
SHARIASOURCE (BETA) POSTING INSTRUCTIONS 10.27.2022

Introduction

[SHARIASource](#) is a portal for Islamic law that provides content and context on Islamic law. Organized geographically and historically, the Portal's primary sources and other documents demonstrate the long and diverse history of Islamic law. The Portal collects, collates, and organizes primary sources in tandem with scholars from other institutions, taking note of how a collection of sources may fit into the scope of historical and contemporary developments and debates in Islamic law. The Online Companions to the Harvard Series in Islamic Law allows authors and translators to provide additional content and context on what was left on their books' cutting room floors. Our Special Collections organize information to do with a specialized topic into a useful and interactive format.

As the Program in Islamic Law expands its digital resources through the creation of the Islamic Law Blog, the Journal of Islamic Law, and the Book Series in Islamic Law, all of which create ample room for secondary literature, research, and analysis, the SHARIASource portal now solely houses primary sources. Below you will find a list of the current document-type categories and subcategories, which cover a wide range of resources.

- **Historical Primary Sources**
 - Qur'ān
 - Legal Treatises (Fiqh)
 - Legal Maxims Treatises (Qawā'id al-Fiqh)
 - Jurisprudential Treatises (Uṣūl al-Fiqh)
 - Judicial Procedure Manuals (Adab al-Qāḍī)
 - Judicial Biographies (Akhbār al-Quḍāt)
 - Ḥadīth (Prophetic Reports)
 - Genizah Papyri
 - Fatwās – Historical
 - Court Records
 - Archival Documents
 - Out-of-Publication Books
- **Contemporary Primary Sources**
 - Administrative Decisions
 - Advisory Opinions
- Constitutions
- Court Cases
- Fatwās - Contemporary
- Government Statements
- Governmental / Committee Reports
- Nongovernmental Reports
- Legislation
- Open Letters
- **Other Legal Documents**
 - Amicus Briefs
 - Arbitration Decisions
 - Case Briefs
 - Forms
- **Special Collections**
 - Country Profiles
 - Source Documents
 - Maps

I. Uploading Primary Sources

The SHARIASource Portal houses the ecosystem of primary sources, data, and AI tools for texts in English, Arabic, and related languages of the Middle East. Primary sources on Islamic law are uploaded here in pdf, copied and pasted into the word processing platform, and linked to online companions if applicable.

To upload a primary source or out-of-print book to the SHARIASource portal, please follow the steps outlined below.

1. **Login to the SHARIASource Portal.** Go to <https://beta.shariasource.com/users/login> [or click the **LOGIN** link on the upper right hand side]. Log in using the credentials provided to you by the site administrators. This user information will grant you the necessary permissions to upload your source to the Portal.

NOTE: If you do not yet have login information and/or permission to contribute, please contact pil@law.harvard.edu. Once approved, we will send you an email with your login credentials from noreply@shariasource.com. Please check your spam filter if you do not immediately receive the login credentials once invited.

2. **Navigate to the Document Upload windows.** Once logged in, **click the “DOCUMENTS” tab** on the black menu bar at the top of the page. You will be directed to a back-end interface with all currently uploaded materials, both published (visible on the frontend without logging in) and unpublished (not visible). Then **click the “NEW DOCUMENT” button**.

The screenshot shows the SHARIASource Documents management interface. At the top, there is a navigation bar with the following items: SHARIASource, Metadata, ints, Collaborators, Misc. Pages, Documents, My Account, and Log Out. Below the navigation bar, the 'Documents' section is displayed. It features a 'New Document' button. The 'Unpublished' section contains a table with one entry: 'Test "no scan" Fatwa on Animals'. The 'Published' section contains a table with six entries: '8th C. EPISODE: Abū Yūsuf becomes Chief Qādī in Return for Favor to 'Abbāsīd Caliph Hārūn al-Rashīd', 'On Sharī'ah Arbitrage: Reconciling the Impermissibility of Conventional Options Contracts with the Bai' al-Urbun', 'Halal Certification Authority Pty Limited v Scadlone Pty Limited [2014] FCA 614', 'Open Letter to ISIS (Islamic State in Iraq and Syria) I', 'Halal Certification Authority Pty Limited v Scadlone Pty Limited [2014] FCA 614', and 'Brunei Constitution'. Each entry in both tables has a set of action buttons: 'View', 'Edit', 'Unpublish', and 'Delete'.

3. **Fill in the Metadata for your Document.** On the **NEW DOCUMENT** upload page, please populate the fields as completely as possible with accurate information. You as the individual or institutional contributor are solely responsible for the accuracy and completeness of this “metadata” content.

Details for Each Field:

DOCUMENT STYLE: This field refers to the format of the source you are uploading: a ‘**scan**’ of a **.pdf or .jpg image** with text, ‘**scan**’ of a **.pdf or .jpg image** without text, or text only (i.e., **no scan**) for sources without a .pdf or .jpg image. The latter option will allow you to copy+paste the OCR’ed text of a source directly into the SHARIASource content textbox at the bottom of the form.

The screenshot shows the 'New Documents' form on the SHARIASource website. The navigation bar at the top includes 'SHARIASource', 'Metadata', 'ints', 'Collaborators', 'Misc. Pages', 'Documents' (highlighted), 'My Account', and 'Log Out'. The form has the following fields:

- * Title (Required):** A text input field.
- Document Style:** A dropdown menu with options: 'No Scan', 'Scan with Text', 'Scan without Text', and 'No Scan' (highlighted in blue).
- Document Type (Required):** A dropdown menu.
- Authors (Short Form):** A text input field.
- Editors (Short Form):** A text input field.

An arrow points from the 'Title' field to the 'Document Style' dropdown menu.

TAGS: Select the tags that identify your source to enable accurate search results by selecting from a drop-down list of topics and themes. If the existing options do not reasonably encompass your source, email shariasource@law.harvard.edu with your suggested input. PIL staff will review and add approved new tags.

SOURCE TITLE: Add short titles (no more than one line, or around 3-7 words) that are specific and substantive. Titles should reference the primary source material only if necessary. Titles should be in English, followed by the foreign languages phrase in parentheses where applicable. If the uploaded source is a U.S. case, please reference the name of the case with a parenthetical displaying the court/jurisdiction and year, followed by a 1-3 word descriptive topic or subject that will help identify the case. If it is a non-U.S. case, please follow the local citation or case numbering system, including a place-name or jurisdictional identifier, and provide a 1-3 word descriptive topic or subject to help identify the case.

Examples:

[Fatwā]

Syrian Islamic Council Fatwā on Cryptocurrency [\[link\]](#)

[Cases]

Hasan v. Foley & Lardner LLP (7th Cir. 2008): Employment Discrimination [\[link\]](#)

Indonesian Constitutional Court Decision No. 12 of 2007: Polygamy [\[link\]](#)

Akhter v. Khan (England and Wales Family Court, 2018): State Recognition of Islamic Marriage [\[link\]](#)

SOURCE SUMMARY: Please provide a short summary, of 2-5 sentences, that briefly describe the source content. Summaries should be short and to the point, but provide sufficient detail to enable a user to quickly learn what the source contains and to discern the relevance of a document to her query. Feel free to include any relevant links. Please adhere to the [SHARIASource Style Guide](#).

EXAMPLE1 [\[link\]](#)

Akhter v. Khan (England and Wales Family Court, 2018): State Recognition of Islamic Marriage

High Court of Justice of England and Wales, Family Division, Posted by [Intisar Rabb](#), 14 August 2018

A UK family court considered whether and how UK law recognizes a marriage conducted according to Islamic law that had not been accompanied by a civil law marriage. The husband contended that the couple was never married, and the wife—petitioning for divorce—insisted that they were. The two had signed an Islamic marriage contract (*nikāh*) accompanied by a ceremony abroad, lived together and had children together, and held themselves out as married for years both abroad and in the UK. The court concluded that, on those facts and considering the UK laws on marriage—as interpreted, for the first time, through the Human Rights Act 1998 and the best interests of the child—that the marriage was “void” or “voidable.” This determination meant that the couple was not *validly married* under UK law but that their union was also not considered a *non-marriage*. Instead, as a void marriage, their union was something akin to what Islamic law would label a “defective marriage.” The court had essentially concluded that, although a marriage was not properly concluded or registered according to the law, the steps taken toward one would in some measure be recognized by the law and entitle the wife to certain legal protections upon dissolution of the union. In this case, this meant that the wife was entitled to a decree of nullity from the court, and that the wife could take advantage of certain UK civil law remedies for maintenance and child custody upon dissolution.

EXAMPLE2 [\[link\]](#)

Ḥajj [map]

[Rami Koujah](#) and [Ari Schriber](#)

This source is part of the [Online Companion to the print edition *al-Muwatṭaʿ*, the Royal Moroccan Edition: The Recension of *Yahyā Ibn Yahyā al-Laythi* \(Harvard Series in Islamic Law\)](#), edited and translated by Mohammad Fadel and Connell Monette (PIL/HUP, 2019).

4. **Upload Document:** After populating all relevant fields, press the “**CREATE DOCUMENT**” button to upload your source to the system. The document will now appear in the “Unpublished” section of the Documents page. By uploading this document, you are affirming that it is copyright free.
5. **Publish your document.** Click the green “**PUBLISH**” button and the source will appear publicly on SHARIASource.

[REVIEW] SHARIASource Publication checklist:

- Is all relevant metadata and tagging complete?
- Does the title properly reflect an easy-to-comprehend description of the source?
- Have you provided a proper summary for the source?
- Does the summary include links to the original source or related commentary where applicable?
- Is the source free of copyright? (Or has the contributor affirmed that it is through their upload)?

Troubleshooting, “helpful tips”

The Portal can be very finicky. For sources for which you are entering texts into our online word processor, it is a good idea to open a separate window, publish momentarily to see how the entry appears, and make any necessary changes to the format using the other window. For more control over alignment use tables.

II. Online Companions

Online Companions typically accompany volumes in the [Harvard Series in Islamic Law](#) or in the [Journal of Islamic Law](#) online/print publications. These Online Companions present primary sources that the author used as part of their research, ongoing contributions from the author (e.g., on bibliographies, errata, substantive additions or notes), as well as—in conjunction with the author—supplemental sources that help provide color to the scholarly text (e.g., maps, biographies of major figures, and other related primary sources). The Online Companion presents these supplementary sources through a collated reference compilation by chapter or subject matter (created by the text’s author, RA, or other contributor or editor), with a filtered search.

Create an Online Companion

- **Create a Project Profile.** Working with the author, create a project profile that will operate as the blueprint for the Online Companion. This Profile should provide a summary of the

book project, and what the Online Companion covers (e.g., maps, select primary sources, an live-updated bibliography, biographies of major figures, digital humanities queries / links to SHARIAsouce projects or other sources created to provide supplemental resources for the underlying work).

- **Create a new Online Companion.** To create an Online Companion, an administrator is to select the “**PROJECTS**” tab on the Portal under full admin access. Provide a descriptive name for the Online Companion, and assign all authors or editors related to that project here.
- **Upload and summarize the sources and other material.** See **SECTION I** of the SHARIAsource Portal Guide for instructions on uploading an summarizing sources.
- **Create the Search Filters.** To create a filtered search, navigate to “**NAMED FILTERS**” and create descriptive categories that capture the areas you have previously designated for the Online Companion supplemental materials.
- **Create Links for the Search Filters.** Enter the query that will produce desired results into the interface on a field by field basis, and link them to the named filters, so that when a user clicks the link it automatically produces the pre-populated search. You can remove incorrectly excluded or included documents using the last two fields.
- **Publish and Review.** Each author or project page scholar should turn in a project page profile. Review to ensure that each of the links are operating as expected.

Online Companionon project page checklist

- Does the Project Profile summary reflect an easy-to-comprehend description of the project?
- Are all primary sources accurately filtered into named filters?
- Is all relevant metadata and tagging complete for each primary source?
- Are editors listed on the companion page?
- Are the sources free of copyright?
- Does each source note that they are part of the companion in their summary?

Troubleshooting, “helpful tips”

Collecting and summarizing the primary sources is its own long process. An editor-RA needs to be in direct communication with the author on what articles or other sources to collect and organize prior to the start of creating an Online Companion.

Sample Online Companion Project Profile

ONLINE COMPANION REQUIREMENTS

An online companion displays and explains a collection of documents. The aim is to provide content and context for books published as part of the *Harvard Series in Islamic Law*, and offer authors the chance to continuously update dynamic information from the book, and to engage with a scholarly

readership interested in the same. Accordingly, authors typically select key primary sources referenced in the book, maps and illustrations that help illuminate the geographical origins and material culture of ideas and concepts in the book, and biographies of key figures who feature in the book. The online companion displays these documents thematically, displaying extended or alternative sources directly to scholars and student users. There are five components to an online companion, charted below. Please review each, and let us know if you have any questions.

Component	What it is and what it does	What we need from the author/editor
Project image	An image that represents the documents or book. [This may be the book cover, or a portion of it.]	An image that measures 3:1. Preference for images that are outlines on white backgrounds.
Authors & Editors	Individuals who have worked closely with the author on the Online Companion (including 'student editors' or RAs) for acknowledgment on the Portal page for the OC. Authors and editors are to have their pictures with name, role on project, and their institution.	A hi-res headshot and a short bio for the author and each editor or RA who contributes to the project. We will use the ones available on your institution website, unless otherwise instructed.
Document Profile	A brief description of the online companion materials, and their significance and relationship to the book.	1-2 paragraph description of the sources, including: notations on what they are, where they come from, how they provide greater context for the book.
Content/Filter Names	A collection of subjects that describe the materials in an online. Rather than reproduce all underlying primary sources from a published work, we expect researchers to be most interested in (a) to view a curated subset of documents, and (b) supplemental materials NOT included in the book that help make it interactive or shed light on new or evolving features, maps, bibliographies. On that understanding, an editor is to create filters in coordination with the text author that will turn into clickable links and essential categorize online companion materials thematically.	3-5 themes or topics into which online companions should be filtered, together with a list of the materials that match each theme or topic. Note: If there is too much overlap between two filters, please reconsider the necessity of one of the filters.
Sources & Materials: documents, images, maps (and/or audio files)	A set of documents and images or audio files that will form the content for the online companion.	A comprehensive list of files to create the initial online companion, including. <ul style="list-style-type: none"> - A 3-5 sentence summary for each document, map, or images. - A list of tags (i.e., keywords) to go with <i>each</i> document. - Complete bibliographical (citation) information for <i>each</i> document, including date of publication, geographic regions covered, and empires & eras (if relevant). See Section I of the

		SHARIAsource Portal Guide for details, or beta.shariasource.com/search
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ONLINE COMPANION TEMPLATE :: PROPOSED AUTHOR SCHEDULE

Date	Author/Editor Deadlines
Submission: Week 1 [By Date]	<p>To propose an Online Companion, we ask that you send materials for building the project overview online, which are public facing and will be the ‘front door’ to the online companion. These texts are public facing, for the portal and online companion. For a sample, see the SHARIAsource Online Companion for the Muwatta’ Translation. We ask that the author compile and send the following in order to launch the Online Companion editorial and upload process:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Author biography. Include any co-authors, editors, or student editors who are working on the Online Companion and you wish to acknowledge on its page. <input type="checkbox"/> Author headshot. Include a hi-res photo for yourself and any co-authors, editors, or student editors. If you choose not so submit a new image, we will use your institutional or publicly available images unless otherwise instructed (for which you should send a link). <input type="checkbox"/> Project profile: This is a project description, list of sources [citations or links] with 1-5 sentence descriptions of each, and suggested themes or categories into which you would like to group them [which will become ‘filters’ on the Page]. <input type="checkbox"/> Sample source: Submit one document or image with summary, tags/keywords, and complete citation/ bibliographic information
Submission: Weeks 2-6 [By DATE]	<ul style="list-style-type: none"> <input type="checkbox"/> Collected sources: Once the Online Companion proposal is accepted, please send all source materials with full citations and descriptions [previously sent] digitally, with appropriate permissions. All files or scans must be hi-res (at least 300 dpi for most images or texts). <p>NB: We have limited capacity for research assistants. If you would like an RA (including with any specialized language skills) to assist with summaries, please let us know and we will attempt to pair you with a researcher to assist in online companion publication.</p>
Production: Weeks 6-10 [By DATE]	<p>None</p> <p>[SHARIAsource student and staff editors will format, upload, tag, and review submitted documents. This process takes approximately 4 weeks before being ready for the author’s review. Once compiled, the Online Companion site, together with any sources you have uploaded, will not yet be public.]</p>
First Review: Week 11 [By DATE]	<ul style="list-style-type: none"> <input type="checkbox"/> Review the site, sources, and descriptions and communicate any necessary changes to SHARIAsource staff editors. Ensure your review includes copyediting, tags, formatting, etc.
Revise: Weeks 12-13 [By DATE]	<p>None</p> <p>[SHARIAsource staff will make the changes and construct the Online Companion filters and links, and return uploaded documents for a second round review. Again, these documents are not yet public. Please review the documents together with the links on the Online Companion.]</p>
Second Review+ & Publication Approval: Week 14 [By DATE]	<ul style="list-style-type: none"> <input type="checkbox"/> Review the Online Companion, as before, for final approval. Once finalized, SHARIAsource staff will prepare for production. <p>[Additional reviews and revisions can be scheduled if necessary; do note that additional revision-review periods will push the publication out, and will be subject to staff/student availability once the semester ends.]</p>
Publication & Launch Week 15-16 [By DATE]	<p>SHARIAsource staff will publish the Online Companion and launch a publicity campaign, blogpost, and spotlight to inform interested users about it. As author, you will have access to certain pages that you can continually update overtime as new sources become available (e.g., bibliographies, references, etc.); please be in touch with SHARIAsource staff for major changes or errors in need of correction.</p>

