

africaTODAY Instructions to Authors

General:

Mail 3 copies of manuscript to:

Africa Today
221 Woodburn Hall
Indiana University
Bloomington, IN 47405

The paper may not be submitted to another journal while under review by *Africa Today*.

Preparation of Manuscripts:

Review process

Manuscripts accepted for evaluation will be reviewed by at least two reviewers. As a journal with topical content, *Africa Today* is pledged to reviewing manuscripts as rapidly as possible.

Manuscripts will be accepted on the understanding that their content is original and that they have not been accepted for publication or review elsewhere. Once a manuscript has been accepted for publication in *Africa Today*, its copyright resides with the publisher. Manuscripts will not be returned.

Format

Authors should submit 3 copies of their manuscript, which must be typed, double-spaced, and printed on one side only of good-quality 8 ½ × 11 white paper, in a 12-point font and with 1-inch margins. Manuscripts should not exceed 25 pages (6250 words) in length (excluding endnotes, references, tables, etc.). Alternatively, manuscripts may be submitted electronically: E-mail the manuscript as an attachment (preferably in Word for PCs) to afrtoday@indiana.edu. In all matters of spelling, abbreviation, punctuation, grammar, etc., manuscripts should conform to the latest editions of *The Chicago Manual of Style* and *Webster's Collegiate Dictionary*. Because these references allow room for variation and interpretation, we include here our preferences concerning some common grammatical and stylistic

issues:

- insert commas between all items in a series, e.g., “Mozambique, Zimbabwe, and Malawi”
- there should be one space only between a period, comma, semicolon, or colon and the next character.

Order

Manuscripts should be organized in the following order:

1. cover page 2. abstract 3. text 4. endnotes 5. references 6. tables 7. figures

Cover Page

State title of paper; author name; institutional affiliation; name, address, and email address of author to whom correspondence should be sent; acknowledgment (if any) of financial or other assistance.

Abstract

On a separate page, summarize the article in 125 or fewer words. Do not include citations in the abstract.

Endnotes

Endnotes should be used only for substantive comments on the content of the article. Print on a separate sheet of paper, double-spaced, and numbered consecutively starting with 1.

References

References should follow the author-date format described in *The Chicago Manual of Style*:

Author's Surname, First Name. Date. Title. City: Publisher.

See examples below.

Format of References

References within Text

Citations of sources should be made within the body of the text, following the author-date system from *The Chicago Manual of Style* (see *The Chicago Manual of Style*, 14th edition, ch. 16):

When the author's name already appears in the text, the date of cited work should appear in parentheses, e.g., (1988). When the author's name does not appear in the text, the author and date of source should appear

in parentheses, e.g., (Smith 1988). When a specific page number or page numbers are to be cited, the page number(s) should follow the date, after a colon, e.g., (Smith 1988:17).

Use “et al.” for more than three authors; the complete list of names must be given in references cited.

When there is more than one work by the same author from the same year, use small-case letters with the date, e.g., 1988a.

Original publication date should precede later publication dates in brackets within parentheses, e.g., (Smith [1896] 1969).

A series of references should be separated by semicolons within the parentheses, e.g., (Jones 1989; Jones and Smith 1998; Smith 1977).

Reference list at end of Manuscript: References Cited

Follow *The Chicago Manual of Style* author-date format (see *The Chicago Manual of style*, 14th edition, ch. 16); capitalize titles of books, articles, journals using headline-style capitalization, e.g., *The History of Africa*.

Examples:

Book

Rodney, Walter. 1982. *How Europe Underdeveloped Africa*. Washington, D.C.: Howard University Press.

Chapters from Books

Trapido, Stanley. 1980. “The Friends of the Native”: Merchants, Peasants and the Political and Ideological Structure of Liberalism in the Cape, 1854–1910. In *Economy and Society in Pre-Industrial South Africa*, edited by Shula Marks and Anthony Atmore. London: Longman.

Journal Articles

Ritzer, George. 1975. Sociology: A Multiple Paradigm Science. *American Sociologist* 10:156–67.

Computer Files

Authors analyzing this type of data should cite source, including author (producer or distributor if no author), publication date (type “N.d.” if none is provided), title, date retrieved by author, and website address. If no author is provided, replace it with the producer or distributor of article or website:

Examples:

Traugott, Caryl. N.d. *Is the Noble Savage Extinct?* Retrieved 25 October 2000 from the World Wide Web: www.powernet.net/~hflippo/cinema.html.

Times Herald-Record. 1998. *Tarzan’s Mate Jane Dies at 87*. Retrieved 12 September 2000 from the World Wide Web: www.th-record.com.1998/06/24aposulli.html.

Interviews/Verbal Information Collected by the Author

In referring to a specific interview by the author, in-text citation and references-cited entries should follow the same conventions as outlined above, e.g.:

(Smith 1998)

Smith, John. 1998. Interview by author, 9 April. Houston, Texas.

In cases where the author cites information gained not through formal interviews but through, for example, casual social contact over a period of time, the author should include in the text the names, place of contact, and approximate range of dates of contact with these persons. In cases where it is not possible to identify an "informant" or respondent by name (for example, for political reasons), the author may use a pseudonym (and use it consistently in all text citations and references-cited entries).

Book Reviews

We keep our *Books Received* list as up to date as possible; however, because of production lag time, there may be new books not accounted for on the list. If you are interested in reviewing one of the books listed in *Books Received* or another very recent Africa-related book, contact the book review editor. We also encourage suggestions for review articles that treat more than one new publication.

Book reviews should be 500–1000 words long, 800 words being the ideal. Head the review with a citation in the following style:

Gifford, Paul. 1998. AFRICAN CHRISTIANITY: ITS PUBLIC ROLE. Bloomington: Indiana University Press. 368 pp. \$39.95 (cloth); \$22.95 (paper).

Please include your name and institutional affiliation at the foot of your review. On all other issues of style and format, see above. When you have completed the review, please mail us 2 hard copies and a diskette copy (in Word or Word Perfect, preferably the PC version). Alternatively, book reviews may be submitted electronically as an attachment. Direct requests to review and finished reviews to:

Marion Frank-Wilson
Book Review Editor
Africa Today
221 Woodburn Hall
Indiana University
Bloomington, IN 47405
mfrankwi@indiana.edu