

PREPARING A MANUSCRIPT

QUOTATIONS

1. Short quotes (less than four lines of type, approx. 50 words) to run on in the text in *single* opening and closing quotation marks, with double quotation marks for any quotation within them.
2. A quotation of four or more lines of type should be indented, with no quotation marks at the beginning or end but with *single* quote marks within it if required. Source to be indicated by a textual reference number or other source citation as used throughout the text.

SPELLING

1. Please ensure that the names of people/places, etc. are spelt consistently throughout the manuscript; particular attention is necessary in the case of names/words transliterated from other languages (*e.g.* Arabic, Hindi); consistent usage of diacritic marks.
2. Please use English forms of spelling, not US - except, of course, in quotations from US sources, titles of US institutions, etc.
3. We prefer 'z' endings in such words as organization, realize, etc. and the inclusion of 'e' in such words as judgement, acknowledgement, etc.
4. We prefer: focused, benefited, combated - but, labelled (doubling the consonant).
5. Most important of all, however, is consistency.
6. List of words that must end in -ise: advertise, advise, comprise, compromise, disenfranchise, enterprise, franchise, improvise, merchandise, revise, supervise, televise.
7. Please note: analyse, catalyse, paralyse.

NOTES

NOTES are to be placed at the end of each chapter. They are to be numbered consecutively (*i.e.*, 1, 2, 3, 4, etc., *not* 1, 2, 2a, 2b, 3, 4, 4a, and so on). Each number in the text is to refer to one note only.

REFERENCES

1. We prefer the Harvard style of referencing: Author, date, page no. in brackets within the text, e.g.: (Bloggs 1995: 47), with full reference in a list of references.
2. All material referred to in text/notes, whether published or unpublished, must be included in the references.
3. Entries must be listed alphabetically by authors' surnames, followed by initial(s), date of publication (or equivalent for unpublished matter) in parentheses, full title, place of publication, publisher, e.g.:

Krieger, M. (ed.) (2014) *Victor Le Vine's Shorter Cameroon Writings, 1961-2007*, Bamenda: Langaa.

Fishkin, B.H., Ndi, B.F. and Ankumah, A.T. (eds) (2013) *Fears, Doubts and Joys of Not Belonging*, Bamenda: Langaa.

4. For *articles in journals*, the title of the article is to be in single quotation marks and in lowercase, except for proper names and first word, e.g.:

Coolen, M. T. (1983) 'The Wolof Xalam tradition of the Senegambia', *Ethnomusicology*, Vol. XXVII, No. 3, pp. 55-77.

Sherman, T. (1972) 'The politics of music in a Polynesian village', unpublished Ph.D. thesis, University of Papua New Guinea.

5. *Government and other official documents* are to be identified by archive or file number and dates; if numerous, they are to be subsumed under each main office:

For example: British Colonial Office
French Colonial Office
India Office Archives

Entries are to be *either* in date order *or* sequentially by archive/file reference number. If any other arrangement is used, this must be clearly explained.

6. *Newspapers*: Newspaper name and date only listed.

For example, *Guardian*, 12 October 1992.

If a particular article/news item is referred to, use the same style as journal articles (see item 4 above).

ABBREVIATIONS/CONTRACTIONS

1. If numerous abbreviations are used, a separate list should be included. In the text, the name of the organization, etc. should be given in full, with the abbreviation in parentheses, following a first mention; for example, United Nations (UN), with abbreviation used thereafter.

Please note that acronyms pronounced as words (e.g. UNESCO) should be kept in upper case letters.

2. No full point for: Mr Mrs Dr St Ltd
or between upper case initials:
USA UNESCO EU

A full point for: Vol.; No.; p.; pp.; *ibid.*; e.g.; i.e.

PUNCTUATION

1. It is especially important to punctuate carefully to ensure clarity; incorrect or inadequate punctuation can produce ambiguities and distort, even reverse, the meaning of a sentence.
2. Please use parentheses sparingly; do not use parentheses () when square brackets [] are required. For example, an interpolation of your own in a quotation needs square brackets. Do not overuse quote marks; for example, to indicate scepticism.
3. Try to avoid overuse of dashes (indicating an interpolation). Distinguish carefully between dashes (--) and hyphens (-).
4. Avoid overusing italics, bold or underlining for emphasis.

CAPITALIZATION

Use initial uppercase letters only where essential. It is impossible to cover all cases but here are some common examples:

the state	Kaduna State; the State of Memphis
the village church	the Roman Catholic Church; Church of Scotland
the local party	the Socialist Party
government	the Tory Government
British colonialist	Colonial Office
the south wind	Southern Africa
the mountains in the west	Western imperialism
the emperor's new clothes	Emperor Akihito

HYPHENS

It is not possible to give complete information regarding when and when not to hyphenate words. *Hart's Rules for Compositors and Readers*, *Oxford Dictionary for Writers and Editors* and the *Oxford English Dictionary* are all useful guides. Generally, use hyphens when a pair of words are used adjectivally; for example:

the military-oriented policy

the little-known area
the ill-starred minister
pro-Nigerian policy

Do not hyphenate: no one; per cent; in spite of; on to.

Use of hyphens with words ending in -ly is wrong.

Do not use with phrasal verbs, e.g. set up (verb), as opposed to set-up (noun).

NUMBERS AND DATES

1. **Numbers:** from one to twenty: spelt out
21 and above: figures (25; 179)
commas between thousands (3,500; 30,000; 300,500)
round numbers: spelt out (one million; eleven million)
millions and above: figures (5,420,000)

Sentences may not start with figures; they must be spelt out or the sentence turned around.

2. **Dates:** 20 January 1981 (no commas)
avoid 12.5.82 date format: in UK, this means 12 May 1982; in US, 5 December 1982
nineteenth century
mid-nineteenth century
In the 1920s (not '20s or 1920's)

'THAT' AND 'WHICH'

'that' is used for defining clauses (no punctuation), 'which' is used for non-defining clauses (comma either side):

'I put some flowers in the vase that was on the table.'

'The vase, which was on the table, fell to the ground and smashed.'

ITALICS

1. The titles of all published books, periodicals, names of ships, non-English words and phrases should be italicized.
2. Television and radio programmes, titles of articles in journals/edited volumes and chapter titles should be in roman letters in single quotation marks.
3. Italics for emphasis should be used very sparingly, if at all.

TABLES AND OTHER TABULATED MATERIAL

1. All tables should be numbered within a chapter and prefixed by the chapter number.
For example: 1.1.; 1.2; 2.1; 2.2; 3.1; 3.2; 3.3 etc.
2. Indicate the source at the end of the table, indicated by: *Source*:
Also provide the source reference *in full* on each occasion; do not use *ibid*.
3. Tables should either be typed within the text or, if on a separate sheet, the approximate place where they are to appear clearly marked.
For example: 'Table 5.4. about here'
4. Do not use vertical lines in tables.
5. When referring to tables in the text, use the Table number ('see Table 2.3') rather than 'see above/below' as it may not be possible for the typesetter to place the table at that precise point.

FIGURES (including Maps)

1. Figures should be numbered in the same style as tables.
For example: Figure 1.1; 1.2; 2.1; 2.2 etc. (do not abbreviate to Fig.)
2. Artwork or for figures, graphs, maps etc. should be supplied by the author.

PHOTOGRAPHS AND OTHER ILLUSTRATIVE MATERIALS

1. Langaa Publishers will exercise discretion regarding the number of photographs to be included and their technical suitability for reproduction. It is uncommon for Langaa to include photographs in its books.
2. It is the author's responsibility to supply any photographs or other illustrative materials where required, to obtain permission for reproduction and to pay the photographer/illustrator if need be.

TRANSLITERATION AND DIACRITICALS

In cases where transliteration has taken place from languages such as Arabic, Persian and Turkish, the author is responsible for making sure that the method of transliteration is correct and consistently applied.

COPY-EDITED MANUSCRIPT

After acceptance for publication, your manuscript will customarily then be copy-edited. On completion, you will

receive a list of the copy-editor's queries, which should be answered asap so that proofs can be produced and sent to author and reader. Please read the proofs carefully, and make any corrections on the proofs themselves. When this has been done and answers provided to the copy-editor's queries, please return to us immediately so that production of your book may proceed.

PROOFS

1. It is extremely important that you check your own set of proofs carefully, paying particular attention to the spelling of unfamiliar or non-English words, placing of accents, etc. and checking that tables, figures and quotations are accurate. Photographs and other illustrative materials may not necessarily be included in the proofs but requisite spaces will be left and marked for the inclusion at the final stages.
2. One or two *very minor* alterations at proof stage *may* be acceptable at the publisher's discretion, on condition that no repagination or resetting will be needed. Such minor alterations should be marked in a different coloured ink to that used for marking typographical errors.

INDEX

1. Langaa usually arranges for this to be done by a professional indexer, deducting the cost from royalties.
2. The Index may be prepared by the author at page proof stage. Guidelines are available from Langaa if required. M.D. Anderson's *Book Indexing* is useful, as is a careful examination of indexes in published works. Please consult your editor when you submit your Ms if you wish to prepare your own index; otherwise we will assume that Langaa is to do so.