**Project Proposal:**

**Cataloguing Islamic Manuscripts**

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| **How to submit a project to Al-Furqān Islamic Heritage Foundation** |
| Al-Furqān Islamic Heritage Foundation’s key objective is to document the vast Islamic written heritage-Islamic manuscripts in particular, exploring the means to catalogue, conserve and preserve this heritage, and to facilitate access, critical editing, studying and publishing, using scientific methods. For this purpose, we are pleased to inform you that the Foundation is granting the opportunity to submit project proposals in the area of “**Cataloguing Islamic Manuscripts**”.We invite you to complete all the fields in this form, and then submit to the following e-mail: **projects@al-furqan.com** |

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| Important guidance for project proposers to abide by: |
| 1. The cataloguer – project owner – must attach to this form, the official approval of the manuscript library’s owner or director allowing the manuscript collection in their possession to be catalogued.
2. As a condition, the full catalogue, if this has already been completed, must be sent to us; however, this must be executed on the cataloguing card template used by Al-Furqān Islamic Heritage Foundation (see the end of this form). If the project is not yet finished, then send 10 samples of the cataloguing card, after filling-in all fields. Please note that Al-Furqān Foundation adopts full analytical cataloguing, and not hand lists or summarised cataloguing.
3. The manuscripts must be fully catalogued using all the fields in the form, scientific integrity in transmission and accuracy in cataloguing must be rigorously observed. The catalogue must be free of grammar, spelling, and typographic mistakes, with correct punctuation and numbering.
4. The submitted work must be of a high standard, well-executed and finished, and supported by 10 examples of high resolution images of the manuscripts, as well as any necessary illustrations or diagrams, where applicable.
5. Al-Furqān Foundation is not a publishing house, and it is a rule that the proposed project shall not have been previously published. If it has been published or presented to another institution to publish, then Al-Furqān Foundation is not obliged to accept it, unless there are clear reasons and justifications for it to be published again (give supporting examples).
6. We wish to inform you that simply submitting a project proposal does not mean it has been accepted. It will be presented to committees of specialists and experts in the Foundation’s Board of Experts for review at their meetings (held once every two or three years). We also draw your attention that the project submitted must have all the required detail provided on the forms. As such, the project will be rejected outright, if the submission is incomplete, lay outside the domain of manuscripts cataloguing, or was not to the required standard. We also inform you that we are not obliged to provide the details of the response of the Board of Experts to the applicant, if the project is not accepted.
7. If the Board of Experts approves your project, the Foundation will contact you to execute their decision and process the project contract. If the Foundation does not contact you, then this is for one of two reasons: either the Board of Experts has not met, or the project has not been accepted.
8. The project proposer will be remunerated after completing the work; this will be decided after the work is accepted for publishing.
9. Each project owner, whose work has been accepted, will have the right to receive 20 free copies of the printed book.
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| **Important reminder: project proposers must read the guidance carefully, before proceeding to fill-in this form** |

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| Project Proposal Form |

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|  | **Project title:** |

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|  | **Name of project proposer:** |

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|  | **Brief academic resume:** |
|  | **Current job or post** |
|  | **List of libraries you have catalogued** |
|  | **List of published works** |

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|  | **E-mail address:** |

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| **Fax No:** | **Mobile No:** | **Telephone:** |

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|  | **Names of participating cataloguers** |

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|  | **Name of the catalogue editor in -chief** |

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| The Project |

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|  | **Historical overview of the library/libraries to be catalogued (whether public or private)** |
|  | **Number of manuscripts in the library? Their language, subject, value, date/history, condition…** |
|  | **What percentage of manuscripts are catalogued compared to the total number of manuscripts held in the library?** |
|  | **How were the manuscripts collected and acquired? Owned, purchased, gifts?** |
|  | **Describe the state of manuscripts in the library** |
|  | **Were these manuscripts catalogued before?** |
|  | **If yes, then please state the body which did so, giving detail. What are the reasons and justification for re-cataloguing them (give clear, convincing examples)? What are the novel contributions of the proposed project?** |
|  | **Has the collection been imaged/digitised?** |
|  | **Are you able to electronically perform cataloguing by entering the information directly over the Internet?** |
|  | **What is the size/scope of the completed project (number of pages or volumes)?****What is the estimated size/scope of the project, if not yet completed (number of pages or volumes)?** |
| **When will the project end?** | **When will the project start?** | **Duration of project execution:** |

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| **Al-Furqān Foundation Cataloguing card** |

**Manuscript title:**

**Other title of the manuscript:**

**Author: Date author died: ................. A.H. / ................. A.D.**

**Subject:**

**Date authored: ................. A.H. / ................. A.D**

**Copyist: Date copyist died: ................. A.H. / ................. A.D.**

**Manuscript copy date: ................. A.H. / ................. A.D. Location of the copy:**

**Number of leaves: Lines: Size: .........** X**.........cm: Text measurement: ........** X**....... cm**

**Type of script: Ink colour: Numbers of volumes: Volume number:**

**Manuscript language:**

**Manuscript incipit (after *basmalah* and prayers for the Prophet peace be upon Him): (4 lines or more)**

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**Manuscript explicit (after the closing praise): (4 lines or more)**

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**Binding:**

**Autograph manuscript:**

**Material state of the manuscript:**

**Notes: after completing the notes, the cataloguer should mention here if there are any notes for the manuscript in regard of ownership (*tamalluk*), endowment (*waqf*), authorisation (*ijāzah*), transmission (*samā'* or reading certificate); also if the manuscript is illuminated, and/or has decorative elements, maps or drawings.**

**Library name: Record No: CD No (if digitised):**

**Name of cataloguer: Date of cataloguing**

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| **Note: please send 10 samples of this cataloguing card, with all fields properly filled-in, along with your project proposal form, after fully cataloguing the manuscripts** |