Guidelines for Posters for the BFSA Website

Any author wishing to present a poster at the *Seminar for Arabian Studies* first needs to submit an abstract. The abstract should be 200 words maximum. It should include title of the proposed poster; an overview of what the poster intends to present; indication of the significance of the topic; name(s), contact details (including email) and affiliation(s) of the contributor(s). The deadline for the submission of abstracts is 31st May.

Posters should be prepared according to a standardised format. The maximum size for each individual poster presentation is A1 (594 mm x 841 mm / 23.4" x 33.1"). There is no mandatory font for the conference posters but we recommend that for ease of viewing you use a San Serif font (e.g. Arial). Text should be large enough to be easily read from 1 to 1.5 m away from the poster. The title should be at least 24 mm high (e.g. Arial pt 112), subheadings and names of contributors at least 8 mm high (e.g. Arial pt 36), and body Text and captions: at least 4 mm in height (e.g. Arial 14 pt).

The *Seminar for Arabian Studies* is usually convened over three days in the last weekend of July or the first in August. Authors may set up their posters any time after the initial registration at 9:30 am on the first day of the *Seminar* (Friday). Cloth-covered poster boards and drawing-pins will be supplied. A poster session is scheduled for the second day (Saturday) during the morning coffee break when at least one of the authors must be at the assigned location to discuss the work presented.

Owing to limitations of space, only six poster-papers will be published in the *Proceedings of the Seminar for Arabian Studies*. Please note that we can only publish one poster-paper per project. Authors wishing to publish in the *Proceedings* must submit PDFs of their posters within one week of their presentation at the *Seminar*. The six best posters will be chosen by a committee and their authors invited to prepare a poster-paper for publication in the *Proceedings*. Authors will be notified by 1st September.

Poster-papers should be no more than 2,000 words (including notes, but excluding the list of references, which should be in the correct format) with no more than five illustrations including tables, figures and maps. Please refer to the Guidelines for Authors which are on the Seminar website. The deadline for the submission of poster-papers is 30th September.

Poster-papers will then be subject to anonymous peer review before final acceptance and publication. Authors will be given a reviewed version of their poster-paper with comments and invited to make revisions where necessary. Once a poster-paper has been accepted the usual procedures for papers accepted for the *Proceedings* will operate (See *Guidelines for Authors*). The editors of the *Proceedings* reserve the right not to publish any poster-papers they feel do not meet the required standard.