



## Contributor Guidelines

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The Outreach Bulletin is an online monthly publication of the CMES Outreach Center for K-16 teachers. In addition to highlighting important upcoming events and news relating to the teaching of the Middle East, it includes articles on various aspects of Middle Eastern history, culture, geography, and language. Currently, contributions from graduate students are being solicited for a summer “Focus on the Middle East” issue. This issue will consist of 8-10 articles that address a wide range of topics. Contributors may submit articles for publication on topics of their own choosing. Articles should follow the contributor guidelines included below and should range in length from 300 – 900 words. Upon submission, the articles become the property of the Center for Middle Eastern Studies which maintains the right to edit for content and length and to publish the article in other educational formats (i.e. lesson plans, other places on the CMES website, etc.). If a submission is accepted, the contributor will be notified immediately, and the article will either be published in the above-mentioned summer issue or be stored for later publication. All articles published in the Outreach Bulletin will be indexed on the CMES website.

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### Planning your article:

1. **Readership.** This publication is written for the K-16 teacher. The article you write should be free of jargon, with explanations provided for any specialized terminology. When in doubt, define a term or identify a person. Explain concepts in uncomplicated terms as if you were addressing a group of intelligent and interested non-specialists. Do not, however, write informally. Your tone should be professional and factual.
2. **General organization.** The organization of each article depends on its length. We recommend beginning all articles with a definition-like phrase or sentence followed by much greater detail. Each article should cover its topic with enough detail to provide the reader with an initial understanding. See “Writing Your Article” below for specifics.

3. **Word count.** The text of each article should conform to the specified length of 300-900 words. The amount will include your “Bibliography”.
4. **Style and usage.** Authors should write in a manner that is factual, descriptive, and explanatory. Avoid editorializing or significant digressions. Use adjectives and adverbs sparingly. For more on style, see the “Style Sheet” below.
5. **Use of previously published material.** To enhance the freshness of the writing, avoid quotations from copyrighted works. If you feel that you absolutely must use a quotation, fully cite your source, including page numbers.

### Writing Your Entry:

1. **Entry format.** All entries must start with a title. The title should be flush left, in **bold**, on a separate line from the article, and with initial capital letters. Biographical entries should give the subject’s birth and death dates in parentheses after the article heading.
2. **Graphics (photographs, figures, tables).** Most articles will not require graphics. If you believe that a photo, figure, or table is appropriate for your entry, please consult Shauna Little at sjlitt@email.arizona.edu.
3. **Bibliography.** At the end of your text, you will need to include a list of references that you feel are key to your entry’s topic. Items in the further readings list should be alphabetized by author and the length of the bibliography must be proportionate to the length of the entry. Generally, 2-4 items for 600 word entries would be appropriate. Your references should generally be books and articles in easy-to locate publications.
4. **Contributor name.** Please place your name only, as you wish it to appear, on a separate line under the bibliography. Do not include affiliation.

### Style Sheet:

1. Entries should closely follow the recommendations in *The Chicago Manual of Style*.
2. Acronyms, abbreviations, and jargon should be defined, unless they are well known.
3. Whenever possible, please avoid the use of passive voice in your descriptions; overuse of passive voice throughout an essay can cause your prose to seem flat and uninteresting. A passive construction occurs when you make the object of an action into the subject of a sentence. That is, the one performing the action is not the grammatical subject of the sentence. Make sure to use computerized grammar

checkers, as they will usually identify a passive voice construction, and ask you to revise it to a more active construction.

4. Direct quotes should be used sparingly, if at all. If quotes are used, they must include an in-text citation (with page numbers) to the original source. In addition, if the quote comes from a source that is not in the public domain, you must obtain written permission to use the quote from the organization that holds copyright of the source document. Please contact the publisher if this situation arises.
5. Your entry should not include footnotes or endnotes.
6. Double-spacing should be used throughout, including in the "Bibliography".
7. For the "Bibliography" at the end of your entry, please use the following general reference style:

**Book:** Lindholm, Charles. *The Islamic Middle East: Tradition and Change*. Malden, MA: Blackwell Publishing, 2002 [1996].

**Edited Volume :** Said, Abdul Aziz, and Meena Sharify-Funk, eds. *Cultural Diversity and Islam*. New York: University Press of America, 2003.

**Journal Article:** Neyzi, Leyla. "Strong as Steel, Fragile as a Rose: A Turkish Jewish Witness to the Twentieth Century," *Jewish Social Studies: History, Culture, Society*, 12(2007): 167–89.

**Book Chapter:** Davison, Roderic H. "Turkish Attitudes Concerning Christian-Muslim Equality in the Nineteenth Century." In Albert Hourani, Philip Khoury and Mary C. Wilson, eds., 61-81. *The Modern Middle East: A Reader*. London: I.B. Tauris, 2004 [1993].

### **Submission Guidelines:**

1. Please submit one electronic copy of the article by May 1, 2009. Electronic copies can be sent to [sjlitt@email.arizona.edu](mailto:sjlitt@email.arizona.edu). If receipt of your submission has not been confirmed within five business days, please contact Shauna Little, via email or phone: [sjlitt@email.arizona.edu](mailto:sjlitt@email.arizona.edu); 520-621-7904.
2. All entries should be formatted with 1" margins, in Times Roman 12 point, and double spaced.
3. Include your name, and phone number, and the title of your article in the body of your email message. Include an alternate email address if available.

4. Send your article as an email attachment in Word, Word Perfect (saved in Word format), or Rich Text format only.

## **Sample Article:**

### **“An Eye for an Eye”: The Code of Hammurabi**

Hammurabi, the ruler of Babylon from 1795-1750 BC is credited with the first preserved law code of any society. It proclaimed to all citizens what the state's (i.e. the king's) expectations were for their behavior and what the consequences would be for transgressing those expectations.

The Code itself is organized into thematic sections addressing important elements of the proper organization of society. These include the definition of crimes, judicial procedures involved in the prosecution of perpetrators and appropriate punishments to be handed down by the state, codification of the dynamics of important relationships such as father-son, father-daughter, husband-wife, and owner-slave, and descriptions of an owner's relationship to his property. The Code of Hammurabi assumes an ordering of a hierarchical society at the upper echelons of which is divine authority given living expression in the king. Underneath the king's authority were the *amelu*, who had full civil rights and thus were held to a higher standard of reward and punishment, the *muskinu*, freemen who may have been without land holdings and had to accept monetary compensation for bodily injury inflicted upon them, and finally the *ardu*, the slave class.

A significant element of the penal system in ancient Babylon was the absence of long-term incarceration. Punishments for almost all offenses were either monetary or corporal. Corporal punishments were predicated on the adage “Eye for an eye” or

punishment equal to the crime; thus, if a builder erected a house and it fell in, killing the owner's son, the appropriate punishment under this system would have been the killing of the builder's son. Contracts were also a major feature of the Code used to codify a variety of transactions from transfer of property to a marriage.

### **Bibliography**

Kelly, Joseph. "The Fascinating Code of Hammurabi: Wow! I Didn't Know That!" *The History Teacher*. 28 (1995): 555-562.

"The Code of Hammurabi". *Avalon Project at Yale University*. Electronic Document, [http://avalon.law.yale.edu/subject\\_menus/hammenu.asp](http://avalon.law.yale.edu/subject_menus/hammenu.asp).

Shauna Little