Afeadie/xenyoa@yahoo.com

Akurang-Parry/kaparr@ship.edu

Arlt/veit.arlt@unibas.ch

Beek/w.e.a.vanbeek@fss.uu.nl

Bersselaar/d.d.w.van-den-bersselaar@liverpool.ac.uk

Bjerk/pkbjerk@wisc.edu

Bondarenko/dbondar@hotmail.com

Bowman/jbowman@history.umass.edu

Chouin/glchouin69@yahoo.com

Collins/jcollins@ug.edu.gh

Etherington/nether@cyllene.uwa.edu.au

Fargion/janet.topp-fargion@bl.uk

Geest/s.vandergeest@uva.nl

Geysbeek/musadu@hotmail.com

Horta/josesilvahorta@mail.telepac.pt

Larmer/milesharmer@softhome.net

Locatelli/loca71@lycos.com

Mark/pmark@wesleyan.edu

Mouser/mouser.bruc@uwlax.edu

Ogunleye/segfoleye@yahoo.com

Posnansky/merrick@history.ucla.edu

Schler/greglynn@netvision.net.il

Silverman/silveray@umich.edu

Singleton/bsinglet@csusb.edu

STYLE/FORMATTING GUIDELINES

In order to ease the editor's burden, please observe the following guidelines when submitting a paper:

HA is formatted on the Macintosh platform. Mac users should send papers on 3.5" diskette in Microsoft Word 6.0 or below (this feature can be accessed through the "Save As" submenu under "File"). Articles written in WordPerfect, ClarisWorks, etc. should "Save As" and choose "Word 6.0" in the "File Format" dialogue box. If this is not possible, "Save As" a "rtf" (Rich Text File). PC users should send papers on disk in "rtf" format. E-mail users should send papers also on disk. Please be aware that conversion problems often arise between electronic platforms, especially on the PC side since PCs cannot read many Mac electronic files. Therefore, when sending material via e-mail, use the "rtf" format AND send it on a Mac disk. Special font users (e.g., Hausa, Arabic) must send the font family (TrueType or Screen and Print fonts) to the editor on disk in the Mac format.

"10%" not "ten (or 10) percent"

always use two numbers after dash in citations unless 1 (1-9) or 3 (197-205) are necessary

always write months out in full, e.g., 30 February 1917

single quotation marks (') within double (") quotation marks

ALWAYS embed notes (using the word processor's footnoting capacity)

punctuate as follows: ," and ." not ", and ".

Capitalize substantives in titles of both books and articles

citation to books: Author, *title* (place, date), 25-31 (do not use p. or pp.)

citations to articles: author, "title of article," *full title of journal* 32(1995), 25-31 (do not use p. or pp.)

whenever possible, use first names of authors, not just initials

for spelling, use American conventions ("or," "ize," etc.)

Use "ibid.," to repeat *immediately* preceding citation only

put one space, not two, between sentences (between the period and the capitalized letter of the next sentence)

never begin short-title references with an article

indent and separate direct quotations of three lines or more, and omit quotation marks

ALWAYS cite sources (especially quotations) by specific page number/s

place note references at ends of sentences only

do not indent first paragraphs of sections

do not indent paragraphs with tabs, but use the Paragraph style feature of the word processor to indent paragraphs

Please note:

There are no prescribed minimum or maximum page lengths.

The social-science (or intratext) referencing system is acceptable as long as page numbers are included.