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Article manuscripts may range between 6000 and 12000 words in length and must be in English. The journal also accepts shorter contributions (≤ 3000 words) in the form of Review Articles and Notes. An abstract of 150 to 250 words should accompany articles and notes submitted for consideration. A list of six key words should be provided with the abstract.

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We do not require that manuscripts submitted for consideration be formatted in any particular way until they are accepted for publication. Below is a description of the form in which we would like to receive the final draft of your article manuscript or book review. Please follow our style sheet as closely as possible. We reserve the right either to make necessary changes ourselves or to return any material to you with the request that it be reworked according to these guidelines.

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1. Send us 1 hard copy, plus an electronic copy as an attached file via e-mail. Please submit the electronic copy as a Word document.

2. If you are including *tables*, please pull them out as a separate document called “Tables.” If at all possible, please type them as text, using tabs for spacing, and not coded as “tables” in your word processing program. Sometimes tables formatted in other word processing systems make our computers crash.

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6. Capitalization in the article text: The names of institutions are generally capitalized, but individual titles are not unless they immediately precede the name. (This is often confusing for scholars who have lived or worked in anglophone Africa, where the common usage is quite different.) Thus: governor, district commissioner, secretary of state, etc. / Governor Arnold; but: Parliament, the Foreign Office, the Department of Labor.

7. Double quotation marks are used throughout, with the single exception of noting one quote within another: “‘We Are the World’: The Life and Times of Someone Great,” etc.

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Maps, graphs, line drawings, and photographs should be submitted in digital form (e.g., as high quality TIFF, PDF, or JPEG files). If maps or graphs are submitted as hard copies, they must be the originals or high quality photocopies (clear, high contrast, dark printing). These must be camera-ready. Mark their correct position in the text, in a separate line in between paragraphs: e.g., “Map 2 somewhere here.”

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**General footnote form**
1. Please format the titles of books and journals directly in italics, if you can do so; otherwise underline them. (Note: dissertation titles are not italicized, but are set off in quotation marks.)

2. Omit “p.” and “pp.” for page references (except when necessary to avoid confusion, as with certain archival materials), and do not use *passim*, f, ff.

4. Use author’s last name and a shortened title for second and later references rather than “op. cit.” or “loc. cit.”

5. Ibid. may be used only if the preceding footnote contains just one item; or if you are referring to the exact same 2 or 3 entries in the previous footnote. It should not be italicized.

6. Key words in the titles and subtitles of English-language books, articles, and dissertations are capitalized, even if they are lowercase in the original.

7. Capitalization in footnotes: as above in footnote text (“The monthly reports of district commissioners are found in the Public Record Office”), but citations to correspondence in archives is usually treated like a title:

   1 Roy Hubener to District Officer/Thabai, 23 January 1958, CN 2/3354/67, Kenya National Archives [hereafter KNA].

8. We prefer that archival references proceed from the most specific to the most general, beginning with the specific document, then document, volume, or page number, and ending with the museum or archive (see example above).

9. For book publication data we use city, publisher’s name, and date.

Examples of footnote form:

Books
First reference:


Later references:

   15 Curtin, Economic Change, I, 34.

To show that an old book has been reprinted, cite the original date first:

Articles in Periodicals

First reference:


Later references:

2 Mutongi, “Dear Dolly’s Advice,” 24.

3 Ibid., 22.

Articles in collections

First reference:


3 James A. Pritchett, “Mariama Ba’s *So Long a Letter,*” in Hay, ed., *African Novels*, 52. [In this case, it’s the first reference to this article, but the second reference to the collection itself.]

Later references:

1 Greene, “Flora Nwapa’s *Efuru,*” 39.


3 Pritchett, “Mariama Ba’s *So Long a Letter,*” 52.

Dissertations