

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

(March 2021)

All manuscripts must be formatted according to the below requirements. Manuscripts that do not meet the guidelines will be returned to the author(s) without review. If any formatting issue is not addressed herein, follow the *Chicago Manual of Style* (17<sup>th</sup> edition).

Unless specifically instructed by an editor, all submissions, including briefings, book reviews, etc., must be submitted through Scholarworks at: <https://scholarworks.iu.edu/iupjournals/index.php/acpr/index>. Note that unsolicited book or media reviews are only accepted on a case-by-case basis and you should inquire with the relevant editor before submitting.

### **A. Page setup, paragraph spacing, and text size**

All submissions should be in MS Word format (.DOC or DOCX). Manuscripts are to be formatted with a line spacing of 1.5 lines. Do not right-justify the text. Do not put an empty line between paragraphs; each new paragraph, save for the first paragraph following the title, heading, or block quote, shall be indented.

The font should be between 10 and 12 points. Use Times New Roman, Arial, or similar commonly used font.

Manuscripts can be formatted as either A4 or US letter size. Keep margins at no more than 1 inch.

Page numbers are at the bottom of each page (starting with 1 for the first page).

### **B. Anonymization of submissions**

Submissions do not need a cover page. Make sure your submission does **not** include your name or any other potentially identifying information (such as acknowledgments, which can be inserted at a later stage).

### **C. Title and headings**

The submission title, on top of the first page, is in **BOLD ALL CAPS** and centered on the page. You do not need a running head. All headings shall be left justified. Sub-headings (heading 1) are in **Bold**. Heading 2 are ***bold italicized***, Heading 3 *italicized*. Use an empty line before and after each heading.

### **D. Spelling, acronyms, and foreign words**

ACPR uses US English spelling (civilization, not civilisation; labor, not labour). Foreign words should be *italicized* upon first use and a translation/explanation shall be provided. Foreign words commonly used in English, including terms of art, such as *inter alia* and *de jure*, are not italicized.

All acronyms should be fully spelled out on first use unless they are widely known and there is no risk of confusion from the context (e.g., UN, NATO).

Please note that it is the author's/authors' responsibility to ensure that their submission is free of grammatical mistakes and other errors. A submission that is riddled with spelling and grammatical errors may be returned to the author.

## **E. Quotations**

Use double quotation marks (“”) for quotes. For quotes within a quote, use single quotation marks (‘’). A quote five lines or longer shall be a new paragraph, indented from both left and right margins with an empty line preceding and following it.

## **F. Numbers and dates**

Spell out numbers under 10. Use the en-dash (–) to indicate a range of numbers, e.g., 123–456.

Dates can be spelled out (December 10, 2006) or put in ISO format (2006-12-10). Do not use American-style dates (mm/dd/yy).

## **G. Footnotes and endnotes**

When necessary, use endnotes for small and short clarification information. Endnotes should be used very sparingly. Please do not use footnotes. ACPR uses an author-date citation format and endnotes should not be used for citations except in specific circumstances (see below).

## **H. In-text references**

ACPR follows Chicago Manual of Style (17<sup>th</sup> edition) author-date system. The basic format of a Chicago author-date citation is (AuthorLastName Year, cited page).

- If the author's name appears in the text, the date of the work cited should appear in parentheses. For example, Bah (2005).
- If the author's name does not appear in the text, the author and date of the work cited should appear in parentheses in that order. For example, (Bah 2008).
- In the case of institutional authors, use the name of institution and the year. For example (UN 2001).
- When a specific page or passage is cited, the page number should be placed after the date of the work cited with a comma between the page(s) and date. For example, (Bah 2008, 134).
- When more than three authors are cited, “et al.” should appear after the last name of the first author. For example, (Bradley et al.).
- When more than one work by the same author published in the same year is cited, place the works in alphabetical order with lowercase letters after the date. For example, (2002a) for the first work.
- More than one reference should be separated with a semicolon within parentheses and alphabetically ordered. For example, (Frank 1978; Wallerstein 1974; Wolf 1982).

## **I. List of references cited**

For the list of references, please use the 17th 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*. NY, NY: Palgrave.

### **Edited books**

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

### **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. Chicago, IL: University of Chicago Press.

### **Journal articles**

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

### **Online journal articles**

Gerardi, Steven. 2010. Functionalism 2.0—Rethinking an America Tradition of Conservative Thought. *The Socjournal*, June 7, 2010, <http://www.sociology.org/lead/functionalism-20-rethinking-america-tradition-conservative-thought> (accessed July 19, 2010).

### **Governmental or institutional print documents**

Nigeria. 1953. Report of the Fiscal Commissioner on Financial Effects of Proposed New Constitutional Arrangement. Nigeria: Government Printer.

*United States v. Lindh*. 2002. Criminal No. 02-37-A, United States District Court for the Eastern District of Virginia, Alexandria Division, 227 F. Supp. 2d 565 (2002).

UN. 2001. Resolution 1346 (2001) Adopted by the Security Council at its 4306th meeting. New York: United Nations.

*Note: if your submission makes extensive use of references to legal cases, international treaties, and the like, CMOS recommends following the Bluebook for such sources. These sources are not included in the References Cited list. See CMOS 14.271.*

### **Newspapers and magazines**

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

### **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. The date can also be made more general, if necessary, to maintain anonymity, e.g., June 2010.