



**NORTHWESTERN UNIVERSITY
PROGRAM OF AFRICAN STUDIES**

PAS WORKING PAPERS STYLE GUIDE
October 2014

The Working Papers series reflects ongoing work undertaken by scholars affiliated with the Program of African Studies and its Institutes or presented at the Program. While they are works in progress, they must nevertheless be fully documented and referenced in the manner consistent with the disciplines of the author(s) or editor(s).

Below is a description of the form in which we would like to receive the final draft of a working paper or a collection of conference or workshop papers. Please follow our in-house style guide as closely as possible. We reserve the right either to make necessary changes ourselves or to return any material to you with the request that it be reworked according to the guidelines that we have established.

Please email submissions to LaRay Denzer, editor of PAS Working Papers at laray.denzer@northwestern.edu. The email subject line should read 'PAS Working Paper_Last Name'. Send as a Microsoft Word document (.doc or .docx).

We assume that if your working paper or edited collection of conference/workshop papers is accepted for publication and you send us a final version as an e-mail attachment that you have read and accepted these guidelines.

PREPARATION OF MANUSCRIPTS FOR SUBMISSION

Manuscripts should be double-spaced with one-inch margins on all sides, using an easy to read font (for example, Times New Roman) in 10 or 12 point, and aligned left.

Double spacing should be used throughout the manuscript. Double-space after every line of the title, headings, quotations, references, etc. Do not break (hyphenate) words at the ends of lines.

Each page is numbered consecutively, including title page and reference page. Page numbers should be centered at the bottom of the page. Arrange the pages of the manuscript as follows:

- Title page numbered 1.
- Abstract (separate page numbered 2).
- Text (start on a new page numbered 3).
- Pages with tables and figures are not numbered.

TITLE: The title should be typed in uppercase letters, centered on the page.

PARAGRAPH INDENTATION: Within the text, paragraphs are indented a half-inch. The only exceptions to this are the following: the abstract, block quotations, titles, and headings, entries in the reference list, table titles and notes, and figure captions, which require no indents.

TABLES AND FIGURES: Tables should be in a separate word document, labeled "Table," numbered, and captioned. Other material such as images, charts, and line drawings should be labeled "Figure" and be properly numbered and captioned.

MAPS, GRAPHS, AND OTHER ARTWORK: Maps, graphs and other artwork should summarize the contents of the article in a concise, pictorial form. Authors must provide images that clearly represent the work described in the article. These representations should be submitted as separate files attachments. All graphics must have the capacity for reduction, be in JPG format and at least 300 dpi.

ABSTRACT: An abstract is a brief summary of the paper of between 150 and 200 words.

HEADINGS: Normally, there may be three levels of headings, prepared as follows:

- First Level: centered in uppercase
- Second Level: left-align, in uppercase
- Third level: indented, italicized, with each word (except for a, the, and prepositions) capitalized, and ending with a period

FOOTNOTES OR ENDNOTES: Footnotes should be used, not endnotes.

CAPITALIZATION: The names of institutions are generally capitalized, but individual titles are not unless they immediately precede the name. (This is often confusing for scholars who have lived or worked in Anglophone Africa, where the common usage is quite different.)

Thus: the titles of governor, district commissioner, secretary of state, etc. are written in lower case, but if used with the name of an individual, it would be written as Governor Clifford, Secretary of State Creech Jones, etc.

The names of institutions are capitalized: Parliament, the Foreign Office, the Department of Labor, etc.

QUOTATION MARKS: Double quotation marks are used throughout, with the single exception of noting one quote within another: “‘We Are the World’: The Life and Times of Someone Great,” etc.

DOCUMENTATION AND REFERENCES

Authors of individual papers may use the referencing style commonly in use in their respective disciplines. PAS uses [The Chicago Manual of Style \(CMS\), 16th edition](#), for both the humanities and social sciences style. For full information on how to cite material from these sources, author(s) and editor(s) should refer to *The Columbia Guide to Online Style* by Janice R. Walker and Todd Taylor (New York: Columbia University Press, 1998).

Authors and editors of conference proceedings may *choose* to use either the humanities or the social science/scientific system of documentation. Editors of conference proceedings, in which participants come from many disciplines, must decide on which system to use, and they use it consistently throughout the edited collection. Having selected a documentation system, the editor(s) must then translate the references of those papers that used a different system of documentation into the preferred system.

The humanities system — usually preferred in literature, history, and the arts — provides bibliographic

citations in footnotes. Social scientists prefer the author-date system of citation in which sources are cited in the text with the author's/authors' name(s) and date of publication in parenthesis. Footnotes in these papers are limited to explanatory material. Footnote and bibliographic forms are distinctly different. Moreover, bibliographic forms for the humanities system and the social science system are also different.

Below we provide examples of some of the main usages of each system.

HUMANITIES SYSTEM

General Footnote Form

1. Please format the titles of books and journals directly in italics, if you can do so; otherwise underline them. (Note: dissertation titles are not italicized, but are set off in quotation marks.
2. Omit "p." and "pp." for page references (except when necessary to avoid confusion, as with certain archival materials;
3. Omit "vol." and "no." for journal articles;
4. Use author's last name and a shortened title for second and later references rather than "op. cit." or "loc. cit."
5. "Ibid." may be used only if the preceding footnote contains just one item; or if you are referring to the exact same 2 or 3 entries in the previous footnote. It does not need to be italicized.
6. Key words in the titles and subtitles of English-language books, articles, and dissertations are capitalized, even if they are lowercase in the original.
7. Capitalization in footnotes: as above in footnote text ("The monthly reports of district commissioners are found in the Public Record Office"), but citations to correspondence in archives is usually treated like a title:
8. Archival references should proceed from the most specific to the most general, beginning with the specific document, then document, volume, or page number, and ending with the museum or archive.
9. For book publication data, we use city, publisher's name, and date.

Examples of footnote form: Archives

¹Robert C. Johnson, Jr., U.S. Vice Consul, to T. H. Baldwin, Director of Education, June 10, 1947, Federal Ministry of Education [hereafter MED(FED) 1/4 CDE 245, National Archives, Ibadan [hereafter NAI].

Examples of footnote form: Books

First reference:

¹David Lee Schoenbrun, *A Green Place, A Good Place: Agrarian Change, Gender, and Social Identity in the Great Lakes Region to the 15th Century* (Portsmouth, NH: Heinemann, 1998), 27.

Later references:

¹⁵ Schoenbrun, *A Green Place*, 98.

To show that an old book has been reprinted, cite the original date in brackets:

²³Jomo Kenyatta, *The Tribal Life of the Gikuyu* [1938] (London: Heinemann, 1979), 25- 52.

Articles in Periodicals

First reference:

¹Karen Tranberg Hansen, "Second-Hand Clothing Encounters in Zambia: Global Discourses, Western Commodities, and Local Histories," *Africa* 69(3): 343-365.

Later references:

²Hansen, "Second-Hand Clothing Encounters," 351.

³*Ibid.*, 360.

Articles in collections

First reference:

¹LaRay Denzer, "Gender and Decolonization: A Study of Three Women Leaders in West African Public Life," in J. D. Y. Peel and J. F. A. Ajayi, eds., *Empires and Peoples in African History: Essays in Memory of Michael Crowder* (London: Longman, 1992): 217- 236.

Later references:

¹Denzer, "Gender and Decolonization," 224.

Dissertations

¹Mondlane, Eduardo, "Role Conflict, Reference Group and Race," Ph. D. dissertation, Northwestern University, 1960.

General Bibliographic Form

Bibliography entries differ from first footnote references in the following ways:

- Authors' names are inverted.
- Elements of entries are separated by periods.
- The first line of each entry is flush with the left margin, and subsequent lines are indented three or four spaces (a hanging indent).

Book, Single Author

Humanities style:

Glassman, Jonathon. *Feasts and Riot: Revelry, Rebellion, and Popular Consciousness on the Swahili Coast, 1856-1888*. Portsmouth, NH: Heinemann, 1995.

Social science style:

Glassman, Jonathon. 1995. *Feasts and Riot: Revelry, Rebellion, and Popular Consciousness on the Swahili Coast, 1856-1888*. Portsmouth, NH: Heinemann.

Book, Two Authors:

Humanities style:

Herskovits, Meville J. and Frances Herskovits. *Dahomean Narrative: A Cross-cultural Analysis*. Evanston, IL: Northwestern University Press, 1958.

Social science style:

Herskovits, Meville J. and Frances Herskovits. 1958. *Dahomean Narrative: A Cross-cultural Analysis*. Evanston, IL: Northwestern University Press.

Book, More Than Two Authors:

Humanities style

Quirk, Randolph, Sidney Greenbaum, Geoffrey Leech, and Jan Svartik. *A Comprehensive Grammar of the English Language*. London, England: Longman Group Limited, 1985.

Social science style

Quirk, Randolph, Sidney Greenbaum, Geoffrey Leech, and Jan Svartik. 1985. *A Comprehensive Grammar of the English Language*. London, England: Longman Group Limited.

Edition

Humanities style:

J. D. Fage. *A History of Africa*. 3rd ed. London; New York: Routledge, 1995.

Social science style:

J. D. Fage. 1995. *A History of Africa*. 3rd ed. London; New York: Routledge.

Reprint

Humanities style

Edward Wilmot Blyden. *Christianity, Islam and the Negro Race*. London, W. B. Whittingham & Co., 1888. Edinburgh, University Press, 1967, reprint.

Social science style

Edward Wilmot Blyden. [1888] 1967. *Christianity, Islam and the Negro Race*. London, W. B. Whittingham & Co. Edinburgh, University Press, reprint.

Government Documents

Humanities style

Uganda. Commission of Inquiry into the Cotton-Ginning Industry of Uganda. Report, 1962. Entebbe: Government Printer, 1962.

Social science style

Uganda. 1962. Commission of Inquiry into the Cotton-Ginning Industry of Uganda. Report, 1962. Entebbe: Government Printer.

Magazine Articles, Single Author

Humanities style

Agwudagwu, Ben. "Experiences of American Students in Nigeria," *Quality* [Lagos], January 17, 1991: 8-9.

Social science style

Agwudagwu, Ben. 1991. "Experiences of American Students in Nigeria," *Quality* [Lagos], January 17: 8-9.

Journal article, single author

Humanities style

Will Reno. "Clandestine Economies, Violence and States in Africa," *Journal of International Affairs*, 53(2), 2000: 433-59.

Social science style

Will Reno. 2000. "Clandestine Economies, Violence and States in Africa," *Journal of International Affairs*, 53(2): 433-59.

Newspaper Article with Byline

Africanists often cite items and articles located in newspapers that are not easy for scholars and students outside of Africa or major African Studies centers to access. PAS prefers that authors/editors include as much detail as possible to facilitate crosschecking of the sources cited. They should include the name of the author(s) (if indicated), the title or heading of the item, the name of the newspaper, the location of its publication, the date of publication and the page(s) numbers.

Humanities style

Elizabeth Adekogbe, "Nigerian Women and the New Constitution," *Nigerian Tribune* (Ibadan), May 5, 1952: 2.

Social science style

Elizabeth Adekogbe. 1952. "Nigerian Women and the New Constitution." *Nigerian Tribune* (Ibadan), May 5: .2.

Article in Published Proceedings**Humanities style**

Enos, Samuel Kweku. "Badu Guan: A Celebration of High Fertility among the Akan People of Southern Ghana." In *Discovering Normality in Health and the Reproductive Body. Proceedings of a Workshop Held at the Program of African Studies, Northwestern University, March 9-10, 2001*, edited by Caroline Bledsoe, pp. 91-94. PAS Working Paper No. 11. Evanston, IL: Program of African Studies, Northwestern University, 2002.

Social science style

Enos, Samuel Kweku. 2002. "Badu Guan: A Celebration of High Fertility among the Akan People of Southern Ghana." In *Discovering Normality in Health and the Reproductive Body. Proceedings of a Workshop Held at the Program of African Studies, Northwestern University, March 9-10, 2001*, edited by Caroline Bledsoe, pp.91-94. PAS Working Paper No. 11. Evanston, IL: Program of African Studies, Northwestern University.

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