

Author's Format Checklist

Please read through this checklist carefully and bring your manuscript into line with these format guidelines. Doing so now will ensure fewer queries and delays during the production process, and a cleaner published article.

Acknowledgements

Any acknowledgements should be placed in an unnumbered note that will appear as an asterisk at the end of the title on the first page. So that readers who would like to contact you may have an easy means to do so, we encourage (but do not require) you to include your email address at the end of this note.

Capitalization

Capitalization should not be overused. In the text, the first letter of official or job titles are only capitalized when they directly precede a person's name: so 'President Jomo Kenyatta' but 'The president made the announcement.' The names of organizations and government agencies such as 'Oxfam' and 'the Foreign Office' should be capitalized. Recognized regional titles such as 'Southern Africa' and 'West Africa' are generally capitalized; but use 'sub-Saharan Africa' and 'Atlantic world'. Use Belgian Congo, not 'the' Belgian Congo.

Capitalize holy books such as 'Bible', 'Qu'ran', and 'New Testament'. Do not capitalize racial designations like 'black South African' or 'white farmer'.

The word 'Internet' should be capitalized.

It is the journal's convention to use the full title *The Journal of African History*.

We use capitals for titles (secretary, governor general) such as these in archival citations.

However, when using the titles in a non-archival context within the FOOTNOTES, such as: 'The governor general decreed this notion on 23 July 1967', for example, do we keep this lower case (governor general) to be consistent with the article, or (Governor General) to be consistent with the cited archival material.

Whereas the first letter of all major words in book titles are capitalized, those in book chapter, article, and thesis titles are not. For more on capitalization rules within footnote references, please see 'Footnote Examples' at the end of this checklist.

Dates

Dates should be written as '23 February 2010' (or 'Feb.' in source references). Use BCE and CE, not BC and AD. Date spans should be elided as much as possible ('1848–9', but note '1911–12'); the exception to this is BCE date spans, which should always be given in full.

Write 'twentieth century' and 'eighteenth century', rather than '20th century' and '18th century'; and '1920s and 1930s', rather than '1920s and '30s'. When used as an adjective, please hyphenate so, for example, 'twentieth-century challenges'.

Footnotes

Notes should be footnotes not endnotes. They should be numbered consecutively (1, 2, 3 not I, II, III) throughout the article and typed double-spaced. Please consolidate notes where possible, and try to keep them brief, so that pages of your article will not consist of more footnote text than main text. Footnotes should only be placed at the end of sentences or paragraphs. There should be no separate bibliography.

Please double-check the accuracy and consistency of your citations.

Be especially vigilant about the accuracy of your primary sources.

For footnotes that use an explanatory sentence prior to a citation, follow the sentence with ‘, see’ before the citation, as in: ‘For the role of private traders in the initial development of the African slave trade, see Curto and Lovejoy, *Enslaving Connections*, 29-55.’

Multiple citations in one footnote should be ordered according to the body content to which they refer; if all citations refer to a few sentences, they should be placed in alphabetical order.

In a list of citations, only use ‘; and’ to separate the last citation if the citations are part of a sentence such as: ‘For more on the history of slavery in this region, see W book; X article; Y article; and Z book.’

Footnotes should appear at the end of sentences only, not mid-sentence.

Ibid. should be used to refer to an immediately preceding citation of a title. *Loc. cit.*, *op. cit.*, and *idem.* should not be used. Do not abbreviate periodical titles. ‘Et al.’ should only be used where there are more than four authors/editors, and should not be italicized. Please do not use Latinate abbreviations *cf.*, *ff.*, *eg.* or *idem.*; instead, please spell out your meaning by writing ‘in contrast, see’ or ‘for example.’ *Passim* may be used to indicate the continued reference throughout a text, beginning from a particular page, as in: ‘Curto and Lovejoy, *Enslaving Connections*, 45 and *passim.*’

Do not write out ‘page’ or any abbreviations of it; just list the page numbers. For direct quotes or specific citations, you only need to cite that particular page; if you are citing a general article or book chapter, please give the entire page range of the article or chapter.

All book citations should list the location where the book was published but not the publisher. In instances where a book is published in two places (New York and Cambridge, for example), you may choose either city. For non-English citations, follow non-English citation and capitalization practices, and list the location of publication in the foreign language, if applicable, such as ‘Lisboa’ not ‘Lisbon’, ‘Sevilla’ not ‘Seville’. Less readily identifiable locations should be followed by a comma and a larger location such as ‘Athens, OH’ and ‘Naivasha, Kenya’.

To cite footnotes within a secondary work, please note the page number the note appears on as well as the note number, if any. For example: ‘95n14’ refers to footnote 14 on page 95; ‘95n’ refers to the unnumbered note on page 95.

For articles with doi numbers, please give the full doi number in place of page numbers.

For examples of footnote formats, please see the end of this checklist.

For institutional authors, do not abbreviate for rep. cit.:

Kenya Land Commission, *Report*, 104.

For authors’ first hyphenated names:

Pierre-Philippe Rey → P.-P. Rey

Foreign Words

Words in languages other than English should be placed in italics (not underlined or placed in quotes). Foreign words should be used only when necessary, and then only with a translation in parentheses.

Individual Names

Please use first and last names for individuals (including other scholars) when first mentioned in the text. Thereafter, refer to them just by last names. In footnote citations (see 'Footnote Format Examples' below), please use only initials for first and middle names. Authors full name can be given in explanatory footnote text, at first mention.

Maps, Tables, and Illustrations

Maps, tables, and illustrations should be referred to as 'Fig. 1', 'Figs. 6 and 7', etc. They should be easily readable, have caption titles, and their source, if not original, should be indicated. Maps should include a scale and north arrow, and map captions should generally contain the country's name in addition to that of a more specific geographic region.

Numbers

Numbers should be elided as 57–63, 208–9, 168–71, 102–7, 307–22, but 11–13.

Spell out numbers up to ten and multiples of ten up to one hundred ('seven', 'twenty', but '25', '127', '10,000').

Where there is a mixture of numbers normally written in words and figures, give all numbers in figures

3, 8, and 95

4, 15, and 25–9

Figures should be used for units of measurement, percentages (to be shown in the form '7 per cent', not '7%'), and any number that includes a decimal point.

chs. 2 and 3

for book and article title date elisions in all cited works, change to en dashes per JAH style

denoting page numbers as '23–42, esp. 34' is ok

Possessive Apostrophes

Possessive apostrophes should be followed by 's' after names ending in s.

Punctuation and Abbreviations

Full stops (periods) should be followed by a single space. Contractions (such as 'Dr' and 'edn') should not be followed by a full stop. However, abbreviations (such as 'Prof.', 'ed.', and 'vol.') and their plurals ('eds.', 'vols.') should be followed by a full stop. *Ibid.* and *c.* should be placed in italics and followed by a full stop.

Please use ch. and chs. NOT chapter; 2nd edn

The serial comma (as in red, white, and blue) should be used.

For punctuation rules within footnote references, please see 'Footnote Examples' below.

Please use 'US' and 'UK', not 'U.S.' and 'U.K.' And e.g. and i.e., not eg and ie.

For works in translation, use abbreviation 'trans.', and for compilations, use 'comp.' or 'comps.' if more than one compiler. Usage should be equivalent to our usage of 'editor', thus:
Compiler's name (comp.), *Title* (place, 2013).
Author, *Title*, trans. Name (Place, 2013).

Spaced out N dashes for sentence digressions

Hyphens

Do not use hyphens for 'precolonial', 'postcolonial', or 'anticolonial', but use hyphens for small prefixes attached to words beginning with vowels, like 'anti-evolution'.

Use hyphens with pre, post, anti, re, de, etc. for capitals and numbers

Example: anti-Hindu
 post-1978
 pre-Marx

Quotations

Please double-check that quotations are accurate, especially those from primary sources.

Shorter quotations should be placed within single inverted commas. Double inverted commas should only be used in the rare instance of a quotation within a quotation.

If a quotation falls at the end of a sentence and the quotation itself is a complete sentence, then the full stop should be placed inside the final inverted comma. If, however, a quotation falls at the end of a sentence and the quotation is only a phrase, then the full stop should be placed outside the final inverted comma. For example: He wrote, 'I prefer this to betraying you.' but Williams unwisely criticized 'self-appointed reformers'.

Quotations of more than forty words should be formatted as block quotes. They should begin on a new line, indented from the left-hand margin, without inverted commas and preceded and followed by a single blank line. Please avoid hanging block quotes: if a block quote is placed towards the end of a paragraph, follow it with a sentence or two explaining the significance of the quote to the overall point of the paragraph and/or manuscript.

Any use of italics in quotations, whether original or added, should be noted with the source. Material inserted within a quotation is to be placed in square brackets.

Spacing, Indentation, and Margins

Manuscripts should be double-spaced throughout. The start of 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 and Spell Check

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'.

Please spell-check your text, and advise us about any special uses or variant spellings of words that we need to be aware of.

Sub-headings

Sub-headings within the manuscript should be centered and placed in all capitals.

Footnote Examples

When citing references in languages other than English, the capitalization and punctuation rules commonly used in those languages should be followed. In format, footnotes generally follow the guidelines in the *Chicago Manual of Style*, though, journal style differs in the use of single (rather than double) quote marks and in the placement of some punctuation.

For examples, please see below.

BOOKS

First reference: C. Wrigley, *Kingship and State: The Buganda Dynasty* (Cambridge, 1996), 192–5.

Subsequent reference: Wrigley, *Kingship*, 11–12.

If an edition number is necessary, set it in the brackets with the publication details, e.g. ‘(2n edn, London, 1992)’

For authors’ first hyphenated names:

Pierre-Philippe Rey → P.-P. Rey

CHAPTERS IN BOOKS

First reference: A. M. Howard, ‘Nodes, networks, landscapes, and regions: reading the social history of tropical Africa, 1700s–1920’, in A. M. Howard and R. M. Shain (eds.), *The Spatial Factor in African History: The Relationship of the Social, Material, and Perceptual* (Leiden, 2005), 21–5.

Subsequent reference: Howard, ‘Nodes’, 17.

BOOKS WITH MULTIPLE VOLUMES OR PARTS

The word ‘*Volume*’ or ‘*Part*’ should be italicized, capitalized, and spelled out (not abbreviated), and the number should be given as a roman numeral. If each volume or part has a separate title, it should be given in full at first mention:

First reference: C. Maher, *Soil Erosion and Land Utilization in the Embu Reserve, Part I* (Nairobi, 1938).

Subsequent reference: Maher, *Soil Erosion I*, 18.

To quote all volumes of a text:

Author, *Title*, 2 Volumes (Place, 2013).

REPUBLISHED MANUSCRIPTS

First reference: T. R. H. Thompson, *A Narrative of the Expedition sent by Her Majesty’s Government to the River Niger in 1841 under the command of Captain H. D. Trotter, Volume II* (London, 1968 [orig. pub. 1848]), 92.

Subsequent reference: Thompson, *A Narrative II*, 105.

JOURNAL ARTICLES

First reference: D. L. Schoenbrun, 'A past whose time has come: historical context and history in the Great Lakes region', *History and Theory*, 32:4 (1993), 32–56.

Subsequent reference: Schoenbrun, 'A past', 32–3.

For articles with doi numbers, give the doi number in place of the page number

List the month or season of a journal with the year only if there are no issue numbers.

NEWSPAPER OR MAGAZINE ARTICLES

The first time a newspaper or magazine is cited, insert the publication city, if known.

First reference: S. Owusu-Duku, 'Brigade may be sole supplier of uniforms', *Evening News* (Accra), 6 Oct. 1961.

Subsequent reference: Owusu-Duku, 'Brigade'.

ARCHIVAL AND UNPUBLISHED MATERIALS

The identity and location of each archive must be fully spelled out where it is first cited and placed at the start of the citation, but an abbreviated reference may be used thereafter.

No commas separating archives: TNA CO 1018/28

First reference: Tanzania National Archives, Dar es Salaam (TNA) 61/701/1, letter from Secretary, Tanganyika Muslim Jazz Band Club to Provincial Commissioner, Eastern Province, 3 Apr. 1940.

Subsequent reference: TNA 61/701/1, letter from Secretary, Tanganyika Muslim Jazz Band Club to Provincial Commissioner, Eastern Province, 3 Apr. 1940.

First reference: Rhodes House, Bodleian Library, Oxford (RH) MS Africa s. 17, 4, J. Roscoe and A. Kaggwa, 'Enquiry into native land tenure in the Uganda Protectorate', 1906.

Subsequent reference: RH MS Africa s. 17, 4, J. Roscoe and A. Kaggwa, 'Enquiry into native land tenure in the Uganda Protectorate', 1906

For forthcoming books and articles, treat in this manner (with book titles capitalized and italicized per style):

N. S. Green, 'Urdu as an African language: outlines of a source literature', *Islamic Africa* (forthcoming).

To cite a whole non-academic journal/magazine, use this basic format:

Author, 'Article title', *Journal*, date.

Makarere College Magazine, Kampala, May 1940.

THESES

To signify unpublished MA, PhD, BA work, use 'thesis' instead of 'dissertation'

First reference: M. Taylor, 'Life, land and power: contesting development in northern Botswana' (unpublished PhD thesis, University of Edinburgh, 2000), 79–81.

Subsequent reference: Taylor, 'Life', 23.

INTERVIEWS

First reference: Interview with Bakari Kamian, Bamako, 11 July 2002.

Subsequent reference: Interview with Bakari Kamian.

WEBSITES, ELECTRONIC BOOKS, AND ONLINE SOURCES

First reference: A. Anangwe and M. Marlo (eds.), *Wanga-English Dictionary*, (<http://sitemaker.umich.edu/mmarlo/files/wangadictionary.pdf>), 2008.

Subsequent reference: Anangwe and Marlo, *Wanga-English*.

For **Voyages: The Trans-Atlantic Slave Trade Database**, please use this standard: (according to their website): for essays:

David Eltis, "A Brief Overview of the Trans-Atlantic Slave Trade," Voyages: The Trans-Atlantic Slave Trade Database, (<http://www.slavevoyages.org/tast/assessment/essays-intro-01.faces>), accessed 8 Feb. 2014.

To cite specific output from the database, users need to generate a URL through the "create a link" function. Thus it would go:

Title if any, Voyages: The Trans-Atlantic Slave Trade Database, (specific URL), accession date.

For repeat cites, STDB

Repeated Citations

Titles should be shortened when repeated to the first few words of the original title. Up to five words is acceptable in order to preserve identifiability of the source.

Do not follow '*Ibid.*' with a comma: *Ibid.* 322.

New pieces by an author already cited should again list the author's first initial. Thus, subsequent citations might read:

¹ W. Rodney, *A History of the Upper Guinea Coast, 1545-1800* (Oxford, 1970).

² Rodney, *History of the Upper Guinea*, 25.

³ W. Rodney, *West Africa and the Atlantic Slave Trade*, (Nairobi, 1967), 104.

When different chapters are used from an edited collection that has previously been cited, use the abbreviated citation for the editor's name and book title, but not chapter author and title.