

I.M.A.M. STYLE GUIDE

VERSION 1



I.M.A.M.



I.M.A.M.

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Contents

Introduction	4
Transliteration	4
Transliteration Scheme	5
Translations.....	6
Arabic Transliterated Spellings	6
Arabic common and proper nouns, adjectives, and phrases	6
Authors and books	15
Chapters of the Qur'an.....	17
Hijri months (in calendar order)	22
Infallibles	23
English Acronyms, Words, and Terms	24
Abbreviations and Acronyms.....	25
Honorifics in parentheses	25
Capitalization	25
Titles of people	25
Words referring to God	27
Punctuation	27
Quoting sources	27
Square brackets	27
Word Usage	28
“God” vs. “Allah”	28
Qur’anic quotes	28
Appendix 1	29



Introduction

This handbook holds an abridged version of the guidance that I.M.A.M. uses in its publications. Other scholars and organizations have requested our style guide, so we are now making this version available for public use. It is up to those organizations or individuals to decide whether to use all or some of the same guidelines. I.M.A.M. uses the seventeenth edition of the *Chicago Manual of Style* (CMoS) for most grammar, punctuation, and style issues. When usage differs from the CMoS, it is noted in this handbook. In addition, there is guidance for issues that recur often in publications, even when CMoS addresses them. I.M.A.M. uses the eleventh edition of *Merriam-Webster's Collegiate Dictionary* (MWCD) for preferred spellings of English words not in this handbook. Frequently used words are also listed even when they are in MWCD.

Contents of the handbook are in this order:

1. Transliteration and translation rules
2. Spelling charts for Arabic words and terms (with terms listed in alphabetical order except in charts that make more sense in numerical order, such as chapters of the Qur'an, Hijri months, and the list of infallibles)
3. Spelling list for English words and terms (in alphabetical order)
4. Other guidance for capitalization, punctuation, grammar, word usage, citations, and book publication (with the headings and subheadings listed in alphabetical order)

Transliteration

Books of jurisprudence (*fiqh*), such as *A Code of Practice for Muslims in the West*, and academic books should use diacritics (e.g., 'Arafāt, Shī'a).

Other books, such as *God's Emissaries, Islam and Christianity*, and non-specialist fiqh manual booklets should not have diacritics. In other words, books for lay people do not have diacritics (e.g., Arafat, Shia).

Digital work such as emails and content on websites and social media should not have diacritics, because the diacritics do not convert properly in some online programs.

For scholarly works, transliterate Arabic words according to the scheme used by the International Journal of Middle Eastern Studies (IJMES). There are some exceptions to the IJMES spellings for words that have common use in English, as seen in this link: [Microsoft Word - IJMES Word List Rev.doc](#).

Spelling for lay publications will use a system that follows the IJMES scheme as closely as possible but does not use diacritics (see the chart below). Occasionally, there will be exceptions in the lay spellings due to common usage of certain spellings. Those are included in the Arabic spelling charts.

When quoting another source, keep the spelling, punctuation, capitalization, and transliteration as close as possible to the original. If there is an obvious typo in the original, you may correct it. If you choose to keep a misspelling that is in the original, put the abbreviation *sic* in italics and in square brackets [*sic*] after the word. This means the original source had the misspelling. See *Chicago Manual of Style*, 13.7, for the few instances of permissible changes to punctuation, capitalization, and spelling of quoted sources.

In Arabic, names use a hyphen with *al*. Make *ibn* lowercase if it is not the first word in a name. Make *Abu* uppercase, as in the following example:

Shaykh Abu Jafar Muhammad ibn Yaqub
al-Kulayni (may God be pleased with him)

Transliteration Scheme

The following table has the IJMES scheme for scholarly works as well as the one used for lay readers.

The hierarchy of spelling is as follows:

1. If the word occurs in *Merriam Webster's*, consider it to be an English word and spell it as it occurs there. For place names, use the spelling used in maps for English speakers. For proper names of modern-day scholars and individuals, use the way they spell their own names.
2. Spell words that do not fall under item one above according to the transliteration table below.
3. Rare exceptions, for words that would seem odd to the general reader if using this system, are in the Arabic transliterated spelling tables below.
4. There will be instances where one will not use the transliteration for general readers for SEO (search engine optimization) purposes. If a particular spelling has a high volume of search traffic on Google, opt for that in SEO blogs.

Arabic	English Representation for Scholarly Works	English Representation for Lay Readers	How Pronounced
ء	’	’ (closing single quotation mark)	glottal stop, sounds a bit like “oh”
ا	often a, but varies depending on vowel markings around it	often a, but varies depending on vowel markings around it	varies depending on vowel markings around it
ب	b	b	“b” as in “bed”
ت	t	t	“t” as in “tent”
ث	th	th	“th” as in “think”
ج	j	j	“j” as in “jam”
ح	h	h	sharp “h”
خ	kh	kh	as “ch” in German “Bach”
د	d	d	“d” as in “deer”
ذ	dh	dh	“th” as in “there”
ر	r	r	“r” as in “run”
ز	z	z	“z” as in “zoo”
س	s	s	“s” as in “sit”
ش	sh	sh	“sh” as in “shut”
ص	ṣ	s	“s” as in “soon”
ض	ḍ	d	a bit like the “d” in “bulldozer”
ط	ṭ	t	hard “t,” a bit like the “t” in “Tasmania”
ظ	ẓ	z	“th” as in “those”
ع	‘	‘ (opening single quotation mark)	a bit like the “a” in “agh” that people say when startled
غ	gh	gh	as “r” in French “Paris”
ف	f	f	“f” as in “fit”
ق	q	q	“q” as in Iranian city of “Qom”
ك	k	k	“k” as in “king”
ل	l	l	“l” as in “lift”
م	m	m	“m” as in “moon”

Arabic	English Representation for Scholarly Works	English Representation for Lay Readers	How Pronounced
ن	n	n	“n” as in “net”
هـ	h	h	“h” as in “house”
و (as a consonant)	w	w	“w” as in “wonder”
ي (as a consonant)	y	y	“y” as in “yellow”
ة	-a	-a	
ال	al- or -l-	al- or -l-	
آ	ā	a	
ـَ	a	a	“a” as in “pat”
ـِ	i	i	“i” as in “pit”
ـُ	u	u	“u” as in “put”
أ	ā	a	
ي	ī	i	“ee” as in “meet”
و	ū	u	“oo” as in “moot”
ـِـي	ai or ay	ai or ay	“ay” as in “say”
ـِـو	au or aw	aw	“ow” as in “cow”
ـِـيـي	iyy	iyy	
ـِـوـو	uww	uww	

Translations

When quoting another source, keep the spelling, punctuation, capitalization, and transliteration as close as possible to the original. If there is an obvious typo in the original, you may correct it. If you choose to keep a misspelling that is in the original, put the abbreviation *sic* in italics and in square brackets [*sic*] after the word. This means the original source had the misspelling. See *Chicago Manual of Style*, 13.7, for the few instances of permissible changes to punctuation, capitalization, and spelling of quoted sources.

When quoting from a translated source, keep the words of the translation the same. If you need to adjust a word or two, place your changes in square brackets and italics, to distinguish between translator brackets which do not have italics inside. If you find that you are making too many changes, you should either use another translation or have someone authorized by I.M.A.M. or your organization who is familiar with the original Arabic to translate anew.

Arabic Transliterated Spellings

Arabic common and proper nouns, adjectives, and phrases

The first column in the table below has the IMES spelling for use in scholarly publications. The second column holds I.M.A.M. spellings for non-scholarly publications for general readers (both Muslims and non-Muslims). The English equivalent column has a quick, one or two-word equivalent meaning. If you

need more explanation of any of the words, then a definition would be in order either within the text or in a footnote or glossary. The SEO column holds spellings to use in blogs because of their frequent use in search engines.

Spell place names as seen on most common maps.

Arabic phrases, unless noted, do not have a period after them.

For prophets' names, the English equivalent column lists the conventional English Biblical name, if any. For words, such as imam that are used both as a title and as a common noun, please see the section in this guide called Titles of People.

All words and terms in this chart are in alphabetical order. "The" and "al-" are not part of alphabetization. This chart alphabetizes the names of people who lived in the Prophet's time by first name, since the general reader may not be familiar with the rest of their name. It alphabetizes scholars and people of modern times by last name, which is the last word of their name plus "Abu" or "Ibn" if it occurs directly before the last word.

Immediately following this chart is a chart of commonly cited authors and books, as well as charts for items that make more sense presented in numerical order (chapters of the Qur'an, Hijri months, and the infallibles).

Arabic	Transliteration for scholarly publications	Transliteration for general readers	English equivalent or brief explanation	SEO spelling
عَبْدُ الْمُطَّلِبِ	‘Abd al-Muṭṭalib	‘Abd al-Muttalib	grandfather of the Prophet	
عَبْدُ اللَّهِ بْنِ الْعَبَّاسِ	‘Abd Allāh ibn al-‘Abbās	‘Abdullah ibn al-‘Abbas	cousin of the holy Prophet (pbuh&hp).	
أَبُو	abū (capitalized only when not preceded by another name)	abu	title, meaning "father of"	
أَبُو بَكْرٍ	Abū Bakr	Abu Bakr		
أَبُو ذَرٍّ الْغِفَارِيِّ	Abū Dhar al-Ghifārī	Abu Dhar al-Ghifari	a companion of the holy Prophet (pbuh&hp)	
أَبُو الْفَضْلِ الْعَبَّاسِ	Abū-l-Faḍl al-‘Abbās	Abu al-Faḍl al-‘Abbas (p)	The half-brother of Imam Hussain (p) and one of the great martyrs of Karbala	
أَبُو سُفْيَانَ	Abū Sufyān	Abu Sufyan		
النَّبِيُّ آدَمُ	al-nabī Ādam	Prophet Adam (p)	Adam	
أَذَانٌ	adhān	adhan	call to prayer	
عَهْدٌ	‘ahd	‘ahd	covenant	
أَهْلُ الْبَيْتِ	Ahl al-Bayt	Ahl al-Bayt	Holy Household	
أَهْلُ الْخِزْرَةِ	ahl al-khibra	ahl al-khibra	experts	
أَهْلُ الْكِتَابِ	ahl al-kitāb	ahl al-kitab	People of the Book	
الْأَعْلَمُ	al-a‘lam	al-a‘lam	most knowledgeable	
اللَّهُ تَعَالَى	Allāhu ta‘ālā	Allah ta‘ala	Allah, the Exalted	
اللَّهُ أَكْبَرُ	Allāhu akbar	Allahu akbar	God is greater	

Arabic	Transliteration for scholarly publications	Transliteration for general readers	English equivalent or brief explanation	SEO spelling
اللَّهُمَّ صَلِّ عَلَى مُحَمَّدٍ وآلِ مُحَمَّدٍ	Allāhumma ṣalli ‘alā Muḥammadin wa āl-i Muḥammad	Allahumma salli ala Muhammadin wa al-i Muhammad	O God! Bless Muhammad and the progeny of Muhammad	
عَلَامَة	‘Allāma	‘Allama	a title meaning one who is highly knowledgeable	
عِمَامَة	‘imāma	‘imama	turban	
أَمْر	amr	amr	matter; command	
الْأَمْرُ بِالْمَعْرُوفِ وَالنَّهْيِ عَنِ الْمُنْكَرِ	al-amr bi-l-ma‘rūf wa-n-nahy ‘ani-l- munkar	al-amr bi-l-ma‘ruf wa-n-nahy ‘ani-l- munkar	enjoining good and forbidding evil	
الْأَنْصَار	al-anṣār	al-ansar	the supporters Capitalize if you are not using “al-” and are referring specifically to those in Medina who helped the Prophet and other Muslims who came to Medina	
أَنْصَار	anṣār	Ansar	supporter Capitalize only when not using the prefix al- and referring specifically to those Medinans who helped the Prophet (pbuh&hp) and others who immigrated from Mecca	
عَقِيقَة	‘aqīqa	‘aqiqa	sacrifice	aqiqah
عَرَفَة	‘Arafa	‘Arafa	day that pilgrims assemble at Arafat	
عَرَفَات	‘Arafāt	‘Arafat	an area outside Mecca that pilgrims visit during hajj	
أَرْبَعِينَ	Arba‘īn	Arba‘in	fortieth day after the martyrdom of Imam Hussain (p)	Arbaeen
عَاشُورَاء	‘Āshūrā	‘Ashura’	day of Imam Hussain’s martyrdom	
السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ	as-salāmu ‘alaykum wa raḥmatullāhi wa barakātuh	as-salamu ‘alaykum wa rahmatullahi wa barakatuh	may the peace, mercy, and blessings of God be with you	
آيَةُ الْكُرْسِيِّ	Āyat al-Kursī	Ayat al-Kursi	Qur’an 2:255	
آيَةُ اللَّهِ	Ayatollah	Ayatollah	Sign of God; refers to a Shia Islamic jurist. Capitalize only when used as a title; when used as a common noun do not capitalize (see examples in text of Style Guide, <u>Titles of People</u>)	
النَّبِيُّ أَيُّوبُ	al-nabī Ayyūb	Prophet Ayyub (p)	Job	
بَغْدَاد	Baghdad	Baghdad	the capital of Iraq	
بَالِغ	bāligh	baligh	a person who has reached the age of religious obligation	
بَصْرَة	Baṣra	Basra	a city in southern Iraq	
بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ	bismillāh ‘ir- Raḥmān ‘ir-Raḥīm	bismillah ‘ir- Rahman ‘ir-Rahim	In the name of God, the Beneficent, the Merciful	

Arabic	Transliteration for scholarly publications	Transliteration for general readers	English equivalent or brief explanation	SEO spelling
بُلُوغ	bulūgh	bulugh	the age of religious obligation	
دَمَشَق	Damascus	Damascus	the capital of Syria	
النَّبِيُّ دَاوُد	al-nabī Dāwūd	Prophet Dawud (p)	David	
دِين	dīn	din	religion	deen
ذَبِيْحَة	dhabīḥa	dhabiha	lawful Islamic animal slaughter	
ظُهْر	ẓuhr	zuhr	noon prayer	
دُعَاء	du‘ā’	du‘a’	supplication	
عِيدُ الْأَضْحَى	‘Īd al-Aḍḥā	Eid al-Adha	celebration of day of sacrifice at hajj	
عِيدُ الْفِطْرِ	‘Īd al-Fiṭr	Eid al-Fitr	celebration of the end of the month of fasting	
عِيدُ الْغَدِير	‘Īd al-Ghadīr	Eid al-Ghadir	celebration of the Prophet’s announcement of Imam Ali (p) as his successor	
فَتْوَى / فَتَاوَى	fatwā/fatāwā	fatwa/fatawa	edict/edicts	
غِنَاء	ghinā’	ghina’	music for entertainment	
غُسْل	ghusl	ghusl	ritual bath	
حَدِيث	ḥadīth	hadith	tradition, narration	
أَحَادِيث	‘aḥadīth	hadith	traditions, narrations	
حَاجَّ / حَاجَّة	ḥājj/ḥājja	hajj/hajja	man/woman who has made the pilgrimage to Mecca. Capitalize when used as a title; do not capitalize when used as a common noun.	
حَجَّ	ḥajj	hajj	pilgrimage	
حَجَّةُ الْإِسْلَام	ḥajjat al-Islām	hajjat al-Islam	the obligatory pilgrimage	
حَجَّ التَّمَتُّع	ḥajj al-tamattu‘	hajj al-tamattu‘	a kind of pilgrimage that is obligatory for a person whose distance from Mecca is over sixteen parasangs or forty-eight miles	
حَلَال	ḥalāl	halal	permissible	
الْحَمْدُ لِلَّهِ	al-ḥamdu li’llāh	al-hamdu li’llah	praise be to God	alhamdulillah
حَرَام	ḥarām	haram	forbidden	
النَّبِيُّ هَارُون	al-nabī Hārūn	Prophet Harun (p)	Aaron	
الْحُسَيْنَيْنِ	al-Ḥasanayn	al-Hasanayn	Imams Hasan and Hussain (pbut)	
حَوْزَة	ḥawza	hawza	Islamic seminary	
حَيْض	ḥayḍ	hayd	menstrual blood	
حِجَاب	ḥijāb	hijab	covering/veil	
حِجَاز	Ḥijāz	Hijaz	a region on the Arabian Peninsula	

Arabic	Transliteration for scholarly publications	Transliteration for general readers	English equivalent or brief explanation	SEO spelling
هجرة	hijra	hijra	the Prophet's migration from Mecca to Medina	
هلال	hilāl	hilal	crescent	
حراء	Ḥirāʿ	Hiraʿ	the cave/mountain where the Prophet (pbuh&hp) received his first revelation	
النبي هود	al-nabī Hūd	Prophet Hud (p)		
حجة الإسلام	Ḥujjatu'l-Islām	Hujjat al-Islam	Proof of Islam a title given to a scholar who has studied the advanced level of seminarian studies (al-kharij).	
الحُرُّ الرِّياحي	Al-Ḥurr al-Riyāḥī	al-Hurr al-Riyahi	one of the companions of Imam Hussain (p)	
حُسَيْنِيَّة	Ḥusayniyya	Husayniyya	congregation hall for Twelver Shia Muslims to hold their ceremonies, especially those associated with the mourning of Imam Hussain (p)	
ابن تيمية	Ibn Taymiyya	Ibn Taymiyya	a Sunni scholar who lived during the seventh hijri century	Ibn Taymiyyah
النبي إبراهيم	al-nabī Ibrāhīm	Prophet Ibrahim (p)	Abraham	
النبي إدريس	al-nabī Idrīs	Prophet Idris (p)	Enoch	
عدة	ʿidda	ʿidda	waiting period for a woman after divorce or after the death of her husband	
احتياط	iḥṭiyāṭ	ihtiyat	precaution	
احتياط استنباطي	iḥṭiyāṭ istiḥbābī	ihtiyat istihbabi	recommended precaution	
احتياط واجب / احتياط وجوبي	iḥṭiyāṭ wājib/iḥṭiyāṭ wujūbī	ihtiyat wajib; ihtiyat wujubi	obligatory precaution	
علم الحديث	ʿilm al-ḥadīth	ʿilm al-hadith	study of narrations	
علم الرجال	ʿilm al-rijāl	ʿilm al-rijal	study of transmitters of hadith	
إمام / أئمة	imām(ah)	imam(s)	religious leader (could also serve as a title, and capitalize when using it as a title or proper noun and not when using it as a common noun. See Titles of People later in this Style Guide.)	
إمامة	imāma	imama	imamate, religious leadership	
إقامة	iqāma	iqama	second call to prayer	iqamah
النبي عيسى	al-nabī ʿĪsā	Prophet ʿIsa (p)	Jesus	
أصفهان	Iṣṣfahān	Isfahan	a city in Iran	
النبي إسحاق	al-nabī Iṣḥāq	Prophet Ishaq (p)	Isaac	
النبي إسماعيل	al-nabī Ismāʿīl	Prophet Ismail (p)	Ishmael	
إسراف	isrāf	israf	extravagant expenditure	
استهلال	istihlāl	istihlal	transformation	

Arabic	Transliteration for scholarly publications	Transliteration for general readers	English equivalent or brief explanation	SEO spelling
اسْتِخَارَة	istikhāra	istikhara	seeking counsel from Allah, the Exalted, through the holy Qur'an and other prescribed means	
اسْتِصْحَاب	istiṣhāb	istishab	a jurisprudential principle that denotes the presumption of continuity	
جَعْفَرِي	Ja'farī	Ja'fari	a follower of the sixth Imam of the Ahl al-Bayt, Imam Jafar al-Sadiq (p) (synonymous to Shia Twelver)	
جَنَابَة	janāba	janaba	major ritual impurity that results from sexual intercourse or ejaculation	janabah
جِبْرِيل / جِبْرَائِيل	Jibrīl/Jibrā'īl	Jibril/Jibra'il	Gabriel	
جِهَاد	jihād	jiḥad	striving	
جُزْء	juz'	juz'	one-thirtieth of the Qur'an	juz
كَعْبَة	Ka'ba	Ka'ba	square edifice in the center of the holy mosque in Mecca	Kaaba
كَبِيرَة	kabīra	kabira	a grave sin	
كَفَّارَة	kaffāra	kaffara	expiation	kaffarah
كَرْبَلَاء	Karbala	Karbala	city in Iraq that holds the shrine of Imam Hussain (p) and the martyrs of Karbala	
كَاطِمِيَّة	Kāzimīyya	Kazimiyya	a city in Iraq holding the shrines of the seventh and ninth imams (pbut)	
خَدِيجَة بِنْتُ خُوَيْلِد	Khadījah bint Khuwaylid	Khadijah bint Khuwaylid (p)	the first wife of the Prophet	
خَالِدُون	khālidūn	khalidun	immortal, imperishable	
خِضْر	Khiḍr	Khidr	the righteous servant who has special wisdom which he taught Prophet Musa (p)	
خَم	Khum	Khum	a place between Mecca and Medina	
خُمْس	khums	khums	one-fifth tax on surplus of gains	
كُوفَة	Kūfa	Kufa	a city in Iraq	
لَا إِلَهَ إِلَّا اللَّهُ	lā ilāha illallāh	la ilaha illallah	there is no god but Allah	
لَيْلَةُ الْقَدْرِ	Laylat al-Qadr	Laylat al-Qadr	Night of Decree	Laylatul Qadr
النَّبِيُّ لُوط	al-nabī Lūṭ	Prophet Lut (p)	Lot	
مَبْعَث	mab'ath	mab'ath	onset of the Prophet's mission	
مَدِينَة	madinah	madinah	a city	
مَحْرَم	maḥram	mahram	a spouse or a close relative that one may not marry	
مَكْرُوه	makrūh	makruh	detested	
مَقَامُ إِبْرَاهِيم	maqām Ibrāhīm	maqam Ibrahim	Station of Abraham that is near the Kabah	

Arabic	Transliteration for scholarly publications	Transliteration for general readers	English equivalent or brief explanation	SEO spelling
مُرْجِع	marjiʿ	marjiʿ	a jurist who is qualified to be emulated in jurisprudential matters.	
مَرَاجِع	marājiʿ	maraji	the plural of marja	
مَرْجِعِيَّة	marjiʿiyya	marjaeyya		
مَرْوَة	Marwa	Marwa	a hill in the city of Mecca	
مَشْهَدُ الْمُقَدَّسَةِ	Mashhad al-Muqaddasa	(Holy City of) Mashhad	a city in Iran that holds the shrine of Imam Rida (p)	
مَيْتَة	mayta	mayta	an animal not slaughtered according to Islamic law	
مَكَّةُ الْمُكَرَّمَةِ	Makka al-Mukarrama	(Holy City of) Mecca (Meccan surahs)	the city where the Prophet (pbuh&hp) was born	
الْمَدِينَةُ الْمُنَوَّرَة	al-Madīna al-Munawwara	(Holy City of) Medina (Medinan surahs)	the city where the Prophet (pbuh&hp) lived after leaving Mecca	Medina
مِنَى	Minā	Mina	a location outside of Mecca where pilgrims spend the night in tents	
مِعْرَاج	miʿrāj	Miʿraj (capitalized when referring specifically to the Prophet’s night journey)	ascent	
الْمَوْصِل	Mosul	(al-)Mosul	a city in northwestern Iraq	
مُعَاوِيَة	Muʿāwiya	Muʿāwiya		
مُبَاهَلَة	Mubāhala	Mubahala	debate	
مُؤَدِّن	muʾadhdhin	muʾadhdhin	person who recites the call to prayer. Muezzin is in Merriam Webster’s; that spelling is recommended even though it is quite different from the IJMES spelling.	muezzin
مُفْتِي	muftī	mufti	a jurist who is qualified to issue religious edicts	
مُهَاجِرُون	Muhājirūn	Muhajirun	emigrants (capitalized only when referring specifically to those who emigrated from Mecca with the Prophet)	
مُجْتَهِد	mujtahid	mujtahid	a scholar who can derive Islamic laws from their sources	
مُجْتَهِدِينَ	mujtahidīn	mujtahidin	plural of mujtahid	
النَّبِيُّ مُوسَى	al-nabī Mūsa	Prophet Musa (p)	Moses	
مُسْتَحَب	mustaḥabb	mustahabb	recommended	
مُتَعَة	mutʿa	mutʿa	temporary marriage	muta
مُتَنَجِّس	mutanajjis	mutanajjis	made ritually impure	
مُزْدَلِفَة	Muzdalifa	Muzdalifa	a location outside of Mecca where pilgrims spend the night in the open air	Muzdalifah
نَذْر	nadhr	nadhr	vow	

Arabic	Transliteration for scholarly publications	Transliteration for general readers	English equivalent or brief explanation	SEO spelling
النَجَفُ الْأَشْرَفُ	al-Najaf al-Ashraf	(Holy City of) Najaf	a city in Iraq holding the shrine of Imam Ali (p)	
نَجِس	najis	najis	ritually impure	
نَجَاسَة	najāsa	najasa	ritual impurity	
النِّيَّة	al-niyya	niyya	intention	niyyah
النَّبِيُّ نُوح	al-nabī Nūḥ	Prophet Nuh (p)	Noah	
قَضَاء	qaḍāʾ	qadaʾ	missed ritual prayers	
قَاصِر	qāṣir	qasir	a minor	
قَصْر	qaṣr	qasr	shortening ritual prayers	
قِبْلَة	qibla	qibla	direction of the Kabah	
قُمْ الْمُقَدَّسَة	Qum al-Muqaddasa	(Holy City of) Qom	a city in Iran having the shrine of Imam Rida's sister (p)	
الْقُرْآن	Qur'an	Qur'an	the holy book revealed by God to Prophet Muhammad (pbuh&hp) and the central religious text of Islam	
قُرَيْش	Quraysh	Quraysh	one of the Arabian tribes of Mecca	
رَدُّ الْمَظَالِمِ	radd al-maẓālim	radd al-mazalim	payment of grievances	
رَكْعَة	rakʿa	rakʿa	unit of prayer	
رُكُوع	rukūʿ	rukuʿ	bowing	
صَدَقَة	ṣadaqa	sadaqa	voluntary charity	
الصَّفا	al-Ṣafā	Safa	a hill in the city of Mecca	
الصَّفا وَالْمَرْوَة	al-Ṣafā w'al-Marwa	Safa and Marwa	the two hills in the city of Mecca	
صَغِيرَة	ṣaghīra	saghira	a minor sin	
سَهْمُ الْإِمَام	sahm al-imām	sahm al-imam	portion of the imam from khums	
سَعْي	saʿī	saʿi	walking between Safa and Marwah	
سَجْدَة	sajda	sajda	prostration	sajdah
صَلَاةُ الدِّين	Ṣalaḥ al-Dīn	Salah al-Din	a prominent leader of the Ayyubi sect	Saladin or Salahuddin
النَّبِيُّ صَالِح	al-nabī Ṣāliḥ	Prophet Salih (p)		
سَامَرَاء	Samarra	Samarra	a city in Iraq having the shrines of the tenth and eleventh imams as well as the room the twelfth imam lived in prior to his occultation	
سَيِّد	sayyid	sayyid	male descendant of the Prophet (pbuh&hp). Capitalize when using as a title and use lower-case when using as a common noun	
شَهَادَة	shahāda	shahada	testimony of faith	
شَرِيعَة	sharīʿa	shari ʿa	Islamic law	

Arabic	Transliteration for scholarly publications	Transliteration for general readers	English equivalent or brief explanation	SEO spelling
شَيْخ	shaykh	shaykh	an Islamic scholar (Use lower case when using as a common noun and capitalize when using as a title. See Titles of People in this Style Guide.)	
شِيعَة	shi'a (pl)	Shi 'a	the followers of the Ahl al-Bayt (pbut)	
شِيعِي	shi'i (n + adj)	Shi'i	a follower of the Ahl al-Bayt (pbut)	
النَّبِيُّ شَعِيب	al-nabī Shu'ayb	Prophet Shu'ayb (p)	Jethro	
السَّيِّد عَلِي الْحُسَيْنِي السِّسْتَانِي	Al-Sayyid 'Ali al-Ḥusaynī al-Sistānī	Sayyid 'Ali al-Husseini al-Sistani		
صُوفِي	Ṣūfī	Sufi(s)		
النَّبِيُّ سُلَيْمَان	al-nabī Sulaymān	Prophet Sulayman (p)	Solomon	
سُنَّة	sunna	sunna	the way of the Prophet Muhammad and Ahl al-Bayt (pbut)	sunnah
سُنِّي	Sunni	Sunni(s)		
سُورَة	sura	sura(s)	chapter	surah
السَّيِّد مُحَمَّد حُسَيْن الطَّبَّاطَبَايِي	Al-Sayyid Muḥammad Ḥusayn al-Ṭabāṭabā'ī	Sayyid Muhammad Hussain Tabataba'i (may God be pleased with him)		
تَفْسِير	tafsīr	tafsir	commentary	
طَهَارَة	ṭahāra	tahara	ritual purity	
تَكْبِير	takbīr	takbir	saying Allah is great	
تَقْلِيد	taqlīd	taqlid	following a marja	
تَقْصِير	taqṣīr	taqsir	shortening one's prayer because of travel	
التَّعَرُّبُ بَعْدَ الْحِجْرَةِ	al-ta'arrub ba'd al-hijra	al-ta'rrub ba'd al-hijra	traveling to a place where a person's faith and religiosity weakens	
تَسْبِيح	tasbīḥ	tasbih	glorification of God	
تَسْلِيم	taslīm	taslim	the salutation at the end of prayer	
طَوَاف	ṭawāf	tawaf	circling the Kabah	
تَوْحِيد	tawḥīd	tawhid	divine oneness	
تَيَمُّم	tayammum	tayammum	ablution with dirt (dry ablution)	
عُمَر	'Umar	'Umar		
أُمَيَّة	Umayya	Umayyad(s)		
عُمْرَة	'umra	'umra	a shortened pilgrimage, usually outside the hajj month	umrah
أَصُولُ الْفَقْهِ	uṣūl al-fiqh	usul al-fiqh	principles of jurisprudence	
عُثْمَان	'Uthmān	'Uthman		Uthman

Arabic	Transliteration for scholarly publications	Transliteration for general readers	English equivalent or brief explanation	SEO spelling
وهاب	Wahhābi	Wahhabi		
واجب	wājib	wajib	obligatory	
واجب كفائي	wājib kifā'ī	wajib kifa'i	an obligation that if performed by some duty-bound Muslims, the others will no longer held accountable	
وضوء	wūḍu'	wudu'	ablution	wudu
النبي يحيى	al-nabī Yaḥya	Prophet Yahya (p)	John the Baptist	
النبي يعقوب	al-nabī Ya'qūb	Prophet Ya'qub (p)	Jacob	
يثرب	Yathrib	Yathrib	the city to which the Prophet (pbuh&hp) moved after leaving Mecca	
يزيد بن معاوية	Yazīd ibn Mu'āwiya	Yazid ibn Mu'awiya		
النبي يونس	al-nabī Yūnus	Prophet Yunus (p)	Jonah	
النبي يوسف	al-nabī Yūsuf	Prophet Yusuf (p)	Joseph	
زكاة	zakāt	zakat	required charity	
النبي زكريا	al-nabī Zakariyyā	Prophet Zakariyya (p)	Zechariah	
زمزم	Zamzam	Zamzam	a well in Mecca	
زينب الكبرى	Zaynab al-Kubrā	Zaynab (p) or Zaynab al-Kubra (p)	granddaughter of the Prophet and sister of Imam Hussain (p)	
زيارة	ziyāra	ziyara	visiting shrines	
زيارة وارث	Ziyārat wārith	Ziyarat warith	a text recited when visiting the shrine of Imam Hussain (p).	
الزيارة الجامعة الكبيرة	Al-ziyāra al-jāmi'a al-kabīra	Al-ziyara al-jami'a al-kabira	a text recited when visiting any of the fourteen infallibles (pbut).	

Authors and books

For Arabic titles, capitalize only the first letter of the first word and any proper names according to the *Chicago Manual of Style* 8.158.

If there is a modern-day author that already has a spelling in Roman letters, use their spelling. If not, or if they are a historical scholar, use the I.M.A.M. spelling system.

These authors are in alphabetical order by what English speakers would term their surname—the last word of their name. “Ibn” and “Abu” are parts of a surname and part of the alphabetization if they occur directly before that last word, but “al-” is not part of alphabetizing the last name.

Author (spelling for scholarly publications)	Author (spelling for lay readers)	Book (spelling for scholarly works)	Book (spelling for lay readers)
الإمام علي بن الحسين زين العابدين السجاد Al-Imām 'Alī ibn al-Ḥasan Zayn al-'Ābidīn	Imam 'Ali Zayn al-'Abidin	الصحيفة السجادية Al-Ṣaḥīfa al-sajjādiyya	Al-sahifa al-sajjadiyya

Author (spelling for scholarly publications)	Author (spelling for lay readers)	Book (spelling for scholarly works)	Book (spelling for lay readers)
السَّيِّدُ مُحَمَّدُ بْنُ الْحَسَنِ الْحَزَّالِي الْعَامِلِي Al-Shaykh Muḥammad ibn al-Ḥasan al-Ḥurr al-‘Āmilī	Shaykh Muhammad ibn al-Hasan al-Hurr al-‘Amili	تفصيل وسائل الشيعة Tafṣil wasā’il al-Shi‘a	Tafsil wasa’il al-Shi’a
جابر الأنصاري Jābir al-Anṣārī	Jabir al-Ansari		
السَّيِّدُ حُسَيْنُ بْنُ الْبُرُوجَرْدِيِّ Al-Sayyid Ḥusayn al-Burūjirdī	Sayyid Hussain al-Burujirdi	جامع أحاديث الشيعة Jami‘ aḥādīth al-Shi‘a	Jami‘ ahadith al-Shi’a
شمس الدين الذهبي Shams al-Dīn al-Dhahabī	Shams al-Din al-Dhahabi	سير أعلام النبلاء Siyar a‘lām al-nubalā تاريخ الإسلام Tarīkh al-Islām	Siyar a‘lam al-nubala’ Tarikh al-Islam
السَّيِّدُ عَبْدِ الْهَادِي مُحَمَّدُ تَقِي الْحَكِيمِ Sayyid ‘Abd al-Hādī Muḥammad Taqī al-Ḥakīm	Sayyid Abdul Hadi Muhammad Taqi al-Hakim	الفتاوى الميسرة الفقه للمعتزبين المنتخب من المسائل المنتخبة Al-fatāwā al-muyassara Al-fiqh li’l-mughtaribīn Al-muntakhab min al-masā’il al-muntakhaba	Al-fatawa al-muyassara, (Jurisprudence Made Easy) Al-fiqh li’l-mughtaribin, (A Code of Practice for Muslims in the West) Al-muntakhab min al-masa’il al-muntakhaba
السَّيِّدُ عَبْدِ اللَّهِ الْحِمْيَرِي Al-Shaykh ‘Abdullāh al-Ḥimyarī	Shaykh ‘Abdullah al-Himyari	قرب الإسناد Qurb al-isnād	Qurb al-isnad
المفتي الهندي Al-Muttaqī al-Hindī	Al-Muttaqi al-Hindi	كنز العمال Kanz al-‘ummāl	Kanz al-‘ummāl
مالك بن أنس Mālik ibn Anas	Malik ibn Anas	الموطأ Al-mūwaṭṭa	Al-muwatta’
ابن الأثير Ibn al-Athīr	Ibn al-Athir	الكامل في التاريخ Al-kāmil fī al-tārīkh	Al-kamil fi al-tarikh
ابن كثير Ibn Kathīr	Ibn Kathir	البداية والنهاية Al-bidāya wa al-nihāya	Al-bidaya wa al-nihaya
السَّيِّدُ رُوحُ اللَّهِ الْمُوسَوِي الْخَمِينِي Al-Sayyid Rūḥullāh al-Mūsawī al-Khomeinī	Sayyid Ruhullah Khomeini	الأربعون حديثاً تحرير الوسيلة Al-arba‘ūn ḥadīthā Tahrīr al-wasila	Al-arba’un haditha Tahrir al-wasila
السَّيِّدُ أَبُو الْقَاسِمِ الْمُوسَوِي الْخُوْنِي Al-Sayyid Abū al-Qāsim al-Khūnī	Sayyid Abu al-Qasim al-Khoei	منهاج الصالحين Minhāj al-ṣāliḥīn	Minhaj al-salihin
السَّيِّدُ مُحَمَّدُ بْنُ يَعْقُوبَ الْكَلْبِي Al-Shaykh Muḥammad ibn Ya‘qub al-Kulaynī	Shaykh Muhammad ibn Ya‘qub al-Kulayni	الكافي Al-kāfi	Al-kafi
السَّيِّدُ مُحَمَّدُ بَاقِرُ الْمَجْلِسِيِّ Al-Shaykh Muḥammad Bāqir al-Majlisī	Shaykh Muhammad Baqir al-Majlisi	بحار الأنوار Biḥār al-anwār	Bihar al-anwar
أبو الحسن المسعودي Abū al-Ḥasan al-Mas‘ūdī	Abu al-Hasan al-Mas‘udi	مروج الذهب ومعادن الجواهر Murūj al-dhahab wa ma‘ādin al-jawāhir	Muruj al-dhahab wa ma’adin al-jawahir
السَّيِّدُ مُحَمَّدُ رِذَا الْمُظْفَرِ Al-Shaykh Muḥammad Riḍā al-Muẓafar	Shaykh Muhammad Rida al-Muzafar	عقائد الإمامية ‘Aqā’id al-imāmiyya	‘Aqa’id al-imamiyya
السَّيِّدُ مُحَمَّدُ مَهْدِي النَّرَاقِيِّ Al-Shaykh Muḥammad Mahdī al-Narāqī	Shaykh Muhammad Mahdi al-Naraqī	جامع السعادات Jāmi‘ al-sa‘ādāt	Jami‘ al-sa’adat
الميرزا حسين النوري Al-Mīrzā Ḥusayn al-Nūrī	Mirza Hussain al-Nuri	مستدرک الوسائل Mustadrak al-wasā’il	Mustadrak al-wasa’il

Author (spelling for scholarly publications)	Author (spelling for lay readers)	Book (spelling for scholarly works)	Book (spelling for lay readers)
السَّيِّدُ عَبَّاسُ الْقُمِّي Al-Shaykh ‘Abbās al-Qummi	Shaykh ‘Abbas al-Qummi	مفاتيح الجنان Mafātiḥ al-jinān	Mafatih al-jinan
الشَّيْخُ الرَّضِيُّ Al-Sharīf al-Raḍī	Al-Sharīf al-Raḍī	نَهجُ الْبَلَاغَةِ Nahj al-balāgha	Nahj al-balagha
السَّيِّدُ مُحَمَّدُ بَاقِرُ الصَّدْرِ Al-Sayyid Muḥammad Bāqir al-Ṣadr	Sayyid Muhammad Baqir al-Sadr	الفتاوى الواضحة Al-fatāwa al-wāḍiḥa	Al-fatawa al-wadiha
السَّيِّدُ عَلِيُّ بْنِ بَابُوهِ الصَّدُوقِ Al-Shaykh ‘Alī ibn Bābawayh al-Ṣadūq	Shaykh ‘Alī ibn Babwayh al-Saduq		
السَّيِّدُ مُحَمَّدُ بْنُ عَلِيِّ بْنِ بَابُوهِ الصَّدُوقِ Al-Shaykh Muḥammad ibn ‘Alī ibn Bābawayh al-Ṣadūq	Shaykh Muhammad ibn ‘Alī ibn Babwayh al-Saduq	الخصال من لا يحضره الفقيه Al-khiṣāl Man lā yahḍuruh al-faqīh	Al-khisal Man la yahduruh al-faqih
السَّيِّدُ عَلِيُّ الْحُسَيْنِيِّ السِّسْتَانِيِّ Al-Sayyid ‘Alī al-Ḥusaynī al-Sistānī	al-Sayyid Ali al-Husseini al-Sistani	مناسك الحج المسائل المنتخبة منهاج الصالحين التعليقة على العروة الوثقى Manāsik al-Ḥajj Al-masā’il al-muntakhaba Minhaj al-ṣāliḥīn Al-ta’līqa ‘alā al-‘urwa al-wuthqā	Manasik al-hajj Al-masa’il al-muntakhabah Minhaj al-salihin Al-ta’liqa ‘ala al-urwa al-wuthqa
السَّيِّدُ حَسَنُ بْنُ الْفَضْلِ الطَّبْرَسِيِّ Al-Shaykh Ḥasan ibn al-Faḍl al-Ṭabrisī	Shaykh Hasan ibn al-Faḍl al-Tabrasi	مكارم الأخلاق Makārim al-akhlāq	Makarim al-akhlaq
السَّيِّدُ مُحَمَّدُ بْنُ الْحَسَنِ الطُّوسِيِّ Al-Shaykh Muḥammad ibn al-Ḥasan al-Ṭūsī	Shaykh Muhammad ibn al-Hasan al-Tusi	الأمالي تأذيب الأحكام Al-amālī Tahdhīb al-aḥkām	Al-amali Tahdhīb al-ahkam

Chapters of the Qur’an

Do not place quotation marks around chapter names, and do not put a comma after a chapter name. Example: Surat al-Fatiha 1:1 or (Qur’an 2:62)

The second column in the table below is for non-scholarly publications for Muslims or for non-Muslims;

scholarly publications use the IJMES transliteration scheme with diacritics as shown in the first column.

You may also see Surat spelled as Surah or Sura in other sources. When writing about specific chapters of the Qur’an, use Surat, as in Surat al-Fatiha. When using the word only, use the spelling sura unless it is for SEO purposes (surah).

Transliteration for scholarly works	Transliteration for general readers	English equivalent
الفَاتِحَةُ al-Fātiḥa	1 Surat al-Fatiha	1 chapter of the Opening
البَقَرَةُ al-Baqara	2 Surat al-Baqara	2 chapter of the Cow
آلِ عِمْرَانَ Āl-i ‘Imrān	3 Surat Al-i ‘Imran	3 chapter of the Imrans
النِّسَاءُ al-Nisā’	4 Surat al-Nisa’	4 chapter of the Women

Transliteration for scholarly works	Transliteration for general readers	English equivalent
al-Mā'idā	5 Surat al-Ma'ida	5 chapter of the Table
al-An'ām	6 Surat al-An'am	6 chapter of the Cattle
al-A'rāf	7 Surat al-A'raf	7 chapter of the Heights
al-Anfāl	8 Surat al-Anfal	8 chapter of the Spoils
al-Tawba	9 Surat al-Tawba	9 chapter of the Repentance
Yūnus	10 Surat Yunus	10 chapter of Jonah
Hūd	11 Surat Hud	11 chapter of Hud
Yūsuf	12 Surat Yusuf	12 chapter of Joseph
al-Ra'd	13 Surat al-Ra'd	13 chapter of Thunder
Ibrāhīm	14 Surat Ibrahim	14 chapter of Abraham
al-Ḥijr	15 Surat al-Hijr	15 chapter of the Rocky Tract
al-Naḥl	16 Surat al-Nahl	16 chapter of the Bee
al-Isrā'	17 Surat al-Isra'	17 chapter of the Night Journey
al-Kahf	18 Surat al-Kahf	18 chapter of the Cave
Maryam	19 Surat Maryam	19 chapter of Mary
Ṭā Hā	20 Surat Ta Ha	20 chapter of Ta Ha
al-Anbiyā'	21 Surat al-Anbiya'	21 chapter of the Prophets
al-Ḥajj	22 Surat al-Hajj	22 chapter of the Pilgrimage
al-Mu'minūn	23 Surat al-Mu'minun	23 chapter of the Believers
al-Nūr	24 Surat al-Nur	24 chapter of the Light
al-Furqān	25 Surat al-Furqan	25 chapter of the Discernment
al-Shu'arā'	26 Surat al-Shu'ara'	26 chapter of the Poets
al-Naml	27 Surat al-Naml	27 chapter of the Ant
al-Qaṣas	28 Surat al-Qasas	28 chapter of the Story
al-'Ankabūt	29 Surat al-'Ankabut	29 chapter of the Spider

Transliteration for scholarly works		Transliteration for general readers	English equivalent
al-Rūm	الرُّوم	30 Surat al-Rum	30 chapter of the Romans
Luqmān	لُقْمَانَ	31 Surat Luqman	31 chapter of Luqman
al-Sajda	السَّجْدَة	32 Surat al-Sajda	32 chapter of the Prostration
al-Aḥzāb	الْأَحْزَاب	33 Surat al-Ahzab	33 chapter of the Confederates
Saba	سَبَا	34 Surat Saba'	34 chapter of Sheba
Fāṭir	فَاطِر	35 Surat Fatir	35 chapter of the Originator
Yā Sīn	يَس	36 Surat Ya Sin	36 chapter of Ya Sin
al-Ṣāffāt	الصَّافَّات	37 Surat al-Saffat	37 chapter of the Ranks
Ṣād	ص	38 Surat Sad	38 chapter of Sad
al-Zumar	الزُّمَر	39 Surat al-Zumar	39 chapter of the Hordes
Ghāfir	غَافِر	40 Surat Ghafir	40 chapter of the Forgiver
Fuṣṣilāt	فُصِّلَتْ	41 Surat Fussilat	41 chapter of Expounded Revelations
al-Shūrā	الشُّورَى	42 Surat al-Shura	42 chapter of the Council
al-Zukhruf	الزُّكْرُف	43 Surat al-Zukhruf	43 chapter of the Ornaments
al-Dukhān	الدُّخَان	44 Surat al-Dukhan	44 chapter of the Smoke
al-Jāthiya	الْجَاثِيَة	45 Surat al-Jathiya	45 chapter of the Kneeling
al-Aḥqāf	الْأَحْقَاف	46 Surat al-Ahqaf	46 chapter of Ahqaf
Muḥammad	مُحَمَّد	47 Surat Muhammad	47 chapter of Muhammad
al-Fath	الْفَتْح	48 Surat al-Fath	48 chapter of the Victory
al-Ḥujurat	الْحُجُرَات	49 Surat al-Hujurat	49 chapter of the Chambers
Qāf	ق	50 Surat Qaf	50 chapter of Qaf
al-Dhāriyāt	الدَّارِيَات	51 Surat al-Dhariyat	51 chapter of the Winds
al-Ṭūr	الطُّور	52 Surat al-Tur	52 chapter of Mount Sinai
al-Najm	النَّجْم	53 Surat al-Najm	53 chapter of the Star
al-Qamar	القَمَر	54 Surat al-Qamar	54 chapter of the Moon

Transliteration for scholarly works		Transliteration for general readers	English equivalent
al-Raḥmān	الرَّحْمَن	55 Surat al-Rahman	55 chapter of the Beneficent
al-Wāqīʿa	الْوَاقِعَة	56 Surat al-Waqiʿa	56 chapter of the Event
al-Ḥadīd	الحَدِيد	57 Surat al-Hadid	57 chapter of the Iron
al-Mujādila	الْمُجَادِلَة	58 Surat al-Mujadila	58 chapter of She Pleaded
al-Ḥashr	الْحَشْر	59 Surat al-Hashr	59 chapter of the Exile
al-Mumtaḥana	الْمُمْتَحَنَة	60 Surat al-Mumtahana	60 chapter of the Females Verified
al-Ṣaff	الصَّف	61 Surat al-Saff	61 chapter of the Ranks
al-Jumuʿa	الْجُمُعَة	62 Surat al-Jumuʿa	62 chapter of the Day of Assembly
al-Munāfiqūn	الْمُنَافِقُونَ	63 Surat al-Munafiqun	63 chapter of the Hypocrites
al-Taghābun	التَّغَابُن	64 Surat al-Taghabun	64 chapter of Cheating
al-Ṭalāq	الطَّلَاق	65 Surat al-Talaq	65 chapter of the Divorce
al-Taḥrīm	التَّحْرِيم	66 Surat al-Tahrim	66 chapter of Prohibition
al-Mulk	الْمَلِك	67 Surat al-Mulk	67 chapter of the Kingdom
al-Qalam	الْقَلَم	68 Surat al-Qalam	68 chapter of the Pen
al-Ḥāqqa	الْحَاقَّة	69 Surat al-Haqqa	69 chapter of the Torment
al-Maʿārij	الْمَعَارِج	70 Surat al-Maʿarij	70 chapter of High Ranks
Nūḥ	نُوح	71 Surat Nuh	71 chapter of Noah
al-Jinn	الْجِن	72 Surat al-Jinn	72 chapter of the Jinn
al-Muzzammil	الْمُزَّمِّل	73 Surat al-Muzzammil	73 chapter of the Mantled
al-Muddaththir	الْمُدَّثِّر	74 Surat al-Muddaththir	74 chapter of the Cloaked One
al-Qiyāma	الْقِيَامَة	75 Surat al-Qiyama	75 chapter of the Resurrection
al-Insān	الْإِنْسَان	76 Surat al-Insan	76 chapter of the Human Being
al-Mursalāt	الْمُرْسَلَات	77 Surat al-Mursalat	77 chapter of the Angels Sent
al-Naba	النَّبَأ	78 Surat al-Nabaʿ	78 chapter of the News
al-Nāziʿāt	النَّازِعَات	79 Surat al-Naziʿat	79 chapter of the Soul-Snatchers
ʿAbasa	عَبَسَ	80 Surat ʿAbasa	80 chapter of He Frowned

Transliteration for scholarly works	Transliteration for general readers	English equivalent	
al-Takwīr	التكوير	81 Surat al-Takwir	81 chapter of the Cessation
al-Infīṭār	الانفطار	82 Surat al-Infitar	82 chapter of the Cataclysm
al-Muṭaffifīn	المطففين	83 Surat al-Mutaffifin	83 chapter of the Defrauders
al-Inshiqāq	الانشقاق	84 Surat al-Inshiqaq	84 chapter of (Heavens) Rendered Apart
al-Burūj	البروج	85 Surat al-Buruj	85 chapter of the Constellations
al-Ṭāriq	الطَّارِق	86 Surat al-Tariq	86 chapter of the Nightly Star
al-A‘lā	الأعلى	87 Surat al-A‘la	87 chapter of the Most High
al-Ghāshiya	الغَاشِيَة	88 Surat al-Ghashiya	88 chapter of the Overwhelming Event
al-Fajr	الفجر	89 Surat al-Fajr	89 chapter of the Dawn
al-Balad	البلد	90 Surat al-Balad	90 chapter of the Town
al-Shams	الشمس	91 Surat al-Shams	91 chapter of the Sun
al-Layl	الليل	92 Surat al-Layl	92 chapter of the Night
al-Ḍuḥā	الضُّحَى	93 Surat al-Duha	93 chapter of Daylight
al-Sharḥ	الشُّرْح	94 Surat al-Sharh	94 chapter of the Comfort
al-Tīn	التين	95 Surat al-Tin	95 chapter of the Fig
al-‘Alaq	العلق	96 Surat al-‘Alaq	96 chapter of the Clot of Blood
al-Qadr	القدر	97 Surat al-Qadr	97 chapter of Destiny
al-Bayyina	البَيِّنَة	98 Surat al-Bayyina	98 chapter of the Testimony
al-Zalzala	الزلزلة	99 Surat al-Zalzala	99 chapter of the Earthquake
al-‘Ādiyāt	العَادِيَات	100 Surat al-‘Adiyat	100 chapter of the Chargers
al-Qāri‘a	القَارِعَة	101 Surat al-Qari‘a	101 chapter of the Crash
al-Takāthur	التَّكَاثُر	102 Surat al-Takathur	102 chapter of Worldly Gains
al-‘Aṣr	العصر	103 Surat al-‘Asr	103 chapter of the Time
al-Humaza	الهَمْزَة	104 Surat al-Humaza	104 chapter of the Slanderer
al-Fil	الفيل	105 Surat al-Fil	105 chapter of the Elephant
Quraysh	قُرَيْش	106 Surat Quraysh	106 chapter of Quraysh

Transliteration for scholarly works	Transliteration for general readers	English equivalent
al-Mā'ūn المَاعُون	107 Surat al-Ma'un	107 chapter of Cooperation
al-Kawthar الكَوْثَر	108 Surat al-Kawthar	108 chapter of Abundant Virtue
al-Kāfirūn الكَافِرُونَ	109 Surat al-Kafirun	109 chapter of the Unbelievers
al-Naṣr النَّصْر	110 Surat al-Naṣr	110 chapter of the Help
al-Masad الْمَسَد	111 Surat al-Masad	111 chapter of Condemnation
al-Ikhlāṣ الإِخْلَاص	112 Surat al-Ikhlāṣ	112 chapter of the Purity
al-Falaq الْفَلَق	113 Surat al-Falaq	113 chapter of the Fissure
al-Nās النَّاس	114 Surat al-Nas	114 chapter of the People

Hijri months (in calendar order)

As in the other charts use the spellings in the first column for scholarly publications and those in the second column for most other publications. Please

see Appendix 1 at the end of the Style Guide for the reason I.M.A.M. chose these spellings for the Rabi and Jumada months.

Transliteration for scholarly works	Transliteration for general readers
Muḥarram مُحَرَّم	Muharram
Ṣafar صَفَر	Safar
Rabi' al-Awwal رَبِيعُ الْأَوَّل	Rabi' al-Awwal
Rabi' al-Ākhir رَبِيعُ الْآخِر	Rabi' al-Akhir
Jumāda al-Ūlā جُمَادَى الْأُولَى	Jumada al-Ula
Jumāda al-Ākhira جُمَادَى الْآخِرَةِ	Jumada al-Akhira
Rajab رَجَب	Rajab
Sha'bān شَعْبَان	Sha'ban
Ramaḍān رَمَضَان	Ramadan
Shawwāl شَوَّال	Shawwal
Dhu'l Qi'da ذُو الْقِعْدَةِ	Dhu al-Qi'da
Dhu'l Hijja ذُو الْحِجَّةِ	Dhu al-Hijja

Infallibles

You need not use these entire names when referring to the infallibles. Just use the parts of the names that the author or translator used. The general column is for non-scholarly publications for Muslims or non-

Muslims. Scholarly works use the transliteration scheme followed by IJMES as seen in the first column. The other names column has other titles or names commonly used for each infallible.

Scholarly Works	General	Other names
النَّبِيُّ مُحَمَّدٌ (صَلَّى اللَّهُ عَلَيْهِ وَآلِهِ وَسَلَّمَ) al-Nabī Muḥammad (ṣallā Allahu ‘alayhi wa ālihi wa sallam)	Prophet Muhammad (pbuh&hp)	Prophet Muhammad ibn Abdullah (pbuh&hp); Ahmad; Muhammad al-Mustafa (pbuh&hp)
فَاطِمَةُ الزَّهْرَاءَ (عَلَيْهَا السَّلَام) Fāṭima al-Zahrā’ (‘alayhā al-salām)	Fatima al-Zahra’ (p)	Batul
الإِمَامُ عَلِيُّ بْنُ أَبِي طَالِبٍ (عَلَيْهِ السَّلَام) al-Imām ‘Alī ibn Abī Ṭālib (‘alayhi al-salām)	Imam ‘Ali ibn Abi Talib (p)	Imam Ali al-Murtada (p); Amir al-Mu’minin
الإِمَامُ الْحَسَنُ بْنُ عَلِيٍّ الْمُجْتَبَى (عَلَيْهِ السَّلَام) al-Imām al-Ḥasan ibn ‘Alī al-Mujtaba (‘alayhi al-salām)	Imam Hasan al-Mujtaba (p)	Imam Hasan ibn ‘Ali (p);
الإِمَامُ الْحُسَيْنُ بْنُ عَلِيٍّ الشَّهِيدَ (عَلَيْهِ السَّلَام) al-Imām al-Ḥusayn ibn ‘Alī (‘alayhi al-salām)	Imam Hussain ibn ‘Ali (p)	Imam Hussain al-Shahid (p); Aba Abdullah
الإِمَامُ عَلِيُّ بْنُ الْحُسَيْنِ زَيْنُ الْعَابِدِينَ السَّجَّادَ (عَلَيْهِ السَّلَام) al-Imām ‘Alī ibn al-Ḥusayn Zayn al-‘Ābidīn (‘alayhi al-salām)	Imam Zayn al-‘Abidin (p)	Imam al-Sajjad (p)
الإِمَامُ مُحَمَّدُ بْنُ عَلِيٍّ الْبَاقِرَ (عَلَيْهِ السَّلَام) al-Imām Muḥammad ibn ‘Alī al-Bāqir (‘alayhi al-salām)	Imam Muhammad al-Baqir (p)	Imam Muhammad ibn ‘Ali (p)
الإِمَامُ جَعْفَرُ بْنُ مُحَمَّدٍ الصَّادِقَ (عَلَيْهِ السَّلَام) al-Imām Ja‘far ibn Muḥammad al-Ṣādiq (‘alayhi al-salām)	Imam Ja‘far al-Sadiq (p)	Imam Ja‘far ibn Muhammad (p)
الإِمَامُ مُوسَى بْنُ جَعْفَرٍ الْكَاظمَ (عَلَيْهِ السَّلَام) al-Imām Mūsā ibn Ja‘far al-Kāzīm (‘alayhi al-salām)	Imam Musa al-Kazim (p)	Imam Musa ibn Ja‘far (p)
الإِمَامُ عَلِيُّ بْنُ مُوسَى الرِّضَا (عَلَيْهِ السَّلَام) al-Imām ‘Alī ibn Mūsā al-Riḍā (‘alayhi al-salām)	Imam ‘Ali al-Rida (p)	Imam ‘Ali ibn Musa (p)
الإِمَامُ مُحَمَّدُ بْنُ عَلِيٍّ الْجَوَادَ (عَلَيْهِ السَّلَام) al-Imām Muḥammad ibn ‘Alī al-Jawād (‘alayhi al-salām)	Imam Muhammad al-Jawad (p)	Imam Muhammad ibn ‘Ali; Muhammad al-Taqi
الإِمَامُ عَلِيُّ بْنُ مُحَمَّدٍ الْهَادِي (عَلَيْهِ السَّلَام) al-Imām ‘Alī ibn Muḥammad al-Hādī (‘alayhi al-salām)	Imam ‘Ali al-Hadi (p)	Imam ‘Ali ibn Muhammad (p); ‘Ali al-Naqi (p)
الإِمَامُ الْحَسَنُ بْنُ عَلِيٍّ الْعَسْكَرِي (عَلَيْهِ السَّلَام) al-Imām al-Ḥasan ibn ‘Alī al-‘Askarī (‘alayhi al-salām)	Imam Hasan al-‘Askari (p)	Imam Hasan ibn ‘Ali (p); Hasan al-‘Askari (p)
الإِمَامُ الْمَهْدِيُّ الْمُنْتَظَرُ (عَلَيْهِ السَّلَام) al-Imām al-Mahdī al-Muntazar (‘alayhi al-salām)	Imam al-Mahdi (may God hasten his return)	Imam Muhammad al-Mahdi; Muhammad ibn Hasan; al-Hujjah

English Acronyms, Words, and Terms

The following list has words that have often come up in I.M.A.M. publications. Some have two or more acceptable spellings, so for English words in your publications, use the first, preferred spellings listed in *Merriam-Webster's Collegiate Dictionary, 11th Edition*. Also, note which words and terms are capitalized (proper nouns, historical eras, specific theological events and terms) and which are not (most other common nouns). These words are in alphabetical order for ease in searching. "The" and "al-" are not part of alphabetizing the word or term.

501(c)(3) – a type of tax exemption for a non-profit organization	Fatimid(s)
Abbasid(s)	fulfill, fulfillment
acknowledgments	Godwary
Age of Absence	hadith
Age of Ignorance	hadith of Two Weighty Things
AH – Anno Hegirae or After Hijra	Hamdanid(s)
angel of death	Hanafi(s)
Al-Azhar University	Hanbali(s)
BA or bachelor's degree	hawza(s)
Baathist	hell
Al-Baqi Cemetery	hellfire
Battle of Badr	hereafter
Battle of Jamal (the Camel)	Holy Household
Battle of Mu'ta	Holy Qur'an
Battle of Nahrawan	House of al-Saud or the al-Saud family
Battle of Siffin	I.M.A.M. – Imam Mahdi Association of Marjaeya,
Battle of the Trench	http://imam-us.org
Battle of Uhud	Imami Shia scholars
BCE – Before the Common Era; usually used as an alternative for BC	IMI – Imamia Medics International, http://imamiamedics.org/
benefit, benefiting, benefited	infallible progeny
BH – Before Hijra	infallibles
book of God	Internet
Buyid(s)	Islam
cave of Hira	Islamic
CE – Common Era; used in academia and in Islamic writings to denote the Christian era	IT – information technology (always use the acronym)
chapter of the Clot of Blood	judgment(s), misjudgment
chapter of the Help	Kharijites
Christ	Last Day
CSMSNA – Council of Shia Muslim Scholars of North America	<ul style="list-style-type: none">• Now the nature of believing in God and the Last Day requires a person...• The last day of the month is the thirtieth.
Day of Arafa	MA or master's degree
Day of Dispossession	Maliki(s)
Day of Judgment	Mazidi(s)
Day of Reckoning	MD or medical degree
Day of Recompense	MFI – Muslim Foundation, Incorporated, http://www.masjid-e-ali.org/
Day of Regret	Miraj (capitalized only when referring to the Prophet's ascension)
Day of Resurrection	muezzin (may put the transliterated mu'adhdhin in parentheses after it)
Day of Rising	Muslim
Day of Separation	My Orphans, http://myorphans.us/
divine	
divine retribution	
far-fetched	

NGO – non-governmental organization (always use the acronym)	scripture
Night of Power	Shafii(s)
OIG – Organization of Islamic Cooperation, http://www.oic-oci.org/oicv2/home/?lan=en	Shia(s)
paradise	Shiism
People of the Book	the successor (a successive cry)
People of the Holy Household or People of the Household	Sufi(s)
PhD or doctorate	Sufism
the quaker (a cry)	Sunni(s)
Qur’anic	Sunnism
resurrection	travel, traveler, traveled
Safavid(s)	Twelver Shia Muslims
Saladin	Umayyad(s)
Sassanid(s)	Uyunid(s)
	Wahhabism
	web, web page, website
	worship, worshipping, worshipped

Abbreviations and Acronyms

Honorifics in parentheses

Do not use honorifics more than once in a short sentence for the same person.

Do not use them in headings or titles of books. The exception is for web content, where one may use them in headings and titles.

Do not use one after a possessive.

Do not use them when the book’s intended audience is non-Muslim people.

Listed alphabetically, here are the honorifics that I.M.A.M. uses in their publications:

- (may God be pleased with him) after the name of deceased scholars
- (may God hasten his appearance) after the name(s) of Imam al-Mahdi
- (may God prolong his life) after the name of living scholars
- (p) instead of alayhi, alayha, or alayhim al-salam after the names of the prophets, imams, Abu Fadl al-Abbas, ladies of the Ahl al-Bayt, Khadijah, Virgin Mary, and Gabriel; or “peace be upon him/her/them” in English
- (pbuh&hp) after Prophet Muhammad’s name; or “peace be upon him and his progeny” in English
- (pbut) “peace be upon them” when referring to several prophets or imams
- (swt) after God; “glorious and exalted is He”

Capitalization

Titles of people

If using a title as a common noun, it is lowercase. If using it as part of a proper name, capitalize it. When writing it as a stand-alone word referring to one specific individual, its capitalization varies.

Not capitalizing stand-alone version

Ayatollah

- Common: Grand ayatollahs are pious.
- Proper: Grand Ayatollah al-Sistani is a top-level scholar.
- Stand-alone: Grand Ayatollah al-Sistani is a top-level scholar. The **ayatollah** is based in Najaf.

Shaykh

- Common: Some shaykhs write books.
- Proper: Shaykh Abu ‘Ali wrote a book.
- Stand-alone: Shaykh Abu ‘Ali wrote a book. The **shaykh** loves to write.

President

- Common: All presidents in America have been male.
- Proper: He saw President Obama in person.
- Stand-alone: He saw President Obama in person. The **president** has two daughters.

Capitalizing stand-alone version

Imam

- Common: Some imams have the name ‘Ali.
- Proper: Imam ‘Ali al-Murtada (p) was the leader of Muslims after Prophet Muhammad (pbuh&hp).
- Stand-alone: Imam ‘Ali al-Murtada (p) was the leader of Muslims after Prophet Muhammad (pbuh&hp). The **Imam** married Fatima al-Zahra (p).

Prophet

- Common: Muhammad al-Mustafa was the name of the last prophet.
- Common: All the prophets were infallible.
- Proper: He saw Prophet Muhammad (pbuh&hp) at home.
- Proper: They tried to kill Prophet Abraham (p).
- Stand-alone: He saw Prophet Muhammad (pbuh&hp) at home. The **Prophet** (pbuh&hp) talked to him.
- Stand-alone: They tried to kill Prophet Abraham (p). The **Prophet** (p) did not die.

Adjective + Prophet (chosen, final, beloved, etc.)

- Common: Prophet Muhammad (pbuh&hp) was the final prophet.
- Proper: This situation does not exist. Do not write “the Final Prophet Muhammad (pbuh&hp).” Write “the final prophet, Muhammad (pbuh&hp).”
- Stand-alone: “...in which God has been generous to the **Final Prophet** (pbuh&hp).”

Speaker (of the House)

- Common: The speaker [person currently talking] is not using a microphone.
- Proper: Some people saw Speaker Nancy Pelosi.
- Stand-alone: Some people saw Speaker Nancy Pelosi. The **Speaker** is female. [Here capitalize to not confuse Speaker Pelosi with someone else who may be speaking. Do not capitalize because it is a prominent position or to show respect in this instance.]

Exception

Even when the words “prophet” or “imam” refer to a specific prophet or imam, do not capitalize those words if they follow a possessive.

God guaranteed His prophet that the revelation would continue.

The extent of God’s affection for His chosen prophet is plain to see...

But Allah granted our prophet (pbuh&hp) this blessing directly.

...the gifts He gives them, especially His final prophet (pbuh&hp), namely, the level of...

...of His own chosen prophet (pbuh&hp) in a single night.

...about His prophet, Jesus (p)... His prophet, Solomon (p)

...quoting God’s prophet, may peace and blessings be upon him and his progeny.

...and it was sent to God’s messenger in the hands...

Words referring to God

Capitalize God's attributes when they serve as proper names for God.

- The All-Merciful created us. God is all-merciful.
- The Creator has a plan. God is a creator.
- the Necessary Being
- God, the Almighty, is pure righteousness.
- The Almighty says,
- that He is all-knowing, all-sufficient, and all-wise (adjectives describing He)
- the Lord of the worlds
- the Lord of the world
- the Lord of the universe
- He is the All-Hearing, the All-Knowing. (nouns giving other names of He)

Capitalize pronouns referring to God.

- God gave us His traits.
- ...that He has not associated with anyone other than Himself.

Do not capitalize an attribute referring to God if it follows a possessive unless there would be confusion as to whom the noun refers—God or a human.

- ...obviously signifies the greatness of the creation mentioned in conjunction with its creator!
- But if servants were to entreat their Master to watch over them...

Punctuation

Quoting sources

When quoting another source, keep the spelling, punctuation, capitalization, and transliteration as close as possible to the original. If there is an obvious typo in the original, you may correct it. If you chose to keep a misspelling that is in the original, put the abbreviation *sic* in italics and in brackets [*sic*] after the word. This means the original source had the misspelling. See *Chicago Manual of Style*, 13.7, for the few instances of permissible changes to punctuation, capitalization, and spelling of quoted sources.

When quoting from a translated source, keep the words of the translation the same. If you need to adjust a word or two, place your changes in square brackets and italics, to distinguish between translator brackets which do not have italics inside. If you find that you are making too many changes, you should either use another translation or have someone authorized by I.M.A.M. and familiar with the original Arabic do the translation from scratch.

Square brackets

If a translator or editor needs to add a comment to a paragraph or as a footnote, put the comment in square brackets.

Word Usage

“God” vs. “Allah”

DIGITAL CONTENT:

Use the term “God” across the board unless there is a specific reason or instance to use “Allah” instead.

PRINTED BOOKS:

- If the intended audience is both Muslim and non-Muslim, then use the term “God.”
- If the intended audience is Muslim, then use the term “Allah” in scholarly works that include jurisprudential and creed-related content (such as fiqh booklets) and “God” for non-scholarly works.

OPTIONAL: If there is relevance, make a note at the back of books intended for a non-Muslim audience for informational purposes: The Arabic term for “God” is “Allah.”

Likewise, for books intended for a Muslim audience, make a note saying: The English term for “Allah” is “God.”

Qur’anic quotes

I.M.A.M. uses Shaykh Muhammad Sarwar’s translation, sixth edition, print version for its interpretive style based on Ahl al-Bayt (pbut) sources. I.M.A.M. also uses Ali Quli Qarai’s translation, sixth edition, for academic works needing a more literal translation.

When quoting another source, keep the spelling, punctuation, capitalization, and transliteration as close as possible to the original. If there is an obvious typo in the original, you may correct it. If you chose to keep a misspelling that is in the original, put the abbreviation *sic* in italics and in brackets after the word. This means the original source had the misspelling. See *Chicago Manual of Style*, 13.7, for the few instances of permissible changes to punctuation, capitalization, and spelling of quoted sources.

When quoting from a translated source, keep the words of the translation the same. If you need to adjust a word or two, place your changes in square brackets and italics, to distinguish between translator brackets which do not have italics inside. If you find that you are making too many changes, you should either use another translation or have someone authorized by I.M.A.M. and familiar with the original Arabic do the translation from scratch.

Do not start a quotation with an ellipsis even if you have omitted content at the beginning. Start with a capital letter.

Only use an ellipsis at the end of a quotation if the sentence is hanging grammatically. Do not use an ellipsis just because you are ending the quote early if it is grammatically correct up until that point.

When citing a Qur’anic translation in footnotes in web content, use the actual title of the translation followed by the surah and ayah numbers separated by a colon. End the citation with a period. Also cite the translation you are using; if you are using the same translation for all citations in a document you only need to mention it in the first footnote. Here is an example, using the Sarwar translation for all but the second citation.

1. The Holy Qur'an 2:255–257. Unless otherwise noted, all Qur'anic quotes in this blog are from the Muhammad Sarwar translation.
2. The Qur'an 3:7. 'Ali Quli Qara'i translation.
3. The Holy Qur'an 24:35–38.

In addition, web content includes the original Arabic passage of the Qur'an or of hadith in the footnotes.

When quoting from the Qur'an in books, if it is obvious that the passage is a Qur'anic quote, you may simply cite the surah and ayah number in parentheses after the quote (1:1–7).

However, the first quote in the book should have a footnote indicating the translation that you will use throughout the book, and any different translation should also have its own footnote.

1. Unless otherwise noted, all Quranic quotes in this book are from the Muhammad Sarwar translation.
2. 'Ali Quli Qara'i translation.

If there is no predominant translation, then in the first instance of each, use the translator's full name, and in later instances place the translator's name in parentheses.

1. Qur'an 2: 255, Muhammad Sarwar translation.
2. Qur'an 3:7, 'Ali Quli Qara'i translation.
3. Qur'an 73:20 (AQQ).
4. Qur'an 97: 1-5 (MS).

Appendix 1

Comment on the Pronunciation of Four Names of Arabic Hijri Months

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This comment is just to clarify the argument about the way of writing names of four Arabic Hijri months. Although there is a difference between the way most Arab people pronounce them and what the main Arabic encyclopedias state, the Arabic encyclopedias also have some detailed and technical differences among themselves. Furthermore, it is a scientific matter that subject matter experts might look at from different perspectives, which could raise other concerns. I.M.A.M., after recent consultation with some experts in Arabic language and deep research in these previously mentioned valuable resources, came to the following decision on the way of writing and pronouncing those four Arabic Hijri months:

The most correct way:

- Rabi' al-Awwal (ربيع الأول)
- Rabi' al-Akhir (ربيع الآخر)
- Jumada al-Ula (جمادى الأولى)
- Jumada al-Akhira (جمادى الآخرة)

Another correct way, but in this case, it refers to the month's word (*shahr*) rather than the name of the month Rabi' /Jumada): Rabi' al-Awwal Rabi' al-Akhir.

- Jumadi al-Awwal
- Jumada al-Akhir

Male and female words:

Jamad/Jamadi/Jumada all come from a root that exists in adjectival form, and they take a different form based on whether a male or female word comes before it.

Many people use an unprofessional way of saying al-Thani or al-Thania for both months, preceded by Rabi' or Jamad/Jamadi/Jumada. They may do this because when you say first, then you naturally say second. However, logically that means there is a third as well. But when there are just two things, you should not say second for the other one. You should say the last (al-Akhir/al-Akhira).

I.M.A.M.'s convention

I.M.A.M. therefore adopts the following most correct way unless further research requires a change: Rabi' al-Awwal Rabi' al-Akhir.

- Jumada al-Ula
- Jumada al-Akhira

List of authentic sources used in this research:

1. *Mu'jam al-ʿAyn*, by al-Khalīl b. Aḥmad al-Farāhīdī (d. 170 AH). معجم العين، الخليل بن أحمد الفراهيدي
2. *Tahdhīb al-Lughā*, by Abū Maṣṣūr al-Aẓharī (d. 370 AH). تهذيب اللغة، أبو منصور الأزهري
3. *Tāj al-Lughā wa-Ṣiḥāḥ al-ʿArabiyya*, by Ismāʿīl b. Ḥammād al-Jawharī (d. 393 AH). تاج اللغة وصحاح العربية، إسماعيل بن حماد الجوهري
4. *Lisān al-ʿArab*, by Ibn Maẓẓūr (d. 711 AH). لسان العرب، ابن منظور
5. *al-Qāmūs al-Muḥīṭ*, by al-Fīrūzābādī (d. 817 AH). القاموس المحيط، الفيروزآبادي
6. *al-Muẓhir fī ʿUlūm al-Lughā*, by Jalāl al-Dīn al-Suyūṭī (d. 911 AH). المظهر في علوم اللغة، جلال الدين السيوطي

