

Style sheet for the Leeds *African Studies Bulletin*

The *African Studies Bulletin* is published annually through LUCAS. We welcome ideas and proposals for articles and book reviews.

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Style sheet for articles

Articles are normally 5-8,000 words in length, including footnotes and references, but we occasionally publish smaller or longer pieces. Please try to follow the guidelines below where possible, and please follow the style of previous bulletins (available to download from the LUCAS website) where in doubt.

- a. Any track changes or headers and footers removed.
- b. Justify text to the left.
- c. Text should be in Microsoft Word for Windows.
- d. All submissions must be accompanied by a separate file which provides the author's name, current affiliation and contact information (email and mailing address, phone and fax numbers) and some brief biographical details. The author's name should not appear on the article itself.
- e. A 150 word Abstract should be included.
- f. A list of six key words should be suggested.
- g. Single quotation marks should be used for quotations within text (with double quotes within these where necessary).
- h. Paragraphs should be separated by a one line space but not indented.
- i. British rather than US spelling should be used.
- j. Graphs, tables, maps etc should be numbered and submitted in a separate file, not embedded in the text.
- k. Explain all acronyms.
- l. Dates should appear as follows: 8 December 2006; 1990s (no apostrophe); in the twentieth century; twentieth-century political movements.
- m. Numbers from one to nine in words; percentages and decimals written in figures; fractions spelt out as one-half etc.
- n. References: Chicago author: date style. Sources should be cited in the text, usually in parentheses, providing the author's surname, the publication date of the work cited, and a page number if appropriate. Full details should be given at the end of the article under the heading References. Place the reference at the appropriate point in the text, typically just before punctuation. If the author's name appears in the text, the date and page number should follow immediately, in parentheses. Separate multiple references with semicolons. See http://www.chicagomanualofstyle.org/tools_citationguide.html for more details.
- o. Notes should be brief and created using your word processor's endnote function.

Style sheet for book reviewers

Please follow the examples below:

The Ordeal of the African Writer. Charles R Larsen. Zed Books, London & New York, 2001. Pp. 168. ISBN 11 85649 931 (pb). £14.95, \$19.95

We always carry the book title first, and the author/editors after the title. Edited volumes should be described as:

State of the Environment in the Zambesi Basin 2000. *ed.* Munyaradzi Chenje...or *eds.* if two or more.

Please remember to include total page numbers, hb. or pb., and price (in whatever currency or currencies the publisher offers). If no price is available please put np.

Length guidance: 750 words (single review) **1000** words (review of two books).

Please put your name and academic or other affiliation at the end of the review, i.e.
Joe Bloggs,
University of Kilimanjaro

Kindly send as an attachment to african-studies@leeds.ac.uk