

African Arts
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GUIDELINES FOR ARTICLE SUBMISSIONS

African Arts is published quarterly, in March (spring issue, no. 1), June (summer issue, no. 2), September (autumn issue, no. 3), and December (winter issue, no. 4). Manuscripts are submitted under the author's name to members of the editorial board. The review process may take several months.

Submissions must be original works not previously published or awaiting publication elsewhere. Exceptions may be granted for works that have appeared in non-English-language publications; in this case the author must notify *African Arts* and, if the submission is approved, obtain permission to reprint from the original publisher.

TEXT

Submit both a printed manuscript and a computer-accessible text (through diskette or e-mail). *Please make sure that the electronic and printed versions are the same.*

- Printed manuscript: Double spaced on 8 1/2" x 11" white paper, minimum 1" margins, 10- or 12-point type.
- Wordprocessing software: We prefer Microsoft Word for Macintosh, but we can also convert most diskettes using other popular software for non-Macintosh systems, such as Windows. Label your diskette with names of your software program (including the version) and your computer system.
- E-mail transmission: A diskette is not necessary if the text is sent through e-mail. If possible, save the attached document in Microsoft Word for Macintosh. Formatting and diacritical markings are frequently lost or jumbled in e-mailed text; we must receive a paper copy in order to correct these problems.
- Length: We discourage manuscripts exceeding 8,000 words, or 30 double-spaced pages (excluding notes, references cited, and captions). If approved for publication, longer texts may have to be divided into two or more installments, which may not be published in consecutive issues.

PARTS OF THE MANUSCRIPT

- Title page: Include title, author's name exactly as it should appear in the byline, address (if a P.O. box, also supply an alternative street address for delivery of express-mail communications), daytime and evening phone numbers, fax number, e-mail address.
- Abstract: Description of the manuscript, not to exceed 100 words.

- Main text: Most *African Arts* readers are not scholars: avoid academic jargon and define vernacular terms. The text must include references to your illustrations.
- Endnotes: These should be pertinent, substantive notes only; resist the temptation to include overly peripheral information. Do not treat bibliographic references as endnotes. Instead, insert them parenthetically into the main text by author, date, and page: e.g., (Jones 1980:25). Do not use *ibid.*, *loc. cit.*, *op. cit.*
- References cited: List only those works cited in the main text, notes, and captions. Include author, date, title, publisher, city. Do not abbreviate titles or publisher names. Use anglicized spellings of major cities: e.g., Venice, not Venezia.
- Captions/List of illustrations: The numbering should follow the order in which the illustrations (referred to as Figures) are discussed in the text. Construct the captions so that they are logical and informative in themselves, perhaps restating or expanding upon information provided in the text. One should be able to obtain a sense of the article simply by looking at the photos and reading the captions. Include the following when applicable:

For studio photos: Title or identification of the object, including glosses for vernacular terms. People. Region, country. Date. Artist. Medium (and process, if appropriate). Largest dimension; if the photo is a detail, include the measurement for the entire object as well. Collection information. Photo credit. Additional description or commentary.

For field photos: Identification or description of the subject. (Incorporate the information listed above for studio photos if appropriate.) Site. (Please tell us whether you wish to withhold this information for reasons of security or privacy.) Name of photographer. Date of photo. Archive/collection. If the photo has been reproduced from another source, provide the reference citation. Additional description or commentary.

Please indicate which photos are essential to the article, or which are expendable.

- Author bio: One to three sentences of profession-related information for the Contributors column.

ILLUSTRATIONS

Our staff will exercise the utmost care in handling photographs. We urge you, however, to make duplicates of irreplaceable illustrations before sending them to us, as we cannot be held responsible for missing or damaged materials. After publication, photos will be returned by registered airmail (outside the U.S.) or UPS or other courier service (within the U.S.).

FOR PEER REVIEW

If you prefer, you may provide good-quality photocopies or electronic images for review purposes; actual transparencies or prints are not required until the submission has been accepted for publication by the reviewers. Such acceptance will not be official, however, until the original photographic materials are received and approved by the journal's production staff.

SPECIFICATIONS AND RECOMMENDATIONS

A wide selection of color illustrations is desirable. We also encourage multiple views of scenes and objects.

Number each illustration, labeled with your name, to correspond with the caption list and the references in the main text. Avoid paper clips (which may mar the image) and pens that may bleed onto the surface of a photo lying underneath.

If you are planning to have studio photographs taken specifically for publication, try to include a generous amount of space around the object. Tight cropping in the camera restricts the Art Director's ability to lay out illustrations in the most advantageous proportions and size, and may eliminate the photograph from consideration as the cover illustration.

- Color photographs: 2 1/4" or larger transparencies are best for reproduction, but good-quality 35mm slides or color prints can also be used. If the orientation is not clear (which side of the transparency is the front, or which edge is the top), please attach a note to the image. Otherwise, our printer will scan color images with the emulsion side down. *Make sure that a duplicated image has not accidentally been reversed.*

- Black and white photographs: Glossy 8" x 10" prints, if possible.

- Electronic images: Our office and our printer prefer transparencies and prints, but if necessary we can accept jpg or other image files, minimum 300 dpi for an image that will be printed at approximately 5" x 7". If the image is to be published at a larger size, it will require a higher dpi.

- Maps and drawings:

African Arts does not offer art production services. Only maps, charts, and drawings of professional quality will be accepted. For maps, use an official map as a base to ensure accuracy. When preparing artwork, please keep in mind that illustrations may have to be printed in a size smaller than that submitted. For this reason, do not submit a full-page-size map with tiny type and a dense gray-scale screen.

Do not send drawings of objects when satisfactory photographs are available.

- Permission to reproduce:

It is the author's responsibility to obtain written permission to publish photographs and to pay related fees. Bear in mind that it may take some time for a museum or other institution to process your request. If the owner of the photo is not the owner of the object photographed, it is always desirable—and often necessary—to obtain the permission of the latter as well. Reproducing contemporary works of art involves securing permission from the artist unless authority has been transferred to an agent.

You may wish to defer securing permissions or ordering photographs until your submission has been accepted for publication.

- Reproducing works from other publications:

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