***African Conflict and Peacebuilding Review* (*ACPR*) Style Guide**

(January 2015)

All manuscripts must be formatted according to the 16th edition of the *Chicago Manual of Style* (*CMS*) guidelines. See <http://www.chicagomanualofstyle.org/tools_citationguide.html>. All copy should be submitted in double-spaced, 12-point Times New Roman for all text, notes, bibliography, and other material, with no extra spacing between paragraphs and with a single character space between sentences and after colons used within a sentence. All text should be presented flush left (ragged right). Please refer to *CMS* 2.7-22.

Here are some useful examples.

I. IN-TEXT REFERENCES

0.   If the author's name appears in the text, the date of the work cited should appear in parentheses. For example, (2005).

1.   If the author's name does not appear in the text, the author and date of the work cited should
2. appear in parentheses in that order. For example, (Bah 2008).

3.   In case of institutional authors, use the name of institution and the year. For example, (UN 2001).

4.   When a specific page or passage is cited, the page number should be placed after the date of the work cited with a colon between the page(s) and date. For example, (Bah 2008: 134).

5.   When more than three authors are cited, "et al." should appear after the last name of the first author. For example, (Bradley et al.).

6.   When more than one work by the same author and published in the same year is cited, place the
7. works in alphabetical order with lowercase letters after the date. For example, (2002a) for the first work.
8.
9.   More than one reference should be separated with a semicolon within parentheses and alphabetically ordered. For example, (Frank 1978; Wallerstein 1974; Wolf 1982).

II. LIST OF REFERENCES CITED

For the list of references, please use the 16th edition of the *Chicago Manual of Style* author-date format.

Sole-authored books

Bah, Abu. 2008. *Breakdown and Reconstitution: Democracy, the Nation-State, and Ethnicity in Nigeria*. Lanham, MD: Lexington Books.

Co-authored books

Assensoh, Akwasi B., and Yvette M. Alex-Assensoh. 2001. *African Military History and Politics: Coups and Ideological Incursions, 1900 – Present*. New York, NY: Palgrave.

Edited books

McCluckie, Craig W., and Aubrey McPhail, editors. 2000. *Ken Saro-Wiwa: Writer and Political Activist*. Boulder, CO: Lynne Rienner.

Chapters in edited books

Sklar, Richard L. 1993. "The African Frontier for Political Science." In *Africa and the Disciplines: The Contributions of Research in Africa to the Social Sciences and Humanities,* edited by Robert H. Bates, V. Y. Mudimbe, and Jean O'Barr, pp. 83-112. Chicago, IL: University of Chicago Press.

Journal articles

Zeleza, Paul Tiyambe. 2010. "African Diasporas: Toward a Global History." *African Studies Review* 53:1-19.

Online journal articles

See *CMS* (16th ed.) 14.6: "Authors should include DOIs rather than URLs for sources that make them readily available."

Ahorsu, Ken. "A Poststructuralist Approach to the Dagbon Chieftaincy Crisis in Northern Ghana." *ACPR* 4.1 (2014): 95-119. doi: 10.2979/africonfpeacrevi.4.1.95.

Governmental or institutional print documents

See *CMS* (16th ed.) 14.281–315. For individual examples, refer to *The Bluebook: A Uniform System of Citation* (published annually by the Harvard Law Review Association) or the *ALWD Citation Manual: A Professional System of Citation.*

Newspapers and magazines

Ogbodo, John-Abba. 2008. "$6.2bn Paid to Unknown Firms for Power Projects." *Guardian*, Lagos, March 18, pp. 1–2.

"Acid Attack 'Scarred Girl for Life.'" 1986. *The Guardian*, October 21, p. 4.

Websites

World Bank. "About Us."   http://go.worldbank.org/3QT2P1GNH0 (accessed July 19, 2010).

Interviews

Interviews conducted by author can be referenced with an endnote with name, place, and date. For example, (Interview: Benjamin Fitzgerald, Chicago, June 3, 2010). If there is a need to maintain anonymity, the name of the place can be made general (e.g., USA, instead of Chicago) and/or the name replaced with a general attribute (e.g., Teacher instead of Benjamin Fitzgerald). A pseudonym may also be used in place of the real name. Date can also be made more general if necessary to maintain anonymity, e.g., June 2010.

III. SUBHEADINGS

Subheadings should clearly indicate the organization of the content of the manuscript. Generally, three heading levels are sufficient for a full-length article. Use subheadings sparingly. Some general guidelines follow:

First-Level Head

INTRODUCTION: REGIONAL CONFLICTS

First-level heads are in all caps, left justified. Do not indent the paragraph immediately following a first-level head.

Second-Level Head

Local Government Revenue Policies

Second-level heads are in bold and indented. Capitalize all words except prepositions (of, into, between, through), articles (a, an, the), and coordinating conjunctions (and, but, or).

Third-Level Head

Modes of Dispute Resolution

Third-level heads are centered. No bolding, underlining or italics used. Capitalize all words except prepositions (of, into, between, through), articles (a, an, the), and coordinating conjunctions (and, but, or).

IV. Endnotes

Please use endnotes instead of footnotes. They should be used as minimally as possible. Do not use a word-processing processing feature that embeds notes as footnotes or endnotes and/or links them to the list of references, but instead enter endnotes and the list of references manually in the same font/size/spacing as regular text.

V. Tables, graphs, tables, and charts

Images, graphs, tables, and charts should be submitted as separate electronic files, not embedded in the article file. They should have a proper title and number (e.g., Table 1: Trends in peace negotiation). Please insert in the article file the phrase "Table … here" at the exact location where the table, graph, etc, should be.