

**Note:** This is the English translation of the original 「『アフリカ研究』執筆要領」 written in Japanese. If there are any discrepancies in the contents, the Japanese version takes precedence.

## **Author Guideline (*Journal of African Studies*)**

(Amended: 2021. 5, 2024. 7)

### **I. PREPARING THE MANUSCRIPT**

1. Before submitting your manuscript, thoroughly read this guideline. Manuscripts that do not follow the guideline may be rejected.
2. Manuscripts must be submitted in electronic format only.
3. The manuscript should be prepared in the Microsoft Word format. Since peer review is double blind, author information and acknowledgements should not be included in the main manuscript file. If you cannot use Microsoft Word, you may submit your manuscript in a compatible format.
4. The following items should be included in a file (referred to as the main manuscript file) in this order: (1) title of the paper, (2) main text, (3) references, (4) abstract, (5) tables, (6) figure captions, (7) figures (to be included into the main manuscript file when submitted), and (8) endnotes. Note that (5) are for research article and research notes only, and (5)–(8) only if applicable. The figures should be at an enough resolution that allows the contents to be seen on the screen at the time of submission. High-resolution files for printing should be sent to the editorial office when the manuscript is accepted.
5. The volume of the manuscript, including figures and tables, must conform to the submission rules. Figures and tables should be converted as follows: Small (1/8 page of the printed journal), Medium (1/2 page), and Large (1 page).
6. For author information and acknowledgements, fill the submission form that can be downloaded from JAAS website (this form will not be sent to reviewers). If there are any changes to the author information or acknowledgements at the time of acceptance of the paper, an updated version of this form should be submitted with the final manuscript (if not, the information as submitted will appear in the journal).
7. Send both the main manuscript file and the submission form to the editorial office's e-mail address listed in the latest issue of the journal or on the JAAS website. If you do not receive any receipt after some time, be sure to inquire.

### **II. GENERAL INSTRUCTIONS**

1. Manuscripts should be written in plain English with American English spelling and numbers should be in Arabic numerals.
2. Please note the terms and proper pronouns should be consistent throughout the paper.
3. Sections should be numbered as follows:
  - (1) 1., 2., 3., etc.

(2) 1.1., 1.2., 1.3., etc.

(3) 1.1.1., 1.1.2., 1.1.3., etc.

(4) 1.1.1.1., 1.1.1.2., 1.1.1.3., etc.

In-text lists should be numbered as (1), (2), (3), etc.

### III. ENDNOTES AND CITATIONS

1. Endnotes should be used only when necessary, and should be listed at the end of the paper. In the text, use consecutive superscript Arabic numerals.
2. In-text citations should be used to minimize the length of the endnotes.
3. When referring to a work in the text, provide the author's name followed by the year, page number, table, and/or figure in parentheses: e.g., Klein (1987: 16, sec. 13.5). When referring to a work at the end of a sentence, place it in parentheses. In parentheses, the author name and the year should be separated with a space: e.g., (McAndrew 1989: 14).
4. For two authors, use "and": e.g., Collins and Wortmaster (1953). For three or more authors, provide the first author's name followed by "et al.": e.g., Zipliesky et al. (1959).
5. For two or more works by the same author, provide the years of the works in parentheses without duplicating the name: Keller (1896a; 1896b; 1907) or Gracia (1941: 45–49; 1944: 105).
6. When several papers by different authors are included in a single note, list them separated by semicolon between each: (Smith 1988; McAndrew 1989: 202–211)
7. When an author's name is not indicated, provide the name of the publishing organization. If necessary, it can be abbreviated, although the full name should be indicated in the reference list. For example, In the text: WARDA (1996),  
In the reference list: WARDA (West Africa Rice Development Association) (1996) "Tooling Up for Inland Valley Development," *WARDA Annual Report 1996*, Bouake, WARDA, pp. 39–43.
8. If the above citation style is not applicable, then the citation should appear as an endnote.

### IV. REFERENCE LIST

1. All citations in text, tables, and figures must be listed in the reference list in alphabetical order. The entire first name (not just initials) of all authors should be provided.
2. For two or more works by the same author, list the oldest work first. For two or more works by the same author in the same year, list the works in alphabetized order. For citations from papers that are in journals and/or in books, the pages should be included. For the title of the literature, use title case capitalization that is beginning all words with capital letters except for some conjunctions and prepositions (such as "than," "till," and "when").

[Examples]

Lipton, Michael and Merle Lipton (1993) "Creating Rural Livelihoods: Some Lessons

for South Africa from Experience Elsewhere,” *World Development* 21 (9): 1515–1548.

McClure, Arthur F., James Riley Chrisman, and Mock Perry (1985) *Education for Work: The Historical Evolution of Vocational and Distributive Education in America*, New Jersey, Associated University Press.

Mayer, Philip (1980) “The Origin and Decline of Two Rural Resistance Ideologies,” in Philip Mayer (ed.), *Black Villagers in an Industrial Society: Anthropological Perspectives on Labour Migration in South Africa*, Cape Town, Oxford University Press, pp. 1–80.

Paris, Roland (2002a) “International Peacebuilding and the ‘Mission Civilisatrice,’” *Review of International Studies* 28 (4): 637–656.

Paris, Roland (2002b) “Peacebuilding in Central America: Reproducing the Sources of Conflict?” *International Peacekeeping* 9 (4): 39–68.

CSCW (Centre for the Study of Civil War) (2005) “Armed Conflict, Version 3-2005b,” (<http://www.prio.no/cwp/armedconflict/>) (accessed on April 2, 2006).

3. When it is difficult to apply the above reference style, list the author’s name, year, title, publishing location, and publisher in the best possible manner.
4. For references in languages that do not use the Latin alphabet, the bibliographic information should, in principle, be transcribed in Latin characters or translated into English (the order in the list of references should be the same as for English-language references). The original notation may be listed at the end (however, special characters may not be printed).

## **V. TABLES AND FIGURES**

1. Tables and figures in the text should be consecutively numbered using Arabic numerals and titled. Maps and photos are considered as figures. Tables should be placed on a separate page with their legend above, and vertical lines should not be used to separate columns. Column headings should be brief, with units of measurement in parentheses, and the source of information must be indicated in footnotes below the table.
2. Figures and tables will be printed in black and white, and should be prepared with this in mind. It is preferable that graphs, etc., be filled in with patterns rather than colors so that they can be distinguished in black and white.
3. Figures may be inserted in the main manuscript file at the time of submission, but after the acceptance of the manuscript, they should be submitted as one file with one figure in a common image format such as Jpeg or Tiff. The resolution must be sufficient for printing. The title of the figure or other descriptions should not be included in the image file, but should be listed in the “Figure Caption” section of the main manuscript file.
4. Tables should be prepared using the table function of the Microsoft Word and placed in the main manuscript file on a separate page for each table.