

INSTRUCTIONS FOR AUTHORS

Editorial Policy

All articles submitted to *Africa* must be original work that has not been previously published and is not currently being considered for any other publication. All submissions to go through a double blind peer-review process. The article is first read in-house by an editor. If the submission meets *Africa's* style, content, and quality requirements, the Editorial Board sends it to two referees who are experts in the relevant field of research. The Editorial Board may consult a third referee. To ensure publication, authors must be available to respond to comments, make revisions, and review page proofs.

Manuscript Preparation

Articles should be submitted in a soft copy version (MSWord for Windows, or in an MSWord compatible format), with a brief biographical statement by the author (not exceeding 100 words).

Structure

Your manuscript should be compiled in the following order:

- Title: keep it short and plainly descriptive;
- Author details: please include author's full name, affiliation and email address;
- Abstract: written in English, not exceeding 150 words;
- Keywords: provide 3 to 5 suitable keywords in English;
- Main text.

Word Limits

Do not exceed 8,000 words.

Style Guidelines

Quotations: enter an empty line before and after quotations longer than 4 lines. In case of ellipsis in quotations, use three full points in square brackets [...].

Footnotes: cross references superscript in text before punctuation.

Foreign words and phrases: *italicized* except when naturalized.

Tables: they should be labelled chronologically as Table 1, 2, 3, etc., and placed in the text. The print format is 17cm x 24cm, and no cross references must be included in tables.

Images: all images must be minimum 300 dpi at planned publication size (max 15 cm). Images, graphics, and maps should be labelled as Figure 1, 2, 3, etc., and placed in the text along with a caption.

Footnotes

First references:

Book

N. Chazan, *An Anatomy of Ghanaian Politics. Managing Political Recession, 1969-1982*, Boulder, Westview, 1983.

B.N. Lawrance, E.L. Osborn, and R.L. Roberts, eds., *Intermediaries, Interpreters, and Clerks. African Employees in the Making of Colonial Africa*, Madison Wis., University of Wisconsin Press, 2006.

Essay or Chapter in book

C.A. Nama, "A History of Translation and Interpretation in the Littoral Province of Cameroon", in E.N. Chia, J.C. Suh and A. Ndeffo Tene, eds., *Perspectives on Translation and Interpretation in Cameroon*, Mancor, Langaa Research & Publishing CIG, 2009, 47-56.

Article

W. McGaffey, "Death of a King, Death of a Kingdom? Social Pluralism and Succession to High Office in Dagbon, Northern Ghana", *Journal of Modern African Studies*, 44, 1, 2006, 79-99.

Oral Sources

Interview with John Ferguson, Cairo, 14 Oct. 2007.

Internet

Oxford Library, "Library Strategy", <http://www.ol.org/library/strategy.html> (accessed 5 June 2018).

From second references:

N. Chazan, *An Anatomy of Ghanaian Politics ... cit.*