



Guidelines for Authors: *Africa Multiple: Studies of Africa and its Diasporas*

1. General

The Cluster publishes its book series, *Africa Multiple: Studies of Africa and its Diasporas*, with Brill Academic Publishers. The series is run by three editors appointed by the Cluster and has an editorial advisory board comprising seven international scholars connected to the Cluster's global network. While the editors are happy to answer initial inquiries, all submissions need to be made through Brill's acquisition editor assigned to our series, Franca de Kort. She can be reached via email at Franca.deKort@brill.com.

2. How to Publish with the *Africa Multiple* Series

After contacting Franca de Kort, you will receive a manuscript questionnaire designed to elicit some basic information about the theme, the scope and the specifics of the proposed book or collective volume. Submitting the filled questionnaire is the first formal step in the submission process. If the series editors decide that the proposed work is a potential fit for the series, the author (or the corresponding editor in case of a collective work) will be asked to submit the complete manuscript.

Please note that submitting a book or an article to any of Brill's book series or journals implies that authors have read and agreed to Brill's Ethical and Legal Conditions, which be found under this link: https://brill.com/fileasset/downloads_static/static_publishingbooks_publicationethics.pdf.

Once the manuscript has been received, the series editors, in consultation with members of the editorial advisory board, select two external experts who are asked to provide a report on the book. If the result of the external review is positive, the book or collective volume will be accepted for publication. In some instances, the acceptance will be made contingent on specific revisions as recommended by the external experts and/or the series editors. Upon receipt of the final version of the manuscript the book will enter the production phase, which is described in detail in Brill's Author Guide: https://brill.com/fileasset/downloads_static/static_publishingbooks_authorguide.pdf.

3. Style Sheet for the *Africa Multiple* Series

All manuscripts need to be submitted in MS Word format, with an accompanying pdf version. For the *Africa Multiple* series, we have adopted the following style:

- a) Spelling and Orthography: Manuscripts should follow the orthographic standard for British English. Only book and article titles in English should have the main words capitalized. Titles in other languages must follow the normal practice for the language in question.
- b) Fonts: Since all books published by Brill follow the Brill typographic style, you may use any common Unicode font for your submission. Frequently used and recommended fonts include Times New Roman and Arial.
- c) Transliteration: In case your book/chapter contains transliterated terms or text from languages written in other alphabets, please include a note on transliteration.
- d) Formatting: Your book or chapter should feature as little formatting as possible. There are no specific requirements for margins or line spacing. Brill will adjust everything to its standard style and only has a few special formatting requests (cf. section 2.5 of Brill's Author Guide):
 - Use footnotes, not endnotes.

- Please make sure your section headings are recognizable as such. If you have more than one level, there should be a clear and consistently used distinction between them. Brill prefers numerical levels, such as 1.1.1.3, but no more than four levels.
 - Clearly mark (the level of) headings, (block) quotations, paragraphs, insertion points for illustrations and/or tables, and footnotes.
 - The first line of a paragraph should be indented, except after a blank line, a (sub-)heading or a block quotation. Use a tab, not spaces, for indentation. Normally, paragraphs should not be separated by a blank line.
 - For citations within text, use double quotation marks; single quotation marks should be reserved for quotes within quotes. Citations that exceed ca. 40 words in length should appear as block quotes without quotation marks. They should be indented on the left and set off from the running text by a blank line before and after the quoted text.
- e) Footnotes: Other than for references that need to be given in footnotes (see below, Bibliographic References), please use footnotes sparingly. In case of collective volumes, acknowledgements or information on the chapter should be placed in an 'Acknowledgements' or 'Note on the Text' section, to be included at the end of the chapter before the bibliography.
- f) Bibliographic References: All source citations follow the "Notes and Bibliography System" of the *Chicago Manual of Style*. This system does not use in-text-citations. Rather, references are given in footnotes with full bibliographic details at the first mention, and in shortened form at subsequent mentions. All references cited need to be listed in a bibliography at the end of the book, or, in the case of collective volumes, at the end of each chapter. Please see the annex to this document for detailed guidelines on how to quote references according to this system.
- g) Illustrations: Images should be sent separately as .jpg or .tif with a high resolution (minimum 300 dpi at a size of 11.5x19.5). The files need to be labeled with the name of the contributor and the figure's corresponding number. Example: *Name_Figure 1*. In the text each illustration must carry a full caption. Example: *Fig. 1, description/title, credits*. Clearly mark where the illustration is supposed to be inserted, and make sure that all illustrations are properly numbered.
- h) Permissions: If authors use material that requires permission, they need to make sure to submit all necessary documentation together with the manuscript.

4. Copy Editing

Please note that it is up to the authors to take care of copy-editing and to submit a draft that is as clean as possible. Non-native speakers are encouraged to have their manuscripts read by a native speaker before submitting it to Brill. Cluster members may apply for funds from the Cluster to cover the costs of professional copy-editing.

5. Open Access

The Cluster's contract with Brill gives us an open access option for each book accepted for the series. The open access fee to be paid to Brill currently stands at 8,000 Euros per book. Authors or editors of accepted books who wish to choose the open access option and do not have sufficient funds at their disposal may apply to the Cluster's Management Board to cover the fee, provided at least one of the authors or editors is a Cluster member. All books selected for open access need to be accompanied by short abstracts for each chapter, to be submitted in a separate Word file. They may not be printed in the book but will facilitate discovery services online.

Annex: Sample Citations for Notes and Bibliography

The following examples illustrate the notes and bibliography system according to the *Chicago Manual of Style*. For more details, see Ch. 14 of the *Chicago Manual*. The following overview is based on https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html.

1. How to cite a book

a) in notes

1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
2. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

b) in shortened notes

3. Smith, *Swing Time*, 320.
4. Grazer and Fishman, *Curious Mind*, 37.

c) in the bibliography

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

2. How to cite a chapter or other part of an edited book

In a note, cite specific pages. In the bibliography, include the page range for the chapter or part.

a) in a note

1. Henry David Thoreau, “Walking,” in *The Making of the American Essay*, ed. John D’Agata (Minneapolis: Graywolf Press, 2016), 177–78.

If you want to cite the collection as a whole:

1. John D’Agata, ed., *The Making of the American Essay* (Minneapolis: Graywolf Press, 2016), 177–78.

b) in a shortened note

2. Thoreau, “Walking,” 182.

If you want to cite the collection as a whole:

2. D’Agata, *American Essay*, 182.

c) in the bibliography

Thoreau, Henry David. “Walking.” In *The Making of the American Essay*, edited by John D’Agata, 167–95. Minneapolis: Graywolf Press, 2016.

If you want to cite the collection as a whole:

D’Agata, John, ed. *The Making of the American Essay*. Minneapolis: Graywolf Press, 2016.

3. How to cite a translated book

a) in a note

1. Jhumpa Lahiri, *In Other Words*, trans. Ann Goldstein (New York: Alfred A. Knopf, 2016), 146.

b) in a shortened note

2. Lahiri, *In Other Words*, 184.

c) in the bibliography

Lahiri, Jhumpa. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf, 2016.

4) How to cite an e-book

For books consulted online, include a URL or the name of the database. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the notes, if any (or simply omit).

a) in notes

1. Herman Melville, *Moby-Dick; or, The Whale* (New York: Harper & Brothers, 1851), 627, <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.
2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), chap. 10, doc. 19, <http://press-pubs.uchicago.edu/founders/>.
3. Brooke Borel, *The Chicago Guide to Fact-Checking* (Chicago: University of Chicago Press, 2016), 92, ProQuest Ebrary.
4. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), chap. 3, Kindle.

b) in shortened notes

5. Melville, *Moby-Dick*, 722–23.
6. Kurland and Lerner, *Founders' Constitution*, chap. 4, doc. 29.
7. Borel, *Fact-Checking*, 104–5.
8. Austen, *Pride and Prejudice*, chap. 14.

c) in the bibliography

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle.

Borel, Brooke. *The Chicago Guide to Fact-Checking*. Chicago: University of Chicago Press, 2016. ProQuest Ebrary.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <http://press-pubs.uchicago.edu/founders/>.

Melville, Herman. *Moby-Dick; or, The Whale*. New York: Harper & Brothers, 1851. <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

5) How to cite a journal article

In a note, cite specific page numbers. In the bibliography, include the page range for the whole article. For articles consulted online, include a URL or the name of the database. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser's address bar.

a) in notes

1. Susan Satterfield, "Livy and the *Pax Deum*," *Classical Philology* 111, no. 2 (April 2016): 170.
2. Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, <https://doi.org/10.1086/690235>.

3. Peter LaSalle, "Conundrum: A Story about Reading," *New England Review* 38, no. 1 (2017): 95, Project MUSE.

b) in shortened notes

4. Satterfield, "Livy," 172–73.
5. Keng, Lin, and Orazem, "Expanding College Access," 23.
6. LaSalle, "Conundrum," 101.

c) in the bibliography

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34. <https://doi.org/10.1086/690235>.

LaSalle, Peter. "Conundrum: A Story about Reading." *New England Review* 38, no. 1 (2017): 95–109. Project MUSE.

Satterfield, Susan. "Livy and the *Pax Deum*." *Classical Philology* 111, no. 2 (April 2016): 165–76.

6) How to cite a journal article with more than three authors

Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the bibliography; in a note, list only the first, followed by *et al.* ("and others"). For more than ten authors (not shown here), list the first seven in the bibliography, followed by *et al.*

a) in a note

7. Rachel A. Bay et al., "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures," *American Naturalist* 189, no. 5 (May 2017): 465, <https://doi.org/10.1086/691233>.

b) in a shortened note

8. Bay et al., "Predicting Responses," 466.

c) in the bibliography

Bay, Rachael A., Noah Rose, Rowan Barrett, Louis Bernatchez, Cameron K. Ghalambor, Jesse R. Lasky, Rachel B. Brem, Stephen R. Palumbi, and Peter Ralph. "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures." *American Naturalist* 189, no. 5 (May 2017): 463–73. <https://doi.org/10.1086/691233>.

7) How to cite a news or magazine article

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. Page numbers, if any, can be cited in a note but are omitted from a bibliography entry. If you consulted the article online, include a URL or the name of the database. In the case of URLs, add the date when you accessed the page.

a) in notes

1. Rebecca Mead, "The Prophet of Dystopia," *New Yorker*, April 17, 2017, 43.
2. Farhad Manjoo, "Snap Makes a Bet on the Cultural Supremacy of the Camera," *New York Times*, March 8, 2017, <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>. Accessed July 12, 2017.
3. Rob Pegoraro, "Apple's iPhone Is Sleek, Smart and Simple," *Washington Post*, July 5, 2007, LexisNexis Academic.

4. Tanya Pai, "The Squishy, Sugary History of Peeps," *Vox*, April 11, 2017, <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>. Accessed October 15, 2017.

b) in shortened notes

5. Mead, "Dystopia," 47.
6. Manjoo, "Snap."
7. Pegoraro, "Apple's iPhone."
8. Pai, "History of Peeps."

c) in the bibliography

Manjoo, Farhad. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>. Accessed July 12, 2017.

Mead, Rebecca. "The Prophet of Dystopia." *New Yorker*, April 17, 2017.

Pai, Tanya. "The Squishy, Sugary History of Peeps." *Vox*, April 11, 2017. <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>. Accessed October 15, 2017.

Pegoraro, Rob. "Apple's iPhone Is Sleek, Smart and Simple." *Washington Post*, July 5, 2007. LexisNexis Academic.

7) How to cite a book review

a) in a note

1. Michiko Kakutani, "Friendship Takes a Path That Diverges," review of *Swing Time*, by Zadie Smith, *New York Times*, November 7, 2016.

b) in a shortened note

2. Kakutani, "Friendship."

c) in the bibliography

Kakutani, Michiko. "Friendship Takes a Path That Diverges." Review of *Swing Time*, by Zadie Smith. *New York Times*, November 7, 2016.

8) How to cite an interview

a) in a note

1. Kory Stamper, "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English," interview by Terry Gross, *Fresh Air*, NPR, April 19, 2017, audio, 35:25, <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>. Accessed May 9, 2017.

b) in a shortened note

2. Stamper, interview.

c) in the bibliography

Stamper, Kory. "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English." Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25. <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>. Accessed May 9, 2017.

9) How to cite a thesis or dissertation

a) in a note

1. Cynthia Lillian Rutz, “*King Lear* and Its Folktale Analogues” (PhD diss., University of Chicago, 2013), 99–100.

b) in a shortened note

2. Rutz, “*King Lear*,” 158.

c) in the bibliography

Rutz, Cynthia Lillian. “*King Lear* and Its Folktale Analogues.” PhD diss., University of Chicago, 2013.

10) How to cite website content

It is often sufficient simply to describe web pages and other website content in the text (“As of May 1, 2017, Yale’s home page listed . . .”). If a more formal citation is needed, it may be styled like the examples below. For a source that does not list a date of publication or revision, include an access date (as in example note 2).

For all citations from the World Wide Web, make sure to note the date when you accessed the website in question.

a) in notes

1. “Privacy Policy,” Privacy & Terms, Google, last modified April 17, 2017, <https://www.google.com/policies/privacy/>. Accessed May 5, 2017.
2. “About Yale: Yale Facts,” Yale University, <https://www.yale.edu/about-yale/yale-facts>. Accessed May 1, 2017.
3. Katie Bouman, “How to Take a Picture of a Black Hole,” filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 12:51, https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like. Accessed June 11, 2017.

b) in shortened notes

4. Google, “Privacy Policy.”
5. “Yale Facts.”
6. Bouman, “Black Hole.”

c) in the bibliography

Bouman, Katie. “How to Take a Picture of a Black Hole.” Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like. Accessed June 11, 2017.

Google. “Privacy Policy.” Privacy & Terms. Last modified April 17, 2017. <https://www.google.com/policies/privacy/>. Accessed May 5, 2017.

Yale University. “About Yale: Yale Facts.” <https://www.yale.edu/about-yale/yale-facts>. Accessed May 1, 2017.

11) How to cite social media content

Citations of content shared through social media can usually be limited to the text (as in the first example below). A note may be added if a more formal citation is needed. In rare cases, a bibliography entry may also be appropriate. In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post.

Text example:

Conan O'Brien's tweet was characteristically deadpan: "In honor of Earth Day, I'm recycling my tweets" (@ConanOBrien, April 22, 2015).

a) in notes

1. Pete Souza (@petesouza), "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit," Instagram photo, April 1, 2016, <https://www.instagram.com/p/BDrmfXTtNCt/>.
2. Chicago Manual of Style, "Is the world ready for singular they? We thought so back in 1993," Facebook, April 17, 2015, <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

b) in shortened notes

3. Souza, "President Obama."
4. Michele Truty, April 17, 2015, 1:09 p.m., comment on Chicago Manual of Style, "singular they."

c) in the bibliography

Chicago Manual of Style. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

12) How to cite a personal communication

Personal communications, including email and text messages and direct messages sent through social media, are usually cited in the text or in a note only; they are rarely included in a bibliography.

a) in a note

1. Sam Gomez, Facebook message to author, August 1, 2017.