

Style Guide for *Ìrìnkèrindò: A Journal of African Migration*

Ìrìnkèrindò: A Journal of African Migration (IJAM) is an interdisciplinary journal published two times a year. The editors welcome manuscripts that focus on African Diaspora topics and issues that would appeal to an interdisciplinary audience of scholars.

This style guide is intended to standardize important elements of style and thus to aid authors, editors, and proofreaders in preparing copy for publication in the *IJAM*. For matters of style not included here, consult the reference list at the end of this style guide for additional sources of information. The style guide will be updated as necessary and will be available at the web site of *IJAM*: <http://www.africamigration.com/>. In the few cases of conflict between this style guide and other sources, the directions given here are to be followed. In case of doubt, remember that it is especially important to achieve internal consistency.

The *IJAM* does not pay authors for their manuscripts, nor does it provide retyping, drawing or mounting of illustrations, or other such services. Those are the responsibility of the author. The editor reserves the right to reject or return for revision any material submitted on the grounds of inappropriate subject matter, quality, or length, or because of nonconformity with this style guide.

Authors must recognize that they (and not the *IJAM* editors) are responsible for the content of their articles, for the accuracy of quotations and their correct attribution, for the legal right to publish any material submitted, for the inclusion of mandatory acknowledgments and/or disclaimers, and for submitting their manuscripts in proper form for publication.

A manuscript submitted to the *IJAM* may not be under simultaneous consideration by any other journal or have been published elsewhere.

Submission Guidelines

SUBMISSION Manuscripts should be sent to the editors of the *Ìrìnkèrindò: A Journal of African Migration* at the address listed inside the front cover of each issue. The author must submit four copies and should retain a fifth. Acknowledgment of receipt of a manuscript does not imply its acceptance.

EVALUATION Manuscripts are generally evaluated by three or more anonymous peer reviewers and by the editors. The editors can normally complete an evaluation of a manuscript in about two to three months depending on the availability and responsiveness of external peer reviewers. Authors are notified as soon as a decision has been made to accept or reject a manuscript. Some rejections are made with the invitation to revise and resubmit, but a new evaluation of the revised manuscript will ordinarily be made.

Preparing the Manuscript

Manuscripts must be double-spaced throughout, *including references, notes, tables, figure captions, and quotations*. The main text should not exceed 25 double-spaced pages (i.e., approximately 10,000 words). Margins throughout the manuscript (top, bottom, and both sides) must be at least 1 inch (2.5 centimeters).

Please include *as separate sections and in the following order*:

- title page with complete title, author name(s) and affiliation(s), a current mailing address, phone number, and e-mail address
- any acknowledgments you wish to make
- a signed statement that this manuscript has not been previously published nor under review for publication elsewhere
- a bio-sketch (50–100 words) that identifies your affiliation and most important research accomplishments
- a short abstract (50–100 words) that summarizes the essential points of the paper (it is not meant to be an introduction or a mere list of topics). The title of the paper (but not the author's name) should be repeated just before the text of the abstract.
- text
- references
- notes
- figure captions (each on a separate page)
- tables or figures (each on a separate page)

All pages of the manuscript should be numbered consecutively. The manuscript will be sent to external peer reviewers, whose identities will not be made known to the author.

Reciprocally, the editors do not reveal to the reviewers the identity of the author(s) of the manuscript. As standard practice, the editors remove the title page before sending it out on review. The author should take care that subsequent pages do not reveal her or his identity.

Textual Elements

PARAGRAPHS The first sentence of the article (or after a subheading) is placed flush left. All other paragraphs are indented one stop on the first line. Do not leave a blank line between paragraphs. Text should be left-justified throughout. Insert only one space between sentences. Use the New Times Roman font if available on your word processor.

SPELLING The primary spelling authority for the *IJAM* is *Webster's Third New International Dictionary* (1993) or the latest edition of its abridgment, *Merriam Webster's Collegiate Dictionary*. If two or more spellings are given, use the first listed (archaeology, not archeology; catalog, not catalogue; judgment, not judgement). In all quotations and titles of

books, articles, and so forth, the actual spelling in the original is used. When abbreviations are used, they carry periods: i.e., e.g., B.C., except for the most familiar acronyms, such as UNESCO. (The first two abbreviations—i.e., e.g.—are acceptable only within parentheses; write out the words in the body of the sentence.) For state names, *IJAM* prefers the conventional abbreviation rather than the postal code (Mass., not MA). All acronyms must be spelled out when introduced in the text and placed in parentheses, for example, African Studies Association (ASA).

CAPITALIZATION Consult *The Chicago Manual of Style*, 15th edition, chapter 7.

TEXTUAL EMPHASIS The only forms of textual emphasis used in *IJAM* production are italics and bolding. Please do not format any text by underlining (unless you are using a typewriter).

ITALICS If you are using a typewriter, underline the words that should be typeset in an italic font. Words in languages other than English are italicized at the first occurrence only; use standard orthographies, including diacritical marks and accents, and explain unusual symbols. Subsequent occurrences of non-English words will be set in roman type and therefore should not be italicized. Titles of books, journals, poems, and other literary works are italicized when mentioned in the text; article titles are in roman type, set off by quotation marks. Foreign words and phrases in common usage (and found in an English dictionary) should not be in italics. A word considered as a word is italicized (e.g., “The word *knowingly* functions as a loophole in the law”).

BOLDING is used only in the following contexts:

- the title of the essay
- the name of the author
- the word **Abstract** that precedes the abstract text
- section and sub-section headings

HEADINGS If you wish to divide your article into sections, section headings must be used. Do not use numbers, as these are not part of the *IJAM* style.

NUMBERS Numbers from one to one hundred are spelled out in the text, unless part of an enumeration that contains a number larger than one hundred (“67 infants, 114 children, and 50 adults”), in an arithmetical expression (“a frequency of 1 in 18”), or in a vote (“the bill passed, 76–69). Numbers from 101 upward are written as numerals, except for round numbers: three hundred, fifteen hundred, six thousand. Percentages are expressed in figures, with the word spelled out (98 percent). In reference to parts of books, numerals are not spelled out (“chapter 6,” “page 5”). Century designations are spelled out: “seventeenth century,” “nineteenth-century labor practices.” A decade is referred to as “the 1960s” or “the sixties” (not “the 1960's”). When inclusive pages are cited, digits are elided in the following

manner: pages 100-103, 103-4 (not 103-04), 174–76. A span of years cited within a single century should appear as “1978–79” not “1978–1979.” Inclusive numbers or a span of numbers in a date (June 6–8) are separated by a one-en dash, not a hyphen. Dates should be written as June 14, 1980 (not 14 June 1980 or June 14th, 1980). Ordinal numbers, where necessary, should not be written in superscript (14th, not 14th; also, 2nd, not 2nd). Hours of the day are written as 2:00 A.M., 6:00 P.M., with the letters in small caps.

PUNCTUATION Use American-style punctuation: double quotation marks (but single quotation marks for quotes within quotes), periods and commas inside quotation marks, colons and semi-colons outside quotation marks. *JAM* does use the serial comma (“There were three children, thirteen adults, and six pets.”) A parenthetical dash should appear as a one-em dash (rather than as two hyphens).

QUOTATIONS Direct quotations exceeding four manuscript lines of type should be set off from the text by indenting the entire quotation one stop from the left *and* one stop from the right. No further indentation is necessary for the first quoted paragraph; the first line of subsequent paragraphs in the same quotation should have an additional paragraph indent. Remember that quotations must be double-spaced. Material added by the author of the article *within* the quoted portion should be enclosed in brackets, not in parentheses. (However, minor syntactical changes do not require brackets around a single letter, as with an initial capitalization.) Added emphasis should be identified as “emphasis added” and placed in brackets at the end of the quotation. Parentheses should enclose the citation of source at the end of the quotation, if it has not been given in the text immediately preceding the quotation. Omissions in a quotation are indicated by an ellipsis, using three dots where one or more words have been omitted; if the omission occurs at the end of a sentence, a fourth period is added (e.g., “I found that people . . . had certain character attributes. . . . These were few in number but . . .”). The first dot after the sentence is the period (no space following the last word). The other three dots are spaced out (one word space between each).

NOTES No notes are to appear at the foot of any page of text. All notes should be formatted as endnotes (following the references and beginning on a new page). Notes are restricted to material that cannot be conveniently included in the text. Avoid unnecessarily long notes and try to keep the number to a minimum. Generally, by combining notes within a paragraph one composite note at the end of the paragraph is sufficient. Number notes consecutively throughout the text using superscripted numbers. Note numbers should appear at the end, not in the middle, of the sentence and should never be attached to display material (the title or subheadings). When submitting an electronic version of an accepted manuscript, please be sure your endnotes are *not* embedded. That is, do *not* use the endnote or footnote generating capability of your word processor.

CITATIONS IN TEXT

1. Simple citation, one author, with no page numbers specified.
(Vaughan 1996) or Vaughan (1996)
2. Two authors.
(Ufomata and Kalu 1970) or Ufomata and Kalu (1970)
3. Three or more authors. Use “et al.” for in-text references of three or more authors.
(Beck et al. 1991) or Beck et al. (1991)
4. Several different authors cited in one place should be placed in alphabetical order if they appear in parentheses. Alphabetization is not necessary if only the dates appear in parentheses.
(Araoye 1991; Copeland-Carson 1982; Hollist 1986) Or Araoye (1982), Copeland-Carson (1991), and Hollist (1986)
5. Several references by the same author.
(Green 1985, 1990, 1996) or Green (1985, 1990, 1996)
6. Two or more references by the same author or authors in the same year.
(Mazrui 1991c; Davidson and Brown 1989a, 1989b) or Davidson and Brown (1989a, 1989b) and Mazrui (1991c)
7. Citation with pages, figures, or tables specified.
(Ness 1997:23), (Okome and Vaughan 2012: figure 3), (Okome 1988:533–34; Okome 1991c:14), (Okome et al. 1980: table 1), Okome (1994:23, 67–69).
8. In press.
(Sesay, in press) or Sesay (in press)
9. No author specified (cite the issuing group or the publisher of the report).
(United Nations Development Programme 1993), (Committee on Scholarly Standards 1991)
Note. Be sure to reference identically in your References section.

REFERENCES *All* references cited in text must appear in the References section, and *all* entries in References must be cited in the text. The only exception to this rule is the use of personal communications (please see sample reference 16 in the following section for guidelines).

Alphabetize the reference list by last names of authors. Two or more works by the same author or authors should be listed chronologically; two or more by the same author or authors in the same year should be alphabetized by the first significant word in the title and differentiated by lowercase letters following the date (e.g., 1977a, 1977b).

Special care should be taken with references to ensure that recommended punctuation, form, and so forth, are used to ensure a minimum of delay and expense in the publication of articles in the *IJAM*.

Authors are responsible for the accuracy and completeness of their reference lists.

Arrange the parts of the reference list in the following order: author's last name and full first name, date, title, and publication information. See sample reference list below.

SAMPLE REFERENCES The following are examples of how references should look in a manuscript. Please note the hanging indent form.

1. Book, single author.

Okome, Mojubaolu Olufunke. 1998. *A sapped democracy: the political economy of the Structural Adjustment Program and the political transition in Nigeria, 1983-1993*. Lanham, MD: University Press of America.

Note. Full first name(s) of author(s) should be included if possible. If a publisher has offices in two cities, only the first city named in the book should be included.

2. Book, multiple authors.

Okome, Mojubaolu Olufunke, and Olufemi Vaughan. 2012. *Transnational Africa and globalization*. New York: Palgrave Macmillan.

Note. Place only the first author's name in reverse order. For name of publisher, do not include "and Company," "Inc.," "Publishers," "Publishing Company," and so forth. If the city is not well known, include state name or country with place of publication unless the location is clear from the name of the publisher (e.g., a state university press). For obscure publications still in print, provide address (pamphlets, etc.).

3. Books, etc., single or multiple authors, more than one entry.

Okome, Mojubaolu Olufunke. 2013. *State fragility, state formation, and human security in Nigeria*. New York: Palgrave Macmillan.

_____.2013. *Contesting the Nigerian state: civil society and the contradictions of self-organization*. New York: Palgrave Macmillan.

Note. A three-em dash followed by a period takes the place of the author's name in the second entry.

4. Edited book, listed by editor(s).

Okome, Mojubaolu Olufunke, and Olufemi Vaughan. 2012. *West African migrations: transnational and global pathways in a new century*. Basingstoke: Palgrave Macmillan.

5. Article in edited book.

Mojubaolu Olufunke Okome. 2012. "'You can't go home no more': Africans in America in the Age of Globalization." In *West African migrations: transnational and global pathways in a new century*. ed. Mojubaolu Olufunke, and Olufemi Vaughan, 15–40. Basingstoke: Palgrave Macmillan.

Note. Full first name(s) of editor(s) should be included if possible. The “pp.” abbreviation is unnecessary before the page numbers.

6. Book, no author, government publication.

Federal Republic of Nigeria. 1981. *National Policy on Education*. Abuja, F.C.T. [Nigeria]: Federal Government Printers.

7. Series, monograph, or technical report.

Okome, Mojubaolu Olufunke. 2003. *Globalization, feminism, and power: an African perspective*. Ibadan [Nigeria]: Published by John Archers for Programme on Ethnic and Federal Studies (PEFS).

8. Dissertation available from University Microfilms.

Okome, Mojubaolu Olufunke. 1996. *A Sapped democracy: the political economy of the structural adjustment program and the democratic transition in Nigeria, 1983-1993*. Thesis (Ph. D.)--Columbia University, 1996.

Note: If available, supply University Microfilms number.

9. Article in journal.

Kimvimba, B. M. M. 1978. “Le Juge Zairois La Sorcellerie.” *Penant* 761:303–15.

Note. Issue number is not necessary when journal is paginated continuously throughout volume (see next example for noncontinuous pagination/pagination by issue).

10. Article in journal, paginated by issue.

Geschiere, Peter. 1988a. “Sorcery and the State: Popular Modes of Political

Action among the Maka.” *Critique of Anthropology* 8 (1): 35–63.

Note. If each issue of a journal begins with page 1, the issue number should be included in parentheses following the volume number.

11. Manuscript in press.

Mamdani, M., and Achille Mbembe. In press. “CODESRIA and Neocolonialism.” In *Comparative Approaches in Development Economics*, ed. Jonathan Jones, Jennifer Flowers, and William J. Clinton. Cambridge: Cambridge University Press.

Note. Use this form only if the manuscript has been accepted for publication. For a book, cite the publisher. If the date of publication can be anticipated, the words “in press” should be placed at the end of the reference. For example: Mageo, Jeannette Marie. 1996. “Continuity and Shape Shifting: Samoan Spirits in Cultural History.” In *Spirits in Culture, History and Mind*, ed. Jeannette Mageo and Alan Howard. New York: Routledge, in press.

12. Unpublished manuscript.

Munroe, Ruth H., and Robert L. Munroe. 1971. “Quantified Descriptive Data on Infant Care in an East African Society.” Lusaka: Department of Psychology, University of Zambia, unpublished manuscript.

Note. Include location and date of composition of unpublished manuscripts whenever possible. If the date is unavailable, the letters “n.d.” should replace the date shown above and should be used in the in-text reference.

13. Paper presented at meeting.

Onuegeogwu, M. 1978. “Urbanization in the Kano Close Settlement Zone.” Paper presented at the 7th Annual Meeting of the Nigerian Sociological and Anthropological Association, Ibadan, November 15–19.

14. Foreign publications.

Laburthe-Tolra, P. 1988. *Initiations et sociétés secrètes au Cameroun*. Paris: Karthala.

Note. The city name is anglicized, but the publisher's name is not. It is the author's responsibility to provide the correct form of names (“Alvarez Garcia, Manuel,” not “Alvarez, Manuel Garcia”). Capitalization of non-English titles is in sentence style (only the first word of the title and any words always capitalized in the language are capitalized).

15. Translated publications.

Bourdieu, Pierre. 1977. *Outline of a Theory of Practice*. Richard Nice, trans. Cambridge: Cambridge University Press.

16. Personal communications.

Letters, phone calls, or other personal forms of communication with the author should be cited in the text *but not in the References section*. In text they should appear as: Jane Doe (personal communication, August 21, 1998). Make the date as complete as possible.

Visual Elements

TABLES All tabular material should be separate from the text, in a series of tables numbered consecutively with arabic numerals and double-spaced. Each table should be typed on a separate page and identified by a short descriptive title in lowercase type (except for proper nouns) and centered at the top of the table. Footnotes for tables appear at the bottom of each table and are marked with lowercase, superscript letters (a, b, c, etc.). Place marginal notations in the manuscript to indicate approximate placement of tables. Do not abbreviate the word *table* when citing tables in the text.

FIGURES All illustrative material (drawings, charts, maps, diagrams, and photographs) should be included in a single numbered series of figures. They must be submitted in a form suitable for publication without redrawing. Lettering for figures is never satisfactory if done by a typewriter. Figures and their lettering should be professionally done in black on white illustration board, good-quality acetate, or, if computer generated, laser-quality printed. In preparing oversize figures for reduction, use the same proportions as the text page of the journal. All lines must be thick enough and spaced widely enough to be legible for reduction to journal size. Photographs should be good quality, black-and-white, glossy prints, preferably about 8" x 10", and should be lightly numbered in pencil on the back to key with captions. Color photographs are acceptable but reproduction will not be of as high quality as an original black-and-white. All figures are numbered consecutively with arabic numerals in the order in which they are referred to in the text. All captions should be typed on a separate page, double-spaced. Captions need not be full sentences:

Example. Figure 10. Olmec jade earplugs from La Jolla (after Amith 1966, Pl. 6).

BOOK REVIEWS

In a book review, page numbers alone will suffice for citation from the book under review (e.g., 22–23). Authors of book reviews should not cite works other than the one(s) under review. Reviews should be double-spaced and left-justified.

Book reviews should be prepared according to the following format:

- Book author's name is in bold and followed by a period.
- Book title is bolded and italicized and followed by a period.
- Publication details are not italicized. They follow the order indicated in the example

below, and each element is delimited by one period and by one space.

- The text of the review follows. The first line of the first paragraph has no indentation, but the first lines of the second and subsequent paragraphs are indented.
- The reviewer's name follows the review and is right justified.
- The reviewer's affiliation and its location are right justified and italicized.

Example:

Carolyn Martin Shaw. *Colonial Inscriptions: Race, Sex, and Class in Kenya*. Minneapolis: University of Minnesota Press, 1995 (2d printing 1997). ix + 250 pp. Notes. Bibliography. Index. \$49.95. Cloth. \$23.95. Paper.

Anyone interested in Kenyan colonial history or issues of race and stereotyping in Africa as a whole will find valuable materials in *Colonial Inscriptions*. Shaw has produced a . . .

Shaw uses the item interculturality to express how whites were influenced by colonized Kenyans, while having power . . .

Heidi Glaesel
Mount Holyoke College
South Hadley, Massachusetts

Book reviewers should submit their reviews electronically either as an attachment file to an e-mail message to the book review editor or on a 3 ½" diskette mailed to the book review editor. The file should be written in WORD, WordPerfect, or saved in any word processor as a Rich Text Format (*.RTF) file. For those reviewers without access to producing an electronic version of a book review, please mail your cleanly typed text on A4 or 8 ½" X 11" paper.

REPRINTS Reprints will be mailed to authors and book reviewers as soon as the editors receive them from the printer.

OTHER SOURCES

American Psychological Association. 1974. *Publication Manual of the American Psychological Association*. 3d ed. Washington, D.C.: American Psychological Association.

Sections on metrics, figures, numbers, and especially tables.

Skillin, Marjorie E., and Robert M. Gay, compilers. 1974 *Words into Type*. 3d ed. Englewood Cliffs, N.J.: Prentice-Hall.

An excellent general source for authors, with particularly useful and concise sections

on grammar and usage.

University of Chicago Press. 1993. *The Chicago Manual of Style*. 14th ed. Chicago: University of Chicago Press.

The most complete source for authors and editors. Clear, useful sections on hyphenation, capitalization, tables, figures, mathematical copy, and all aspects of manuscript preparation.

Merriam Webster's Collegiate Dictionary, 10th ed. 1998. Springfield, Mass.: Merriam Webster
Merriam Webster's Third New International Dictionary (unabridged). 1993. Springfield, Mass.: Merriam Webster.

The authorities for spelling in the *IJAM*

Note: This style guide is adapted from that of the journal *African Studies Review*. Permission to use the *African Studies Review* style guide has been granted by its publisher, the African Studies Association, and is gratefully acknowledged.