statistical information are to be presented, this may be done in a table. Where tables are used they should be formatted as a plain grid, and a brief reference to the source should be included directly underneath the table.

If you have any queries about the content or style of your articles please contact Analytica Iranica editors. It is vital that all contributors pay very close attention to these instructions, and follow the rules.

## Language

If your first language is not English, it is essential that you get your article checked and corrected by a native-speaker of English before its submission. Analytica Iranica has no budget for specialist proofreading, and reserve the right to reject any article if they do not consider the English to be of a good standard.

## Images, illustrations, and maps

Authors must include captions for all graphics, including identification of the image's content, information about the image's origin, and credit to the source, photographer, or artist. Analytica Iranica cannot be responsible for obtaining permission to use copyrighted materials: it is the responsibility of the author to secure such permission.
- Authors are encouraged to include graphics in their articles, provided they do not infringe on copyrights. The graphics (including photos, charts and tables) need to be in either .jpg or .gif format. Analytica Iranica editors cannot create graphics, but can crop a graphic and make simple adjustments to a graphic's size and border.

## Description of Author

Your name will appear at the beginning of the article with your title (for example, "associate professor") and your department name (for example "Department of History, Tehran University).

## Acknowledgments

Do not include acknowledgements to colleagues who provided input on your article, nor to institutions that provided you with funding. If you want, thank them privately.

**Sending Articles and Pictures**

You are invited to send your article in a Word format as an e-mail attachment, and add attachments for all graphics, photos, and charts. Editors will then reformat the article to fit the standard of Analytica Iranica graphic design and layout.

If you submit your article along with a picture to be used in your article, you should send the editor a note asserting that the picture is in the public domain and so no longer under copyright or that you are the photographer and that you and the person who is photographed agrees that the copyright for the picture will belong to the photographer and Analytica Iranica.

**Editing After Acceptance**

After acceptance by the Academic Board and General Editor, editors will edit the article before its final publication. They may propose minor stylistic changes that are intended not to affect the article's content and send it to its author requesting changes to be made. After the author's approval, the article will be sent for publication.

Analytica Iranica will determine the date of the final publication.

While the submitted article is undergoing the reviewing process by Analytica Iranica, its author cannot withdraw its article or publish it elsewhere.

The General Editor may also modify the article's title before final acceptance.

Analytica Iranica's editors might revise an article's opening summary in order to emphasize aspects of the article deemed to be of most interest to the readers.

The author may make minor content changes after sending an article and the editors may accept major changes in content. Example of major changes would be the elimination of several paragraphs covering a particular topic, the addition of a lengthy discussion of a new topic, or a reorganization that requires the addition or the deletion of an important part of the article. A minor change is one that improves the presentation of a point and that does not involve the alteration or removal of a principal part of the topic.

**Publication delays**

Each submission has to be reviewed by editors, the General Editor and the Research Department. Thus Analytica Iranica anticipates a delay, relatively long, in accordance with the process of revision, editing and publishing articles.