Style Guide for The African Studies Review

The African Studies Review (ASR) is an interdisciplinary journal published three times a year (April, September, and December) by Cambridge University Press for the African Studies Association. The editors welcome manuscripts that focus on African topics and issues that would appeal to an interdisciplinary audience of scholars.

Please prepare the document in MS WORD 97-2003 formatting or as a generic MS WORD document. The instructions below may be useful, but we also recommend simply reviewing any published ASR article before you format your own manuscript.

Manuscripts should be submitted to the African Studies Review via the “Submit Your Article” tab available at the ASR’s website: http://journals.cambridge.org/action/displayJournal?jid=asr. Clicking this tab will take you to the ScholarOne website, and you will be prompted to either log-in (if you already have a ScholarOne account) or to create a ScholarOne account and then submit an electronic copy of the manuscript. There is no charge to you for setting up a ScholarOne account or for submitting a manuscript. If you have difficulties with the website, you may send the manuscript file directly to managingeditor@africanstudiesreview.org.

Please make sure that the following information is provided at the beginning of the article: TITLE (Please note that for titles that include a colon, we prefer to place the main clause first and the supplementary, or “poetical,” clause after the colon in order to make the article as visible as possible to search engines.)
ARTICLE ABSTRACT (100 words or less)
KEY WORDS (i.e., words that would be useful for a search engine)

PARAGRAPHS The first sentence of the article (or after a subheading) is placed flush left. All other paragraphs are indented one stop on the first line. Do not leave a blank line between paragraphs. Text should be left-justified throughout. Insert only one space between sentences. Use the New Times Roman 12-inch font.
Note: A paragraph should never be arranged as a series of bullet points. A sentence that contains several short illustrations of a particular point can be structured with a colon, followed by numbered examples—(1), (2), (3), etc.

SPELLING. The “set language” function should be set to English (United States). If necessary, please spell check your document to eliminate British spelling. In all quotations and titles of books, articles, and so forth, the actual spelling in the original is used. When abbreviations are used, they carry periods (i.e., e.g., U.S.) except for longer acronyms (UNESCO). (The first two abbreviations—i.e., e.g.,—are acceptable only within parentheses and are followed by a comma; these words are written out in the body of the sentence.) For state names, ASR prefers the conventional abbreviation rather than the postal code (Mass., not MA). All acronyms must be spelled out when introduced in the text and placed in parentheses: for example, African Studies Association (ASA). With some exceptions, prefixes and suffixes are generally closed up: “precolonial,” “postmodern,” “sociocultural,” “reread,” “continentwide,” “reexamine.”
ITALICS Words in languages other than English are italicized at the first occurrence only. Subsequent occurrences of non-English words should not be italicized. Foreign words and phrases in common usage (and found in an English dictionary) should not be in italics. Please note, however, that a quoted phrase or sentence or an organization name in a language other than English does not need to be italicized; the italics function only to set off a foreign word that is used in an English sentence. A word considered as a word is also italicized (e.g., “The word knowingly functions as a loophole in the law”).

Unless italics are necessary to disambiguate meaning in a sentence, do not use them to emphasize a particular word or aspect of an argument. The syntax of the sentence itself should be strong enough to convey the intended meaning.

HEADINGS Section subheadings can be used for the sake of organization. All headings are capitalized according to headline style (i.e., not according to sentence style). First-level headings are in boldface, second-level headings are in boldface and italics. However, we encourage as much simplicity as possible: second-level headings are rarely necessary or useful to the reader. Do not numbers the subheads.

NUMBERS Numbers from one to one hundred are spelled out in the text, unless part of an enumeration that contains a number larger than one hundred—“67 infants, 114 children, and 50 adults”—or if the numbers appear in parentheses. Numbers are also used in an arithmetical expression (“a frequency of 1 in 18”), or in a vote (“the bill passed, 76–69). Numbers from 101 upward are written as numerals, except for round numbers: three hundred, fifteen hundred, six thousand. In the text, percentages are expressed in figures, with the word spelled out—98 percent—although the sign should be used in parentheses (98%). In references to parts of books, numerals are not spelled out (“chapter 6,” “page 5”). Century designations are spelled out: “seventeenth century,” “nineteenth-century labor practices.” A decade is referred to as “the 1960s” or “the sixties” (not “the 1960's”). When inclusive pages are cited, digits are elided in the following manner: pages 100–103, 103–4 (not 103-04), 174–76. A span of years cited within a single century should appear as “1978–79” not “1978–1979.” Inclusive numbers or a span of numbers in a date (June 6–8) are separated by a one-en dash, not a hyphen. Dates should be written as June 14, 1980 (not 14 June 1980 or June 14th, 1980). Ordinal numbers, where necessary, should not be written in superscript (14th, not 14th). Hours of the day are written as 2:00 a.m., 6:00 p.m.

PUNCTUATION Use U.S.-style punctuation: double quotation marks (but single quotation marks for quotes within quotes), periods and commas inside quotation marks, colons and semi-colons outside quotation marks. ASR does use the serial comma (“ There were three children, thirteen adults, and six pets.”) A parenthetic dash should appear as a one-em dash (rather than as two hyphens) with no space before or after the dash.

QUOTATIONS Direct quotations exceeding four manuscript lines of type should be set off from the text by indenting the entire quotation one stop from the left. No further indentation is necessary for the first quoted paragraph; the first line of subsequent paragraphs in the same quotation should have an additional paragraph indent. Clarifying material added by the author of the article within the quoted portion should be enclosed in brackets, not in parentheses. (However, minor syntactical changes do not require brackets around a single parentheses, as with an
initial capitalization.) Added emphasis should be identified as “emphasis added” and placed in brackets at the end of the quotation. Parentheses should enclose the citation of source at the end of the quotation, if it has not been given in the text immediately preceding the quotation. Omissions in a quotation are indicated by an ellipsis, using three dots where one or more words have been omitted; if the omission occurs at the end of a sentence, a fourth period is added (e.g., “I found that people . . . had certain character attributes. . . .”). The first dot after the sentence is the period (no space following the last word). The other three dots are spaced out (one word space between each).

**CITATIONS IN TEXT**

Sources discussed in the text should be identified with a parenthetic citation, either to document the source of a quotation or, in running text, to specify the date of a scholarly work under discussion:

1. Simple citation, one author, with no page numbers specified.  
   (Smith 1996) or “Smith (1996) states that…”

2. Two authors.  
   (Bascom & Herskovits 1970) or Bascom and Herskovits (1970)  
   *Note:* Note the use of the ampersand in the parenthetic citation.

3. Three or more authors. Use “et al.” for in-text references of three or more authors.  
   (Greene et al. 1991) or Greene et al. (1991)

4. Several different authors cited in one place should be placed in alphabetical order if they appear in parentheses. Alphabetization is not necessary if only the dates appear in parentheses.  
   (Jones 1991; Smith 1982; Wilson 1986) or “Smith (1982), Jones (1991), and Wilson (1986) all argue that. . . .”  
   *Note:* Long strings of citations that are provided in the spirit of “see” or “see also” tend to clutter the text and should be moved instead to the endnotes. E.g.: See Smith (1982); Jones (1991); Wilson (1986).

5. Several references by the same author.  

6. Two or more references by the same author or authors in the same year.  
   (Mazrui 1991c; Davidson & Brown 1989a, 1989b) or Davidson and Brown (1989a, 1989b) and Mazrui (1991c)

7. Citation with pages, figures, or tables specified.  
   *Note:* There is no space between the date and the page reference.
8. In press.
   (Vambe, in press) or Vambe (in press)

9. No author specified (cite the issuing group or the publisher of the report).
   (United Nations 1993), (Committee on Ethics 1991)

10. Personal communications and ethnographic interviews.
    Jane Doe (personal communication, August 21, 1998) or
    Jane Doe (interview, Lagos, June 12, 2012)

ACKNOWLEDGMENTS Acknowledgments, if they exist, should be placed after a subheading at the end of the text before the References. Acknowledgments should not be inserted in the form of an endnote.

NOTES All notes should be formatted as endnotes (following the References). Notes are restricted to (1) discursive material that elaborates on a point in the text proper but is considered a slight digression from the text proper; (2) very long strings of “see” or “see also” citations that are not discussed directly in the text and/or would look distracting in the sentence. Superscripted note numbers generally should appear at the end, not in the middle, of the sentence and should never be attached to display material (the title or subheadings). Although most authors create endnotes by using the “Insert Note” function of WORD, please make sure your endnotes are not embedded when you send the document to us. Notes can either be unembedded manually or else by means of a Macro that can be set up as part of the “Developer” function of WORD.

REFERENCES All references cited in text must appear in the References section, and all entries in the References must be cited in the text. The only exception to this rule is the use of personal communications (please see sample reference 16 in the following section for guidelines).

   Alphabetize the reference list by last names of authors. Two or more works by the same author or authors should be listed in reverse chronological order (earliest to latest); two or more works by the same author or authors in the same year should be alphabetized by the first significant word in the title and differentiated by lowercase letters following the date (e.g., 1977a, 1977b).

The following are examples of how references should look in a manuscript. Please note the hanging indent form.

   Note. Full first name(s) of author(s) should be included if possible. If a publisher has offices in two cities, only the first city named in the book should be included.

2. Book, multiple authors.
   Hammond, Dorothy, and Alta Jablok. 1992. The Africa That Never Was: Four Centuries of British Writing About Africa. Revised ed. Prospect Heights,
III.: Waveland Press.

*Note.* Place only the first author’s name in reverse order. For name of publisher, do not include "and Company," “Inc.,” “Publishers,” “Publishing Company,” and so forth. If the city is not well known, include state name or country with place of publication unless the location is clear from the name of the publisher (e.g., a state university press).

3. Books, etc., single or multiple authors, more than one entry.


*Note.* A three-em dash followed by a period takes the place of the author's name in the second entry.

4. Edited book, listed by editor(s).


5. Article in edited book.


*Note.* Full first name(s) of editor(s) should be included if possible. The “pp.” abbreviation is unnecessary before the page numbers. The page span is signified by a one-en dash (not a hyphen).


7. Series, monograph, or technical report.


8. Dissertation


9. Article in journal.


*Note.* Issue number is not necessary when journal is paginated continuously
throughout volume (see next example for noncontinuous pagination/pagination by issue).

10. Article in journal, paginated by issue.
   Note. If each issue of a journal begins with page 1, the issue number should be included in parentheses following the volume number.

11. Manuscript in press.
   Note. Use this form only if the manuscript has been accepted for publication. For a book, cite the publisher. If the date of publication can be anticipated, the expected date can be provided.

12. Unpublished manuscript.
   Note. Include location and date of composition of unpublished manuscripts whenever possible. If the date is unavailable, the letters “n.d.” should replace the date shown above and should be used in the in-text reference. It is not necessary to note that the reference is “unpublished” since the title in quotation marks (as opposed to italics) conveys this information.


14. Foreign publications.
   Note. Capitalization of non-English titles is in sentence style (only the first word of the title and any words always capitalized in the language are capitalized).

15. Translated publications.

Note: It is not necessary to provide the “date accessed” information; readers know that Web sites appear and disappear, and have to trust the author’s scholarly integrity in this matter. The full address may be provided (http://www.hrw.org/reports/2010/10/19/development-without-freedom) or it may be abbreviated, as above. In all cases, please delete the hyperlink from the address.

17. Personal communications and ethnographic interviews.
Letters, phone calls, or other personal forms of communication with the author should be cited in the text but (most of the time) not in the References section. Exceptions to this formatting may be specified for ethnographic studies in which much of the data consists of personal communications from informants. In these cases, the author is advised to create a subsection of the References titled “Interviewees” in which all informants are listed, along with identifying information (e.g., profession or occupation) and the place and date of the interview. Published references can follow under a second subheading, “Books and Articles.”

ARTWORK, CHARTS, MAPS, AND GRAPHS See attached document for matters of formatting. Please note, however, that charts are mostly useful for statistical data illustrating an argument that is presented discursively in the text itself. Do not include, e.g., PowerPoint-type presentations that contain prose summaries of the larger arguments.

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