

NOTES FOR CONTRIBUTORS

The *Journal of African History* publishes research and reviews on all aspects of the African past. Contributors should keep in mind that they are writing for an academic readership generally knowledgeable about African history, and should relate their findings explicitly to relevant secondary literature.

Authors may submit contributions in either English or French. They should not exceed 10,000 words (including notes), except with prior approval of the editors. Where appropriate, carefully drawn maps, photographs, and other illustrations may accompany the text. An abstract of the contents of the article, not exceeding about 100 words, should be included at the head of the main text immediately after the title.

Contributors should seek clarity, brevity, and simplicity of expression and avoid long sentences and unduly lengthy or short paragraphs. They should closely observe the conventions set out below ('Format and Style') and in the more detailed 'Instructions for Contributors' to be found as a link on the journal's online submission webpage.

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Format and Style

Article manuscripts should be submitted electronically, through the webpage listed above. They should be in a widely used word-processing format, preferably MS Word, and double-spaced throughout. Lines beginning new paragraphs should be indented, except at the beginning of a section. Ample margins (at least one inch left and right, one and one-half inches top and bottom) must be left, and all pages should be numbered.

Spelling (in English) may follow either British or American convention but must be consistent. African words and names should conform to the orthography of the International African Institute. In referring to people, Bantu prefixes should normally be omitted: thus 'Luganda', 'Buganda', but 'a Ganda', 'the Ganda'. Quotations of more than forty words or so should begin on a new line, indented from the left-hand margin.

Italics should be used only for the names of publications and for words in languages other than English. Foreign words should be used only when necessary, and then only with a translation in parentheses. Figures should be used for units of measurement, percentages (to be shown in the form '7 per cent', not '7%'), and any number which includes a decimal point. Spell out other numbers up to ten and multiples of ten up to one hundred ('seven', 'twenty', but '25', '127' and '10,000'). Cite dates in the form '12 February 1968' (or 'Feb.' in source-references). Express sequences in the briefest form possible ('68-9', but '1911-12', '1849-50').

Notes should be footnotes not endnotes. They should be numbered consecutively throughout the article and double-spaced. Citations of references should be made only in the notes and not in the text, and there should be no separate bibliography. First references should be given in full, thus: S. Johnson, *The History of the Yorubas* (Lagos, 1921); E. W. Smith, 'Sebetwane and the Makololo', *African Studies*, 15 (1956), 49-74. All subsequent references should be given in abbreviated form, thus: Johnson, *History*, 43; Smith, 'Sebetwane', 65, except that *ibid.* should be used to refer to an immediately preceding citation of a title. *Loc. cit.* and *op. cit.* should not be used. Do not abbreviate periodical titles. Archival citations should be as brief as is consistent with clarity. The identity and location of each archive must be fully spelled out where it is first cited.

Maps should be prepared where the topography is important for an understanding of the text. Maps should if possible be camera-ready and show all relevant information, but only such information as is mentioned in the text. Photographs should specifically enhance the text and carry full captions and attributions.

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