

## Style Sheet Modern Africa – Last Updated January 2017

### Spelling and Style

Spelling and style generally follow British usage, as given in *The Oxford Guide to Style*

- The journal uses double quotation marks (“continental Europe”) instead of ‘single’ quotation marks.
- We prefer the *-ise* rather than the *-ize* form of words such as globalisation (rather than globalization); likewise emphasise (rather than emphasize) and analyse.
- Footnote numbers come after the dot (.) and the comma (,) but before the semi-colon (;).
- Quotation marks come after the dot (.”) and the comma (,) but before the semi-colon (”);).
- Please do not use a subhead immediately following a chapter opener.
- All major words are capitalised in titles and subheads: e.g., Socialism and Political Theory

### **Formatting Articles:**

- Times New Roman, Font: 12 pt (only footnotes, font: 10 pt), NO endnotes
- pictures: only black-white, 600 dpi (TIFF)
- graphics, figures: 600dpi (TIFF)

### **Numbers:**

one through ten spelled out, 11 and higher in numerals

in text, notes, and references: 1945–49; 210–26; in display type (subheads, etc.): 1945–1949

Examples: 60 %; 3 October 2015; five o’clock; EUR 100; US\$25,000; eight hectares; 100 hectares; 0.5 hectare

### **Some Examples of Terms that Often Appear:**

the Catholic Church (the institution); the Catholic church (a building in a specific place); CE (rather than AD); central, eastern, and western Africa; Cold War; Communist Party; communists, communism; decision making (n.); decision-making process (adj.); decision taking; Nanumba District, District Six (formally named places); the Coastal district, the Upper districts (informal names); encyclopaedia (not encyclopedia); (e.g.) [*in parentheses*]; for example [*in text*]; EU, US, PhD (*no periods used with acronyms*); euros; (i.e.) [*in parentheses*]; that is, [*in text*]; *land* is preferred over *lands*, except in reference to the homelands of distinct peoples (e.g., agricultural land; in the lands of the North); the mayor; the president; President Obama; Senegal River; Drakensberg Mountains; Russian Empire; Second World War; so-called enlightened Europe; South East Africa; Central Africa; south-east Angola; western Morocco; to legitimate (*rather than* “to legitimize”); West, Western (*when the reference is general*, e.g., Western civilisation); western (*when there is precise geographical meaning*, e.g., western Europe). Other exceptions: co-existent; cooperative (and its forms); coordinate; postsocialist; *among* instead of *amongst*; *while* instead of *whilst*.

The use of signs such as “&” should be avoided.

### References and Citation Style

#### **Monographs**

##### **• Single Author**

Burton, John. 1990. *Conflict: Resolution and Prevention*. New York: Macmillan.

##### **• Two or Three Authors**

Platzky, Laurine and Walker, Cheryl. 1985. *The Surplus People: Forced Removals in South Africa*. Johannesburg: Ravan Press.

Gallagher, Michael, Laver, Michael and Mair, Peter. 2001. *Representative Government in Modern Europe: Institutions, Parties, and Governments*. New York: McGraw-Hill.

### • More Than Three Authors

Fiala, Petr, Holzer, Jan, Strmiska, Maxmilián et al. 2002. *Politické strany ve střední a východní Evropě. Ideově-politický profil, pozice a role politických stran v postkomunistických zemích*. Brno: Mezinárodní politologický ústav.

### Edited Volumes

#### • One Editor

Parkin, Kate (ed.) 2006. *Mandela: The Authorised Portrait*. London: Bloomsbury.

#### • Two or Three Editors

Bloomfield, David, Barnes, Teresa and Huysse, Luc (eds.) 2003. *Reconciliation after Violent Conflict*. Stockholm: IDEA.

### Articles in Anthology

Von Beyme, Klaus. 1988. "Right-Wing Extremism in Post-War Europe." In: Klaus Von Beyme (ed.) *Right-Wing Extremism in Western Europe*. London and Totowa: Frank Cass, pp. 1–18.

Mudde, Cas. 2004. "Conclusion: Defending democracy and the extreme right." In: Roger Eatwell and Cas Mudde (eds.) *Western Democracies and the New Extreme Right Challenge*. London and New York: Routledge, pp. 193–209.

### Articles in Periodicals

Murray, Simeon. 2009. Reforming Multi-level Government in South Africa. *Canadian Journal of African Studies* 43(3): 4–12.

### Documents of Organisations

Truth and Reconciliation Commission. 2003. "Truth and Reconciliation Commission of South Africa Report." Cape Town: Juta & Co Ltd.

### Theses

Brian J. Yates. 2002. *Invisible Actors: The Oromo and the Creation of Modern Ethiopia (1855–1913)*. University of Illinois at Urbana-Champaign, PhD dissertation.

### Articles in a Newspaper

Schultz, Steven. 2005. "Calls Made to Strengthen State Energy Policies." In: *The Country Today*, 28 December, 1A–2A.

### Unknown Author

*El Economista*. 2012. "No criminalizar aborto y legalizar marihuana: Vázquez Mota." 14 May, 3.

### Articles in Periodicals available online

McCann, James. 1998. "Mexicans React to Electoral Fraud and Political Corruption: An Assessment of Public Opinion and Voting Behavior." *Electoral Studies* 17(4). Available at: [http://dev.wcfia.harvard.edu/sites/default/files/jd\\_mexicans\\_react.pdf](http://dev.wcfia.harvard.edu/sites/default/files/jd_mexicans_react.pdf) (Accessed 7 October 2012).

### Conference Contributions

Braun, Mats. 2004. Political Parties of Scandinavia Critical of the European Union – An Analysis of their Argumentation. Contribution presented on the conference MPÚ MU Politics in Europe, Brno 2nd June 2004. Available at: <http://www.iips.cz/download/1braun04.pdf> (Accessed 23 September 2004).

### Working Papers

Luther, Kurt Richard, 2003. From Populist Protest to Incumbency: The Strategic Challenges Facing Jörg Haider's Freedom Party of Austria (FPÖ). Working Paper 16, Keele European Parties Research Unit (KEPRU).

Available at: [http://www.keele.ac.uk/depts/spire/Working\\_Papers/KEPRU/KEPRU%20Paper16.pdf](http://www.keele.ac.uk/depts/spire/Working_Papers/KEPRU/KEPRU%20Paper16.pdf)  
(Accessed 23 September 2004).

## Websites

South Africa Government Online. [www.gov.za](http://www.gov.za)

Government of Ghana. <http://www.ghana.gov.gh/>

- **One Author** (Surname Year: Page number)

Example: (Sartori 2005: 333).

- **More Than Three Authors** (list the first one, followed by “et al.”)

Example: (Rokkan et al. 1984: 231).

- **One Author, Identical Year of Publication, No Date**

To distinguish different sources from one author with the same date of publication, use small letters a, b, c, d, etc.

Example: Kam Kah n.d. (*rather than “forthcoming”*)

Multiple citations are arranged in chronological order.

Example: (Klíma 2003a: 456–58).

- **Document of an Institution with no author mentioned**

When no author is mentioned, cite the name of the institution, the year of publication and page.

Example: (Ministry of Foreign Affairs of the Czech Republic 2002: 12).

- **Website with no author mentioned**

When no author is mentioned, cite the name of the organisation and the year of publication.

Example: (Transparency International 2002).