

All submissions to *African Economic History* (AEH) must adhere to the following guidelines.

### **1. Submission**

Manuscripts are to be submitted as email attachments to the editors (no PDFs). Final charts, graphs, and maps are to be submitted as separate files. Manuscripts in Portuguese, French, and English will be accepted. Please include an abstract, not to exceed 200 words, at the top of the manuscript following the title and the author's name and affiliation. Contributors should also include a short bio, including their name, affiliation, and e-mail. This should appear as the first endnote.

### **2. Manuscript Preparation**

Text should be in Times New Roman 12-point font. Notes should be in Times New Roman 10-point font. Endnotes are to be used, not footnotes. Submissions should be double-spaced throughout, including text, notes, and block quotes. Use 1 inch margins throughout. U.S. spelling is to be used exclusively in English language submissions. Every page is to be numbered using Times New Roman 12-point font. Manuscripts should contain no extra-long or extra-short paragraphs. Italics should be used in place of underlining.

All text should be justified to the left. Lines beginning new paragraphs should be indented using the tab command. Use "indent" for long quotations, justified to the left. There should be no hard returns except at the end of paragraphs and in exceptional circumstances. There should be no extra line spaces between block quotations and surrounding text.

Manuscript titles should be centered, in bold and capitalized. The author's name and affiliation should appear below the manuscript title, centered and in bold. There should be no extra lines of space between chapter, title, and name of author. Contributors should also include their contact information (e-mail) under their affiliation on the first submission. This will

be removed by the editors at a later stage if the manuscript is accepted. Sections within the manuscript are to be numbered using Roman numerals, centered, and in bold. Sub-headings are to be in bold, but not centered. Capitalize the first word and all key words in titles of sections and sub-headings.

### **3. Notes on Style**

Names of months should be written out in full in the text and notes. Dates should appear as day/month/year (3 September 1911). “Nineteenth century” should be used, rather than “19th century,” and should be hyphenated when used as an adjective; for example, nineteenth-century obstacles. Write “precolonial,” not “pre-colonial” and “percent,” not “%” or “per cent.” Numbers up to ten should be spelled out and numbers greater than ten should use numerals (two, ten, 27, 106). When using inclusive numbers, include all digits and use en dashes, for example 1912–1913. Do not use academic titles (Dr., Professor).

Double quotation marks should be used throughout, except for single quotes within quotations. All punctuation (period/comma/semicolon/colon) should be inside closing quotation marks. Use a comma before “and” in a series of three or more items, e.g. Smith, Ford, and Murphy. No ampersands (&) should appear except in quotations. There should be one space between sentences, not two.

Within quotations, use spaced ellipsis points (. . .) to show missing text: three ellipsis points when the missing text is in the middle of a sentence, or a period followed by three ellipsis points when the missing text follows a complete sentence. Ellipsis points should be preceded and followed by a space. Do not use ellipsis points before the first word of a quotation or after the last word of a quotation; this applies to both block (indented) quotations and quotations that are run into the text.

An author’s interpolation in a quotation should be offset with square brackets, not parentheses. Use em dashes to set off an element within a sentence, as an alternative to parentheses,

commas, or a colon; do not use a space before or after the em dash, e.g. “The king—wearing ceremonial dress—entered the room;” or “His article emphasized an important concept—the inevitability of revolution.”

When using official titles in English, capitalize the complete formal title even when it is not attached to the name of an individual, e.g. the Chief of the Subdivision. When using chiefly and other official titles in languages other than English, they should be capitalized when referring to individuals, but lower case and italicized when used in general terms: Lamido Iyawa Adamou; Iyawa Adamou, Lamido of Banyo; the Lamido (referring to Iyawa Adamou); but simply a lamido or the lamido when used generally.

All proper nouns including personal names, names of ethnic groups, names of places, and names of institutions should be capitalized and in Roman type when in languages other than English.

#### **4. Documentation**

Endnotes, not footnotes, must be used. Note numbers should be placed after closing punctuation and closing quotation marks. All endnotes MUST adhere to the Chicago Manual of Style (CMS), 17th ed. To review CMS format for monographs, articles, chapters, web and other sources, please refer to the Chicago-Style Citation Quick Guide, available online at [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).

Do not use “op. cit.” or “loc. cit.” Do not use “p.” or “pp.,” just the page number(s) as shown in the examples below. You may use “ibid.” when appropriate if the note is exactly the same as the previous. Always include space between an author’s initials, for example M. A. Klein. Capitalize the titles of institutions, such as libraries, government departments, etc. Capitalize the first word and all key words in titles of books, articles, chapters, unpublished papers, and theses.

The first reference to a source should include all of the pertinent information. The second and subsequent references should be abbreviated.

For example, a **monograph** with one author should appear as:

1. Toyin Falola, *The Political Economy of a Precolonial African State: Ibadan, 1830–1900* (Ile-Ife, Nigeria: University of Ife Press, 1984), 9.
2. Falola, *The Political Economy*, 53.

A **chapter in an edited collection** should appear as:

1. Roy Doron, “Biafra and the AGIP Oil Workers: Ransoming and the Modern Nation State in Perspective,” in *Ransoming, Captivity and Piracy in Africa and the Mediterranean*, eds. Jennifer Lofkrantz and Olatunji Ojo (Trenton, NJ: Africa World Press, 2016), 209–228.
2. Doron, “Biafra and the AGIP Oil Workers,” 221.

An **article in a journal** should appear as:

1. Paul E. Lovejoy and David Richardson, “Trust, Pawnship, and Atlantic History: The Institutional Foundations of the Old Calabar Slave Trade,” *American Historical Review* 104, no. 2 (1999): 332–55.
2. Lovejoy and Richardson, “Trust, Pawnship, and Atlantic History,” 340.

An **unpublished thesis or dissertation** should appear as:

1. Roquinaldo Ferreira, “Transforming Atlantic Slaving: Trade, Warfare and Territorial Control in Angola, 1650–1800” (PhD diss., University of California at Los Angeles, 2003), 100.
2. Ferreira, “Transforming Atlantic Slaving,” 104–106.

An **archival source** should include the name or title of the document, the date, the complete name of the archive and its location (abbreviated in subsequent references), the title of the collection, and any information useful for identifying the document (including reference codes, file numbers, and page numbers). For example:

1. Secretary of State for the Colonies, Lewis Vernon Harcourt, to Governor Frederick John Jackson, 16 February 1912, The National Archives (hereafter TNA): HM Treasury: T1/11477/22209, 5–8.
2. W. F. Gowers to Lord Lloyd, 8 May 1929, TNA: Colonial Office: CO 536/158/2.

For other sources, including edited and translated work, prefaces, forewords, and introductions, books published electronically, book reviews, websites, and papers presented at meetings or conferences, please see the Chicago-Style Citation Quick Guide, available online at [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).