Campus Circle Material: Style Guide

This is a style guide for the Campus Circle Material compilation project. Firstly, the font used should be **Times New Roman**. Main headings should be centred, in **bold face** (not underlined), and in font size 14. Subheadings should be font size 12, and body text size 11.5.

Basic Formatting

Here is a short example of a typical section. The sections needn't be numbered if it is deemed not to be appropriate. In this section, we shall outline some more standards for paragraph formatting. Here is an example of a bullet-pointed list:

- This bullet point design should be used for lists. Alternatively, a numbering system can be used if it is more appropriate.
- Lists should not generally exceed a length of six items.
- The length of any individual item in a list should not exceed three lines.
- Lists should only be used to present information succinctly. If this cannot be done, a set of paragraphs would be more appropriate.

Paragraphs should have 0 indent and single line spacing. The reference list at the end of the document should be **Times New Roman** font size 10 and should be according to the Harvard referencing system.

The ISB Campus logo should be left-justified in the header. The ISB logo should be left-justified in the footer. The page number should be in size 11 and should be centre justified in the footer.

The margin size should be as given by the 'Moderate' option in the Layout tab, i.e., 2.54cm on the top and bottom, and 1.91cm on the left and right. Paragraphs should be justified in order to distribute the text evenly between each margin. Finally, a single space should be given between the end of a section and the beginning of a new section (the new section could of course be on a new page, in which case the spacing between it and the previous section would be larger – this is fine).

Quotations of Quran and hadith

The space before and after a quote should be **Times New Roman** font size 8. Quotations should use inverted commas rather than quotation marks. However, quotation marks should be used if direct speech is being quoted within the original quotation. Quotations should be italicised. Longer quotations of Quranic verses and hadith should be given their own lines/paragraphs. An example is given below:

'God commands justice, doing good, and generosity towards relatives and he forbids what is shameful, blameworthy, and oppressive. He teaches you, so that you may take heed.' (Quran, Surah An-Nahl, 16:90)

As can be seen above, since the quotation is a sentence, the full stop is placed **before** the closing inverted comma. The reference should be formatted as shown above, i.e., with the reference. If possible, on the same line as the quote. If it is not possible to have the reference on the same line, then it should be left justified. Alternatively, if the extract of Quran/hadith is shorter, it can be incorporated into the parent paragraph. For example, God has said *'Read! In the name of your Lord who created'* (Quran, 96:1). The name of the surah has been omitted for brevity. In this case, since the quotation is incorporated into a sentence, the full stop is placed **after** the closing inverted comma. If there are many extracts of Quran being quoted in quick succession, only the chapter and verse numbers need be mentioned – the word *'Quran'* can be omitted from the reference for brevity. Below is an example of a hadith qudsi:

'O my servants, I have forbidden injustice for myself and forbade it also for you. So avoid being unjust to one another.' (Sahih Muslim)

The above hadith follows the same rules as the longer Quranic quotation already given.

Conventions for Arabic/Islamic words

A. *English and Arabic Vocabulary*

In general, commonly used Islamic terms should be Romanised (transliterated) rather than translated. However, an English translation should be mentioned after the first time a term is used in a document. This translation should also be included in the Glossary (see Section 5). The only exception to this rule is the word 'God', which should, in general, be used instead of 'Allah', unless the context requires it. E.g: the name 'Abdullah'.

B. *Spellings of Arabic Words*

This section will set out standards for spellings. These standards will have the purpose of avoiding the use of apostrophes (and other punctuation marks) in the spelling of words where possible, as well as avoiding overly complicated transliterations of Arabic words. An uncomprehensive list is given below.

- Greeting should be 'assalamu alaykum' (capitalised only as grammatically necessary).
- 'Quran' should have no apostrophe.
- Muhammad
- Salah – although this should be replaced with 'prayer'.
- Hajj – although this could be replaced with 'pilgrimage'.
- The only case where apostrophes should be used to transliterate an Arabic word is if the word cannot be accurately interpreted otherwise. E.g: 'Al-A'la' (الاعلى), meaning 'The Highest'.

Capitalisation of Nouns and Pronouns

In general, we should try to avoid capitalising first letters of nouns and pronouns; we should capitalise only when it is grammatically required by the English language and when deemed otherwise absolutely essential. Excessive capitalisation in a text or passage can cause it to become unnecessarily uneasy on the eye and difficult to read. As a result, the following specific allowances for capitalisations have been set out:

- All proper nouns, like 'God', 'Muhammad' and 'Quran' should be capitalised.
- When referring to a specific prophet, it should be written as e.g., 'Prophet Muhammad', however when referring to prophets in general, the word 'prophet' should not be capitalised. The same applies to the word 'messenger'.
- Names of God should be capitalised. E.g: 'The Most High'.
- Regarding section titles, important words should be capitalised, whereas less important words such as 'and' and 'of' should be left in lower-case. The section titles of this document can serve as a useful guide.
- Pronouns referring to God (He, Him etc.) should be capitalised.

Aside from these exceptions, and from standard English grammatical rules, nouns and pronouns should not be capitalised.

Miscellaneous Conventions

Finally, we come to a couple of miscellaneous issues. Firstly, the salutation of God 'SWT' should be omitted. Secondly, the salutation of prophets 'pbuh' should be mentioned the first time that a prophet is mentioned in a section/document, but not again thereafter. Any other salutations needn't be included. These regulations are, again, for the sake of the brevity and readability of the resources that we are creating.

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Summaries

Each document should have an associated handout and summary at its beginning. These should sum up the key points and information given in the body of the document, with the handout being even more condensed and more appropriate to give out to people attending a study circle on a given topic, for example. The maximum length of a handout should be a single A4 page, while the minimum length of a summary should be three A4 pages. All summaries should be written in the style set out by this guide.

Suggested paragraph instead:
Each document should have an associated summary at its beginning (of a few sentences), and a handout at the end. The handout should be a maximum of a single A4 page. It should be a condensed version of the document that would be appropriate to give out to people who are, for example, attending a study circle on a given topic. It should sum up the key points and information given in the body of the document. If the full document is especially long, then a summarised version should also be attached at the end, of a minimum length of three A4 pages.

Glossary and References

If it is needed, a standardised glossary briefly explaining the meanings of common Arabic terms and abbreviations should be compiled and inserted at the end of each document. Finally, a bibliography of references used in the document should be included, formatted in the Harvard referencing style.