

african arts

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GUIDELINES FOR ARTICLE SUBMISSIONS

African Arts is published quarterly, in February (Spring issue, no. 1), May (Summer issue, no. 2), August (Autumn issue, no. 3), and November (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. Articles may be accepted as is, rejected, or returned to the author for suggested revision. A revised submission will be re-read by the original reviewer(s). Once accepted, articles are placed in the production queue and published in order of acceptance. Production of each issue begins approximately six months prior to publication date.

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* of this fact and, if the submission is approved, obtain permission to reprint from the original publisher. All articles are published in English and it is the author's responsibility to arrange for and approve translation before submitting to *African Arts*.

The average *African Arts* article is roughly 6000-7500 words and has 15-25 images. We highly discourage manuscripts exceeding 8000 words, or 30 double-spaced pages (excluding captions). If your text runs more than 8000 words, please consider whether it cannot be turned into two separate papers.

In addition to full-length articles, *African Arts* also runs:

- Research Notes (1000-3000 words and 1-5 images focused on research in progress or on a single object)
- Artist Portfolios (3000-5000 words and 5-10 images spotlighting a single artist's work)
- Artist Interviews (3000-5000 words and 5-10 images)
- Photo Essays (10-20 images with either a short intro and explanatory captions or a single text of 1000-5000 words)
- Collections (6000-7500 words and 15-25 images describing the history and holdings of a museum collection of African art, written by the collection's curator)
- Exhibition Previews (6000-7500 words and 15-25 images describing an upcoming or touring exhibition, written by the exhibition curator)
- First Word (1000-5000 words and up to 5 images, if necessary, of commentary on the field)
- Dialogue (letters to the editor of varying length, no images)
- In Memoriam (1000-2500 words and 1-2 images, obituaries of African art luminaries)
- African Art in Unusual Places (1 image plus a long caption describing a piece of African art found outside a museum or indigenous use context)
- Reviews of exhibitions, books, films, and CDs (1000-1250 words and cover image for books, films, and CDs [produced by the editorial office] or 5-10 images for exhibitions; reviews are assigned and edited by reviews editors, so contact the *African Arts* editorial office to be put in touch with the current editor if you are interested in reviewing)

TEXT SUBMISSION:

Please submit your manuscript as two electronic files (text and images) via the jOSS web site at <http://africa.international.ucla.edu>.

Enter the full title of the paper in the Title field. If you are submitting a review, First Word, Dialogue, etc., please note that in the title, i.e., "BOOK REVIEW: Wrapped in Pride by Doran H. Ross"

Enter your name, as you wish it to appear in publication, in the Author field.

To upload your paper, place the cursor in the "Paper" field. Use "Browse" to find and highlight your paper on your computer. Click "Upload" to upload the paper to our server.

Papers should be in .doc format. If you do not write with MS Word, use the "save as" feature of your word-processing program to save your paper as a .doc file

To upload your images, place the cursor in the "Images" field. Use "Browse" to find and highlight your image file on your computer. Click "Upload" to upload the image file to our server.

For review purposes, please save all of your images to a single, low-resolution .pdf file. To do this, create a Word document and insert your images one to a page, with the caption text below the image. Use "save as" to save the entire file as a pdf. When you are prompted to name the document, be sure to choose "minimum size" for optimization. You may submit the images as a .doc file, but if you are working with high-resolution images, the file will be very big and unwieldy to upload/download.

When your paper is accepted, we will contact you with instructions for submitting high-resolution images for publication.

You may add any remarks or comments in the appropriate box. If the paper is part of a special issue, identify the issue in the appropriate box.

THE MANUSCRIPT:

All manuscripts should contain the following information, in this order:

Text file:

- **Title:** Include title and author's name exactly as it should appear in the byline.
- **Main text:** Avoid academic jargon and define vernacular terms. The text must include references to your illustrations as call-outs (i.e., Fig. 1, Figs. 3-4, etc.); all illustrations must be mentioned to in the text.
- **Author bio:** One to three sentences of profession-related information and preferred email address.
- **Endnotes:** These should be pertinent, substantive notes only; resist the temptation to include overly peripheral information. *Do not treat bibliographic references as endnotes.*
- **References cited:** We use the author-date reference format; see Chicago Manual of Style for specifics. List only those works cited in the main text, notes, and captions. Do not abbreviate titles or publisher names. Use anglicized spellings of major cities: e.g., Venice, not Venezia.

General format:

Journal articles: Last name, First name. Date. "Title." *Journal title* vol. (issue):pages.

Books: Last name, First name. Date. *Title*. Place: Publisher.

Chapter in edited volume: Last name, First name. Date. "Title." In *Title*, ed. First name Last Name, pp. #-#. Place: Publisher.

Images file:

• **Images and captions:** The image file should contain one image and its caption per page. For the review process, low-resolution images are adequate and take less time to upload. The numbering should follow the order in which the illustrations 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, in the following formats:

• **For studio photos:**

Traditional art:

Title or identification of the object, including glosses for vernacular terms

People; Region, country; date

Medium (and process, if appropriate); dimensions in centimeters and inches; if the photo is a detail, include the measurement for the entire object as well.

Collection information

Photo: name of photographer and any "courtesy of" information

Additional description or commentary.

Contemporary art:

Title (date)

Artist name (place of birth, dates of birth/death)

Medium (and process, if appropriate); dimensions in centimeters and inches; if the photo is a detail, include the measurement for the entire object as well.

Collection information

Photo: name of photographer and any "courtesy of" information

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.) Date of photo. Archive/collection.

Photo credit: Name of photographer and any "courtesy of" information. If the photo has been reproduced from another source, provide the reference citation. Additional description or commentary.

ILLUSTRATIONS FOR PUBLICATION:

Specifications and Recommendations: A wide selection of color illustrations is desirable. We prefer high-resolution digital images but will accept photos, transparencies, and slides for publication.

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.

Electronic images: We accept .tif, .jpg, or .pdf files, minimum 300 dpi for an image that will be printed at approximately 6" x 9", in CMYK color. If the image is to be published at a larger size, it will require a higher dpi. Name the file "YOURNAME Fig. 1" etc. Do not use long, descriptive file names. Smaller digital files can be sent to us via email at afriartsedit@international.ucla.edu; larger ones can be mailed on a disc or transferred via Dropbox.com (if you are not registered for Dropbox, contact afriartsedit@international.ucla.edu for a referral and instructions) or a file transfer site such as Megaupload.com or YouSendIt.com.

Photos, slides, etc.

Our staff will exercise the utmost care in handling photographs and slides. 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 and slides will be returned by registered mail or by courier service.

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

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.

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

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