

CODESRIA

Guide for Authors



COUNCIL FOR THE DEVELOPMENT OF
SOCIAL SCIENCE RESEARCH IN AFRICA

CONSEIL POUR LE DEVELOPPEMENT DE LA
RECHERCHE EN SCIENCES SOCIALES EN AFRIQUE

CODESRIA Guide for Authors

© Council for the Development of Social Science Research in Africa 2003
Avenue Cheikh Anta Diop Angle Canal IV, BP 3304, Dakar, Senegal

Tel: +221 825 98 14/22/23
Fax: +221 824 12 89
Email: codesria@sentoosn
Web site: <http://www.codesria.org>

ISBN: 2-86978-129-6

Typeset by Sulaiman Adebawale

Printed by Imprimerie Saint-Paul, Dakar, Senegal

Reprinted, with revisions 2005

CODESRIA is the Council for the Development of Social Science Research in Africa head-quartered in Dakar, Senegal. It is an independent organisation whose principal objectives are facilitating research, promoting research-based publishing and creating multiple forums geared towards the exchange of views and information among African researchers. It challenges the fragmentation of research through the creation of thematic research networks that cut across linguistic and regional boundaries.

CODESRIA would like to express its gratitude to the Swedish International Development Cooperation Agency (SIDA/SAREC), the International Development Research Centre (IDRC), Ford Foundation, Mac Arthur Foundation, Carnegie Corporation, the Norwegian Ministry of Foreign Affairs, the Danish Agency for International Development (DANIDA), the French Ministry of Cooperation, the United Nations Development Programme (UNDP), the Netherlands Ministry of Foreign Affairs, Rockefeller Foundation, FINIDA, NORAD, CIDA, IIEP/ADEA, OECD, IFS, OXFAM America, UN/UNICEF and the Government of Senegal for supporting its research, training and publication programmes.

Contents

Objective of this booklet	5
Presentation and organisation	6
Scientific content of manuscript	6
The Manuscript	7
Non-sexist language	13
Sexism in illustrations, examples, and problems	14
Notes and references	15
The Harvard Reference System	15
Note Reference System	16
Is It 'Bibliography' or 'References'?	16
List of bibliography or references	17
A. CODESRIA style for book entries	17
B. Note reference style	18
C. Journal articles	18
D. Citing online works	19
Tables	21
Illustrations	22
Photographs	23
Figures and maps	23
Permissions	24
How to contribute to CODESRIA publications	25
Books	25
Journals	26
<i>CODESRIA Bulletin</i>	27
Preparing text on disk	28
What does CODESRIA need to know?	28
Which word-processing software packages can be used by CODESRIA?	28
What type of disks should be used?	29
How should text and files be organised?	29
Why make back-up copies of files?	30
How disks are packaged and transported	31
Copy-editing queries and proofs	31

CODESRIA Guide for Authors

Author's checklist	32
Manuscript	32
Disks	33
Plates, figures, maps	33
Contributed books.....	33
Permissions.....	34
Correcting proofs	34
Index	35
Glossary	36
Bibliography	40
Index	42

Objective of this booklet

In order for your manuscript to be published as quickly and painlessly as possible, it is essential that you follow the instructions laid out in this booklet. Editors of journals, series and books with several contributors should ensure that all authors are given copies of this booklet and specific instructions for the volume they are contributing to. The main objectives of the booklet include the following:

- To facilitate communication and understanding between authors, editors and the Department of Publications and Communication at CODESRIA. By producing a well-organised, coherent and complete manuscript, you will be making a significant contribution to the efficient and timely production of your work.
- To ensure efficient and speedy production of publications of quality both in form and content. A messy, badly prepared manuscript is time-consuming and expensive to produce, both for the editorial and production teams. The clearer, better articulated the manuscript the more likely it is that the copy editor and typesetter will be able to do a good job. It is in your interest to take every care over the manuscript at all stages of preparation. It is also in the interest of editors and guest editors to insist on the adequate preparation of manuscripts before these are transmitted for publication to CODESRIA. Manuscripts that are not sufficiently attended to might be returned to you for basic revisions, which delays the evaluation and production process.
- To assist CODESRIA in achieving its objectives as a leading publisher of excellent predicament-oriented scholarship on Africa and Africans.

A note

Much in this 'Guide for Authors' is intended for students and budding scholars who are yet to master the art of academic writing and publishing. To the experienced authors largely already familiar with publishers' expectations and scholarly *manière de faire*, we crave your indulgence and hope that the table of contents and index will direct your attention to the specific area you need for the work at hand. To all scholars, we hope that this guide will inspire quality and excellence in your submissions to CODESRIA.

Presentation and organisation

Scientific content of manuscript

To achieve its mission of promoting visibility and competitiveness for African scholarship informed by perspectives sympathetic with the predicaments facing the continent, CODESRIA has set up a rigorous peer-review system. All manuscripts sent out to peer-reviewers are accompanied by a letter inviting them to evaluate the scientific value of manuscripts, using the following criteria:

- Importance of the subject matter
- Originality of the approach
- Soundness of the scholarship
- Degree of interest to our readership
- Clarity of the organisation
- Strength of the argument
- Writing style

Contributors are notified that: “narrative or descriptive articles lacking in analytical content are not likely to be accepted”. Please provide one of the following recommendations:

- Publish as it stands
- Publish with minor revisions
- Resubmit/Requires major revisions (please select only if paper has real promise).
- Reject (please supply some comments which can be sent to the author rather than a bare rejection)
- Refer to a specialist
- Refer to another journal (please make suggestions)

The Manuscript

We prefer manuscripts (i.e., books, monographs, working papers, journal article or contributions to the *CODESRIA Bulletin*) on disk prepared on a word processor as well as in printed hard-copy form. A disk copy will make the production process easier, both for you and for CODESRIA. Use of difficult or expensive word-processing packages is unnecessary, so also is the use of complicated codes. The simpler the presentation of your text, the better for the typesetters and the printers. And since it will be typeset from your own keystrokes, there will be fewer errors in your proofs. If at all possible, manuscripts should be emailed to editors or to CODESRIA.

Manuscripts must be typed or printed out double-spaced with wide margins (approx. 34 mm) on both left and right, and at the top and bottom, on one side of the paper only. Use of A4 paper with about 40 lines to a page is recommended, in order to allow the copy editor space to mark corrections. Type or print in high or letter-quality mode and not in draft mode. CODESRIA recommends the use of 12 point (10 point as a minimum) and clear font types that are easily readable. Avoid word divisions at the ends of lines: ragged right-hand margins are much better than hyphens. Use the left alignment mode.

Do not use waxy paper or photocopies that cannot be written on. Do not use continuous (or listing) paper. We recommend the use of white paper that is easy to photocopy or send by fax.

Authors must supply two copies of the manuscript, the top copy being for our editorial team, and the second for publicity and promotion purposes. Always keep a copy for your own reference. A disk copy must still be accompanied by two hard copies of the manuscript.

All copies of the manuscript must be identical, and all hard copies must be an exact print-out of the disks sent to CODESRIA. This is essential – if in doubt you should print out again, to ensure that the hard-copy matches exactly what is on the disk. The two hard copies and disks you send to CODESRIA must be the final version of your manuscript. If you wish to make minor corrections or amendments after you have printed out the work, write them legibly in red ink on or above the relevant line of text, not in the margin, but do not make the changes on the disk. If you wish to make more extensive alterations you should make them on the disk and print out the revised manuscript. Mark all hard and disk copies of the manuscript with the date they were printed out or revised, so that there

