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## STYLE/FORMATTING GUIDELINES

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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

*Guidelines for Authors*

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.

# African Studies Association

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Members Income over \$15,000	\$95 _____
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Payment must be made by Check or Money Order payable in US dollars or Credit card (*Visa or Master Card only*).  
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Membership is based on the calendar year: January 1, 2003 through December 31, 2003. Please renew by March 15, 2003.  
 African Studies Association, Rutgers University, 132 George Street, New Brunswick, NJ 08901-1400 USA  
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## African Studies Association

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### 2003 ADVERTISEMENT RATES FOR ASA PUBLICATIONS

Publication	Issues per Year	Circulation	Deadline	Mailing	Full-page Ad	Half-page Ad	Quarter Page Ad
<i>African Issues</i> (Formerly <i>Issue: A Journal of Opinion</i> ) ISSN 0047-1607 (Vol. 31)	2	2,000	Jul. 1 Oct. 1	September December	\$275 (7" x 9")	\$200 (7" x 4 3/4")	N/A
<i>ASA NEWS</i> ISSN 0278-2219 (Vol. 36)	3	2,000	Dec. 1 Mar. 1 Jun. 1	January April July	\$275 (7 1/2" x 9 1/2")	\$200 (7 1/2" x 4 3/4")	N/A
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<i>46<sup>th</sup> Annual Meeting Final Program</i>	1	1,500	Sept. 1	Oct. 30 - Nov. 2: Boston, MA	\$525	\$300	\$200
<i>History in Africa</i> ISSN 0361-5413 (Vol. 30)	1	500	Jun. 1	September	\$100 (5" x 7 1/2")	\$60 (5" x 3 3/4")	N/A

All advertisements should be submitted "camera ready" to the ASA Secretariat.

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The African Studies Association's estimated membership list as of December 2002 is approximately 2,150 addresses. The list may be ordered in any combination of the following:

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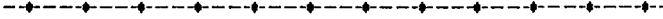
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	Children's Africana Book Award Poster	\$20.00	\$12.00
	<b>Sub-Total</b>	\$	
	<b>Shipping &amp; Handling (\$4.00 per book or item)</b>	\$	
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