

# FEMINIST AFRICA



## FEMINIST AFRICA EDITORIAL POLICY AND STYLE GUIDE 2024

### Manuscript Submissions

*Feminist Africa (FA)* has a submissions policy determined by its focus on continental feminist studies and activism. Periodic calls for contributions along particular themes guide the submission process. All contributions must register the centrality of feminist politics, and critical gender analysis to past, present and ongoing processes of social, political, and cultural change in Africa. We are unable to respond to unsolicited submissions. Please submit contributions electronically to [info@feministafrica.net](mailto:info@feministafrica.net)

*FA* currently does not have the editorial capacity to consider contributions in languages other than English. All submissions to *FA* must use the house style. Use of illustrative material, with copyright clearance and supplied in the correct format (300 dpi JPEG), is permissible. Contributions must be previously unpublished and not concurrently under consideration elsewhere.

In addition to being responsible for particular issues of *FA* in various capacities, editors, associate editors, editorial advisory board and members of the editorial team are encouraged to occasionally contribute feature articles, standpoints, book reviews and other material to journal issues. This is subject to the same terms and conditions as all contributions to *FA*. This privilege should not be abused to accumulate publications for private ends.

### Editorial Procedure

Contributions submitted to *FA* are first considered for publication by the editorial team. All contributions are subjected to a rigorous internal review process and invited feature articles undergo additional external blind peer review by readers with expertise in relevant subject areas. Peer reviewers are selected based on their expertise, availability and reliability to deliver their reports as promised. Contributors are welcome to send in recommendations for suitable peer reviewers. There should be no conflict of interest with the recommended peer reviewers. Overall editorial discretion in relation to the selection of peer reviewers and submitted work resides with the *FA* editors.

## **Copyright and Reproduction**

All contributors hold individual copyright of their works. Overall copyright in published editions is held by the hosting institution, which currently is the Institute of African Studies, University of Ghana. Articles, artwork, and extracts from *FA* may not be reproduced in any form of print or electronic publication without the written permission of the editors, who can be contacted at [info@feministafrica.net](mailto:info@feministafrica.net)

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For more information about the journal and free access to the content, visit: <http://feministafrica.net/>

The editorial and production team can be contacted at [contact@feministafrica.net](mailto:contact@feministafrica.net)

## **Types of Submissions**

### **Editorial**

3, 500—4, 500 words (including references and endnotes).

This is the introductory article, written by the issue or guest editor(s) contextualising the journal issue with reference to African debates, and to existing work and publications in the specialised focus area of the topic.

## **Feature Articles**

6, 000—8, 000 words (including references and endnotes).

These are scholarly articles, written with reference to African debates, and to existing work and publications in the specialised focus area of the topic, particularly citing the work of colleagues in African feminist and broader African intellectual communities. Feature articles must include an abstract between 100—200 words in length, and not longer, and at least 5—7 keywords, which do not duplicate the title of the article nor words used in the abstract.

All feature articles are subject to blind peer review by at least two expert reviewers in the field. The final decision to publish the article rests with *FA* and its editors.

## **Standpoints**

2, 000—2, 500 words (including references and endnotes).

These are opinion pieces, intended to initiate and stimulate debates on contemporary issues, crises, challenges and mobilisations of women in the African region and beyond. An abstract between 50—100 words in length and at least 5—7 keywords, which do not duplicate the title of the article nor words used in the abstract, is required with the submission.

## **Profiles**

2,000—2,500 words (including references and endnotes).

These pieces document informative and inspiring examples of activism, movement building, institutional, political or policy gains and challenges, and political resistance in and beyond Africa, usually in the form of case studies. An abstract between 50—100 words in length, and at least 5—7 keywords, which do not duplicate the title of the article nor words used in the abstract, should accompany the submission.

## **In Conversation**

4, 000—4, 500 words (including references and endnotes).

These are edited conversations with key activists, intellectuals, creative writers, artists and others whose lives and experiences are shared to inspire, educate and inform the African feminist intellectual community. The conversation should have a brief introduction that contextualises the interview. An abstract between 50—100 words in length and at least 5—7 keywords, which do not duplicate the title of the article nor words used in the abstract, should accompany the submission.

## **Reviews**

1,500 – 2,000 words.

These introduce and review new publications and research, creative arts and films, and key cultural events, prioritising the work of African feminists that engages with gender issues in Africa. Even though reviews are not bound to the thematic focus of an issue *FA* and its editors reserve the right to reject contributions that do not fit with the scope of the journal.

### **Submissions Process**

All contributions must follow British English spelling and should be submitted electronically in MS Word document file format to [editor@feministafrica.net](mailto:editor@feministafrica.net) Articles must also be submitted electronically via <https://journals.ug.edu.gh/index.php/fa/index> Every submission **must** include a cover page with the following details:

- article title
- authors' names with ORCID (or similarly applicable researcher IDs for academic authors)
- authors' institutional affiliation
- email addresses
- biographical description of up to 120 words

To facilitate blind peer review of feature articles, it is important to follow certain guidelines. The cover page should be submitted as a separate document, while the content of the article must not contain any information that can identify the authors, such as names, institutions or acknowledgements. Additionally, references to the author's past work should be anonymised in order to maintain the anonymity of the article.

### ***FEMINIST AFRICA* HOUSE STYLE GUIDE**

Strict adherence to the *FA* style guide is required for publication consideration. Any deviation from this will result in the submission being returned to the author for correction.

### **REFERENCES AND CITATIONS**

Referencing is the most important part of the style guide. All contributions **must** include complete and accurate citations using the **Chicago Manual of Style (CMOS) author-date (in-text citation style)** referencing system. CMOS has a basic free online guide available at [https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-2.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html)

The CMOS author-date system involves inserting sources into the text in an abbreviated form and supplying full bibliographic details in the references at the end of the article. Make sure you cite the correct information: the surname of the author or editor, date and, if you have quoted directly from the text, include the exact page number.

If it is absolutely necessary to use citations in the endnotes, then follow the Chicago Manual of Style author-date system for endnotes.

For example: **In the text:** “The modernisation and ‘leapfrogging paradigm’ is linked to growth and economic development.”<sup>1</sup>

The superscript number should come after the punctuation and direct quotation marks. Endnotes should appear at the end of the article/paper, before the reference list and titled, “Notes”.

Numbering of the endnotes should be done in Arabic numerals (e.g., 1, 2, 3...).

**Note:** FA does not accept embedded links in submissions.

**Spaces, commas, full stops.** Be meticulous in noting where spaces and punctuation marks fall. For example, there is *no* comma between the author and the year, but there *is* a comma between the year and the page number. There is only one single space *after* a full stop. When quoting material in a sentence and in block quotes, the full stop is *after* the citation in a sentence (see example 1). However, when the citation is in the middle of a sentence, the full stop comes *before* the closing quotation mark (see example 2).

**Here are some examples to illustrate:**

**Example 1. In-text citation:** Nnedi Okorafor’s *Lagoon* (2014) is “arguably an agitated African futurist post-apocalyptic narrative that blends African magical realism with African science fiction to critique Nigeria’s petrochemical capitalism”.

**Reference list entry:** Okorafor, Nnedi. 2014. *Lagoon*. London: Hodder and Stoughton.

**Example 2. In-text citation:** Following Oyewumi, who distinguishes between “feminism” and “feminist” and argues that the term “feminist has a broader reach [associated with] a range of behaviour indicating female agency and self-determination” (2003, 2).

**Alternatively:** Following Oyewumi (2003, 2) who distinguishes between “feminism” and “feminist” and argues that the term “feminist has a broader reach [associated with] a range of behaviour indicating female agency and self-determination.”

**Reference list entry:** Oyewumi, Oyeronke. 2003. “Introduction: Feminism, Sisterhood and Other Foreign Relations.” In *African Women and Feminism: Reflecting on the Politics of Sisterhood*, edited by Oyeronke Oyewumi, 1 – 20. Asmara: Africa World Press Inc.

Use **semi-colons** when referencing multiple texts or examples in the text, and note that the full stop falls *after* the citation bracket.

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<sup>1</sup> “Leapfrogging” is a term originally used in economic development (Steinmueller 2001, 194).

Our penal system generally constructs and enacts morality, not so much to protect as to confine and repress particular expressions of sexuality (Tamale 2009a; Hubbard 2000).

**When citing multiple works by the same author** published in the same year, distinguish the citations by adding a lower-case letter after the year.

### **Examples**

**In-text citation:** Tamale (2009a) writes about the paradoxes of sex work in Uganda.

**Reference list entry:** Tamale, Sylvia. 2009a. "Paradoxes of Sex Work and Sexuality in Modern-Day Uganda." *East African Journal of Peace and Human Rights* 15(1): 69-109.

**In-text citation:** The "private" matter of whom we choose to have sex with as consenting adults is regulated by laws such as those that criminalise sex work and homosexuality (Tamale 2009b).

**Reference list entry:** Tamale, Sylvia. 2009b. "A Human Rights Impact Assessment of the Anti-Homosexuality Bill." *East African Journal of Peace and Human Rights* 15(2): 509-519.

**Do not use the ampersand (&)** when referring to multiple authors; use the word "and":

The study by Ramirez-Soto, Arroyo-Hernández and Ortega-Cáceres (2021) shows a worrying lack of epidemiological data on the sex differential in COVID-19 infection and death rates between the regions of Peru.

**When there are multiple authors (i.e. more than three), use et al.**

The study by Torvikey et al. (2016) finds that many jobs were created along the value chain for men and women, but that men have occupied the high-earning echelon of the value chain as out growers.

**Multiple citations in a sentence** can be placed after mention, or at the end of a phrase or sentence. Smooth flow and clarity of meaning take precedence over consistency here. For example:

Feminist theories are becoming increasingly diverse and sophisticated. There is the separatist school (MacKinnon 1987; Dworkin 1992); there are those who argue that gender has become the crux of the debate (Butler 1999); and there is a rising tide of scholarship from the developing world that situates women's struggles in specific cultural contexts (Spivak 1988; Mama 1997; Green 2000).

In the case of **secondary referencing** – where an author refers to the work of another and the primary source is not available - cite the primary source as follows, and include the source you read in the reference list:

Frantz Fanon (1961, cited by Boyce Davies 2014) elucidates that this move is one of the critical levers for empowering formerly colonised communities.

When **no page numbers are provided**, for example in an online source, you can include the paragraph number, or the chapter number and paragraph in case of a book/chapter:

In *Al Jazeera*, Jayawardane writes, “Every time there is a crisis in the Global South, Western news organisations parachute their correspondents and photographers in to document the developments” (2022, para 1).

When referring specifically to ‘**In Conversation**’ pieces from *FA*, treat the subject in conversation (the interviewee) and the person holding the conversation (the interviewer) as co-authors. List the interviewee as the first author in the reference list. It is optional to provide the URL:

**In-text citation:** Veronica Bekoe, in conversation with Akosua Darkwah, says that the “objective was to help us prevent and minimise infections through our hands because these hands were used in the laboratories and these same hands were used for everything” (2022, 116).

**Reference list entry:** Bekoe, Veronica and Akosua K. Darkwah. 2022. “A Female Inventor Ahead of Her Time.” *Feminist Africa* 3(1): 109-118.

[https://feministafrica.net/wp-content/uploads/2022/05/FA- Volume-3-Issue-1\\_A-Female-Inventor-Ahead-of-her-Time.pdf](https://feministafrica.net/wp-content/uploads/2022/05/FA- Volume-3-Issue-1_A-Female-Inventor-Ahead-of-her-Time.pdf)

Here is an example of how a **Standpoint piece from FA** is listed in the references:

Kamal, Bashiratu. 2023. “All that Glitters is not Gold: Formal Work Deficits on the African Continent.” *Feminist Africa* 4(1): 180-189.

When using **sources from the internet**, try as much as possible to include the URL to the original source and not a third-party source such as Research Gate, or Google Classroom.

The **reference list must be complete and ordered alphabetically** by author or editor’s surname. When using more than one source by the same author, arrange them chronologically from oldest to newest date of publication. Give as much information as possible; the idea is to make it easy for readers to find your sources.

## REFERENCES

### Book by a single author

*Format:* Surname, first name (not initial). Year. *Book title (in italics)*. Location: Publisher.  
Coly, Ayo. 2019. *Postcolonial Hauntologies: African Women’s Discourses of the Female Body*. Lincoln: University of Nebraska Press.

### **Book by two authors**

*Format:* Surname, first name and first name/ surname. Year. *Book title (in italics)*.

Location: Publisher.

Igoe, Jim and Tim Kelsall. 2005. *Between a Rock and a Hard Place: African NGOs, Donors, and the State*. Durham: Carolina Academic Press.

### **Translated book**

*Format:* Surname, first name. Year. *Book title (in italics)*. Name of translator [first name/ surname]. Location: Publisher.

Piketty, Thomas. 2014. *Capital in the Twenty-First Century*. Translated by Arthur Goldhammer. London and Cambridge: The Belknap Press of Harvard University Press.

### **Book or journal article by more than two authors**

*Format:* Surname, first name, first name/ surname [for all]. Year. *Book title (in italics)*. Location: Publisher, or “Title of article.” *Journal name (in italics)* volume number (issue number): page numbers. DOI

**Book entry example:** Chittenden, Hugh, Greg Davies and Ingrid Weiersbye. *Roberts Bird Guide*. 2016. 2nd edition. Cape Town: The John Voelcker Bird Book Fund.

**Journal article example:** Torvikey, Gertrude Dzifa, Joseph Awetori Yaro and Joseph Kofi Teye. 2016. “Farm to Factory Gendered Employment: The Case of Blue Skies Outgrower Scheme in Ghana.” *Agrarian South: Journal of Political Economy* 5(1): 77–97. <https://doi.org/10.1177/2277976016669188>

### **An edited book**

*Format:* Surname, First name and first name/ surname, eds. Year. *Book title (in italics)*. Edition [if applicable]. Location: Publisher.

Hennessy, Rosemary and Chrys Ingraham, eds. 1997. *Materialist Feminism: A Reader in Class, Difference and Women's Lives*. 2<sup>nd</sup> ed. New York and London: Routledge.

### **Chapter in a book**

*Format:* Surname, first name. Year. “Title of chapter.” In [*specify volume title, in italics*], edited by [name of editor/s first name/surname], page numbers. Location: Publisher.

Oyewumi, Oyeronke. 2003. “Introduction: Feminism, Sisterhood and Other Foreign Relations.” In *African Women and Feminism: Reflecting on the Politics of Sisterhood*, edited by Oyeronke Oyewumi, 1 – 20. Asmara: Africa World Press Inc.

### **Book in a volume**



*Format:* Names of volume editors [surname/first name and first name/surname]. eds. Year. *Title of volume (in italics)*. Project name [if applicable], volume number. Location: Publisher.

Sutherland-Addy, Esi and Aminata Diaw. eds. 2005. *Women Writing Africa: West Africa and the Sahel*. Women Writing Africa Project, Vol. 2. New York: The Feminist Press.

### **Chapter in a series**

*Format:* Surname, first name. Year. "Title of series." In [*specify volume title, in italics*], edited by [name of editor/s first name/surname], page numbers. Series name and number. Location: Publisher.

Pereira, Charmaine. 2004. "Locating Gender and Women's Studies in Nigeria: What Trajectories for the Future?" In *Gender Activism and Studies in Africa*, edited by Signe Arnfred, 1–26. CODESRIA Gender Series 3. Dakar: CODESRIA.

### **Journal article (include DOIs where possible)**

*Format:* Surname, name. Year. "Title." *Journal name (in italics)* volume number (issue number): page numbers. DOI.

Tsikata, Dzodzi. 2016. "Gender, Land Tenure and Agrarian Production Systems in Sub-Saharan Africa." *Agrarian South: Journal of Political Economy* 5(1): 1–19. <https://doi.org/10.1177/2277976016658738>

### **Two references by the same author (list in order from older to current)**

Shivji, Issa Gulamhussein. 1987. "The Roots of the Agrarian Crisis in Tanzania: A Theoretical Perspective." *Eastern Africa Social Science Research Review* 3(1): 111–133.

Shivji, Issa Gulamhussein. 2017. "The Concept of 'Working People.'" *Agrarian South: Journal of Political Economy* 6 (1): 1–13. <https://doi.org/10.1177/2277976017721318>

### **Report/corporate or institutional publication (such as a government department, NGO or other organisation)**

*Format:* Name of corporate. Year. *Title (in italics)*. Location: Publisher.

World Health Organization. 1964. *The Medical Research Programme of the World Health Organization, 1958-1963*. Geneva: World Health Organization.

### **Article in a newspaper/online publication (include online source where possible and the date of access)**

*Format:* Surname, first name. Year. "Title of article." [*Newspaper/Magazine title in italics*], date/month. Accessed date. URL

Jayawardane, Neelika. 2022. "Sri Lanka's 'Picturesque' Protests." *Al Jazeera*, 2 June. Accessed 17 April 2023. <https://www.aljazeera.com/opinions/2022/6/2/sri-lankas-picturesque-protests>

**Blogs** are cited as newspaper articles or magazines

*Format:* Surname, first name. Year. “Title of blog.” *Name of the blog site in italics* (indicate it is a blog), date/month. Accessed date. URL

Chela, Efemia. 2023. “Inside the Fight for Rights of LGBTQ+ People in Africa.” *African Feminism* (blog), 14 April. Accessed 18 April 2023. <https://africanfeminism.com/inside-the-fight-for-lgbtq-rights-in-africa/>

### **Unpublished thesis or dissertation**

*Format:* Surname, first name. Year. “Title of dissertation.” PhD diss., Name of institute and university, place.

Bruna, Natacha. 2021. “Extractivism, Rural Livelihoods and Accumulation in a Climate-Smart World: The Rise of Green Extractivism.” PhD diss., International Institute of Social Studies, Amsterdam.

### **Website content**

These can get complicated, especially identifying the difference between a blog and a website. Consult the CMOS when in doubt. Remember to select *one* method and stick to it.

*Format:* Author. Year. “Title.” Website. Accessed date (if no year has been given for publication). URL

World Vision, Malawi. 2024. “Turning Survivors of Sexual Violence into Role Models: The Story of Trinity Basikolo.” World Vision International. 16 January 2024.

<https://www.wvi.org/stories/malawi/turning-survivors-sexual-violence-role-models-story-trinity-basikolo>

### **Book reviews**

*Format:* Surname, first name. Year. “Title of review and name of reviewer.” *Title of publication (in italics)*, volume number (issue number): page numbers.

Kidane, Luam. 2021. “Liberation is Necessarily an Act of Culture: A Review of *Spirit Desire: Resistance, Imagination and Sacred Memories in Haitian Vodoun*, by Sokari Ekine.” *Feminist Africa* 2 (2): 114 – 120.

### **Manuscript collections**

*Format:* Author. Year. “Title.” Title of website/database, Location. Accessed date. URL

Zeldin, Wendy. 2012. “U.N. Human Rights Council: First Resolution of Internet Free Speech.” Library of Congress, Washington D.C. Accessed 19 April 2023.

<https://www.loc.gov/item/global-legal-monitor/2012-07-12/u-n-human-rights-council-first-resolution-on-internet-free-speech/>

**Wikipedia:** this can be treated as a website entry (unlike following a printed edition of an encyclopaedia, such as the *Oxford English Dictionary*.) A Wikipedia entry follows this format:

**In-text citation:** In 2015, the International Telecommunication Union estimated about 3.2 billion people, or almost half of the world's population, would be online by the end of the year.

**Reference list entry:** Wikipedia. n.d. "Global Internet Usage." Last modified 31 August 2023. [https://en.wikipedia.org/wiki/Global\\_Internet\\_usage](https://en.wikipedia.org/wiki/Global_Internet_usage)

**Social media content:** Citations of content can be limited to use in the body text and quote up to the first 160 characters of the post.

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

Formal citations are rarely included in the reference list. However, if a more formal citation is required follow this format:

*Format:* Last name, first name or single username (@handle). Year. "Full text comment." Twitter/Facebook/etc., day/month/year, time posted. URL.

O' Brien, Conan (@ConanOBrien). 2015. "In honour of Earth Day, I'm recycling my tweets." Twitter. 22 April 2015. 8.10pm.

<https://twitter.com/ConanOBrien/status/590940792967016448>.

**Interviews (unpublished):** these should be listed as endnotes. Provide name, format of interview. Location and date/month/year.

Tlali, Miriam. Interview by author. Tape recording. Johannesburg, 4 July 2006.

Mama, Amina. Zoom interview. California, 16 September 2020.

If the interviewee does not wish to be named, the rule is to be candid without compromising anybody. If identities need to be protected, then you and the *FA* editors will need to agree on a common policy. One way of dealing with the problem is to clearly state in an endnote that certain information has come from confidential sources.

One example is: Anonymous source. Personal communication. 8 September 2022.

**Personal communication:** These include emails, text messages, and other social media and are *cited in the text only* and are rarely included in the reference list. The in-text citation format is as follows:

(Asanda Benya, WhatsApp message to author, 1 March 2023).

## Podcasts

*Format:* Author of podcast. "Title of episode." Title of podcast, date of release. Podcast, type of access, length. URL

Mbaama, Rebecca. "Can We Just Remove Africa from the Planet?" *Radio Workshop*, 6 March 2023, Podcast, Spotify, 19 mins.

[https://open.spotify.com/episode/3Cex2Yb5xeO6vroZKpTQ7I?si=bxwDe\\_G5RQSmI8Fn21ocVg](https://open.spotify.com/episode/3Cex2Yb5xeO6vroZKpTQ7I?si=bxwDe_G5RQSmI8Fn21ocVg)

### **Audiovisual material**

*Format:* Creator. Year. "Title of content." Full date. Format, length. URL

Khan Academy. 2017. "Ancient China." 25 January 2017. YouTube video, 7:27.  
<https://youtu.be/g9SGpnheXek>

### **Films/Documentaries**

*Format:* Surname, first name, dir. Year. Title. Location: Production Company. [URL, if available]

Badoe, Yaba, dir. 2011. The Witches of Gambaga. Ghana: Fadoa Film Productions.

### **Unpublished conference papers, lectures and presentations**

*Format:* Surname, first name. Year. "Title of Paper." Paper presented at Title of Conference: Subtitle of Conference, Location, Date.

Vidima, Nosipho. 2016. "My Body My Choice! (\*except for sex workers): Feminist Sex Workers and Their Fight for Decriminalisation in South Africa." Paper presented at the Decolonising Feminism Conference, Wits Centre for Diversity Studies, Johannesburg, South Africa, 24-26 August 2016.

Mama, Amina. 2022. "Challenging Patriarchal Pedagogies in African Universities." Women and Gender Studies Lecture, University of North Carolina, Chapel Hill, 14 September 2022.

### **Published conference proceedings**

You can treat these as either published as a book chapter (if published in a book), or as an article (if published in a journal)

*Format:* Surname, name. Year. "Title of paper." In *Title of Conference Proceedings (in italics)*, edited by name and surname, page numbers. Location: Publisher. URL/DOI

Rankin, Yolanda A. and Jakita O. Thomas. 2020. "The Intersectional Experience of Black Women in Computing." In *SIGCSE '20: Proceedings of the 51<sup>st</sup> ACM Technical Symposium on Computer Science Education* edited by Jian Zhang and Mark Sherriff, 199-205. New York: Association for Computing Machinery.

<https://dl.acm.org/doi/pdf/10.1145/3328778.3366873>

### **Working, discussion and occasional papers**

*Format:* Surname, name. Year. "Title of paper." Name of working/discussion/occasional paper series and series number, month/year. Weblink/URL/DOI

Robinson, Shirley. 2022. "Adventures in City Data: An Ethnographic Story." GCRO Occasional Paper No. 20, December 2022.  
[https://cdn.gcro.ac.za/media/documents/OP20\\_Adventures\\_in\\_City\\_Data\\_Web\\_Final.pdf](https://cdn.gcro.ac.za/media/documents/OP20_Adventures_in_City_Data_Web_Final.pdf)

### **Artworks/Exhibitions**

*Format:* Surname, name. Year. *Title of artwork (in italics)*. Medium and specifications [if available]. Gallery. Mntambo, Nandipha. 2007. *Ingabisa*. Photographic prints. [additional specs and dimensions if available]. Michael Stevenson Galley.  
<http://archive.stevenson.info/exhibitions/mntambo/index2007.html>

### **USE OF TABLES**

The Chicago Style Guide has instructions on tables, including how to describe them, refer to them in text, and format them. Table formatting should comply with the instructions in the Chicago Style Guide Manual, 17<sup>th</sup> Edition.  
<https://www.journals.uchicago.edu/cont/prep-table>

### **USE OF THIRD-PARTY COPYRIGHT MATERIAL**

Contributors to *FA* are required to clear permissions of copyright material, and if using images to supply them in the relevant high-resolution format, and send the documents and files to the *FA* journal editor. Content that is usually licensed under copyright include letters or correspondence found in archives that are still within the copyright term, photographs, artworks, diagrams, some items of data, poetry, music lyrics, trademarked company logos, and previously published pieces in books, journals or newspapers, which have copyright restrictions. Always err on the side of caution and check with copyright holders before using their material in your article. When using content licensed under a Creative Commons license, check what type of access is granted.

Contributors must specify where the content will be used and how (for example, you need to specify that the content will be used for scholarly and educational purposes in an open access journal). Ask your *FA* journal editor for **templates** requesting permission and release forms that need to be signed by copyright holders. Submit these signed agreements with your article to your editors.

### **Quotes from source material**

The length of quotes should ordinarily not exceed 100 words. Anything longer risks infringing copyright. If you need to use more material from the source, rather paraphrase with citation. Quotes that are 80-100 words in length must be indented; shorter quotes can run in to the sentence.

### **Illustrative material**

The use of illustrative material is permitted in *FA* journals. These include tables, artwork, photographs and maps. Copyright clearance to use the material must be included with the final revised article, and high-res images (not less than 300 dpi JPEG) submitted. If you are unable to provide the proper permissions, clearances and high-res images, on time, the illustrations *will not* be included.

Specify in the text where the illustrations should go and ensure that they are correctly labelled to correspond with their placement in the text and that the caption has complete information: Number, Description, Source/Copyright information.

Example:

Table 1: Criteria for the inclusion and exclusion of articles. Source: Stats SA 2019.

<Insert table 1 here>

Example:

<Insert figure 2 here>

Figure 2: Members of the Rural Women's Farmers Association of Ghana prepare a field for sowing near Lawra (Photo: Global Justice Now, via Flickr, CC BY-2.0)

File naming convention: Illustrations should be labelled by year, volume number, issue number, author.

Example:

2022\_Vol 3.2 Munemo\_Table 1

2023\_Vol 3.3 Torvikey\_Figure 2

## **INCLUSIVE LANGUAGE AND IMAGES**

Refer to the **Coalition for Diversity & Inclusion in Scholarly Communications** website to access their guidelines on writing about and using images in scholarly works with equity and diversity sensitivity in mind.

<https://c4disc.pubpub.org/guidelines-on-inclusive-language-and-images-in-scholarly-communication>

## **FEMINIST AFRICA SUBMISSION CHECKLIST FOR AUTHORS**

Please check this list off and submit with your revised manuscript to the *FA* editors. If you have not complied with the requirements, your article will not be accepted and will be returned to you until it has met the approved *FA* house style.

This process applies to submission *after* the external peer review process, and the internal review by *FA* journal editors and approval of your article by the journal editors.

These checks must be undertaken for all submission types: Editorial, Feature Articles, Standpoint, Profiles, In Conversation and Reviews.

- Revisions have been addressed and implemented.
- Manuscript is correctly formatted in MS Word: correct font, and line spacing.
- References and citations have been checked and completed and are accurately formatted in CMOS author-date style.
- Weblinks are accurate and live (no 404 errors).
- Permissions to reproduce third party copyright material have been granted and formal permission clearance included with article submission.
- Most up-to-date author biography and email address have been included along with ORCID or similar alphanumeric author identity number.
- Feature articles: article abstract included within 200-word limit, along with 5—7 keywords.
- Illustrative materials are correctly labelled and captioned with clear instructions of placement in the manuscript.

#### **GENERAL COPYEDITING STYLE**

- All submissions to *FA* must be written in Times Roman font, 12-point size, with 1.5 line spacing with left-aligned margins.
- New paragraphs should be indented except when immediately following a title or subtitle, in which case, they are to be aligned with the start of the title/subtitle.
- **British (not American) spelling** to be used throughout. American spelling only if used in an original quote.
- **Acknowledgements** should appear in a separate section, just before the endnotes.
- **Endnotes should be kept to a minimum**, and should not be used for referencing or citation purposes. Use endnotes only to provide explanations that would otherwise disrupt the flow of the argument. Endnotes should appear before the reference list.
- **When using acronyms**, write out the name in full on first reference, followed by the acronym itself in brackets. Thereafter, use the acronym alone. Spell acronyms in all CAPS.
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Titles of book chapters, articles in journals, newspapers or conference papers are placed in inverted commas.

- **Indented quotes** (80-100 words in length) should not be italicised, nor should they use quotation marks.
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- **Use double**, not single **quotation marks**.
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- **Percentage:** Note the correct form of the words per cent (two words) and percentage. Use words with words, and symbols with numbers: “Studies show that seven per cent of adults in refugee camps cannot read”; but “Maternal mortality in Dafur is as high as 24%”. The exceptions to this rule are fractions: “Research reveals that 4,5% of farmers joined the militia.”
- For **numbers and currencies use a comma**: 12,158 women, US\$1,000, GHC45, 000. Use a comma in percentage numbers, i.e., a growth rate of 6,7%, not 6.7%.
- **Dates:** Write out years in full, and do not use an apostrophe: 1980s, not ’80s or 1980’s, and you can elide years: 1985-87.
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