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). Production of each issue begins approximately six months prior to publication date on the following schedule:

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<th>Issue to printer</th>
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<td>SPRING</td>
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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, consider whether it cannot be turned into two papers for separate submission.

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)
Columns:
- 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 [usually from the museum, but arranged for by the author]; 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)

MANUSCRIPT SUBMISSION:

Please submit your manuscript as a single Word file containing text and images plus captions via the submission web site at http://ucla.in/1ouUnc. Links to the submissions page appear on the African Arts page at the UCLA International Institute (http://www.international.ucla.edu/africa/africanarts/) and at the MIT Press Journals web site (http://www.mitpressjournals.org/loi/afar)

Enter the full title of the paper in the Title field. If you are submitting a review, First Word, 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, click on the “Choose Paper” button beneath the author information fields. Browse your computer to find your paper. Once you have highlighted your paper, return to the submission page and click "Upload" to upload the paper to our server. **You must then click the “Submit” button at the bottom right of the page to complete the submission process.** You will receive an email to confirm that the paper has been received by us. If you do not receive a confirmation email, the submission has not gone through. Contact Eva Howard at afrartsbus@international.ucla.edu if you have repeated problems uploading your submission.

Please note that the system will only allow one submission per email address. We clean out the submission queue once per week; if you have more than one paper that you would like to submit, please wait until the next calendar week to upload another submission.

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

For review purposes, to keep the file from becoming too unwieldy, please insert all of your images as low-resolution files at the end of your Word document, with the caption beneath each image. When your paper is accepted, we will contact you with instructions for submitting high-resolution images for publication.

If your paper has already been reviewed and you are submitting a revision, use the revisions submission page: http://ucla.in/1oyu18b

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

• **Cover page:** Include title and author’s name exactly as it should appear in the byline; author affiliation (if applicable); author email address; author bio (one to three sentences of profession-related information and preferred email address); if you have any comments or background information to make about the submission, include it here.

• **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 in the text.

• **References cited:** We use the author-date reference format; see Chicago Manual of Style 16 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, and First Name Last Name. Year. "Title." *Journal title* vol. # (issue #): page range.

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

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

*Online source:* Last name, First Name OR Corporate Author Name. Year. “Title of article/blog post/etc.” *Website Name,* Month date, URL. Accessed date.

• **Endnotes:** These should be pertinent, substantive notes only; resist the temptation to include overly peripheral information. *Do not treat bibliographic references as endnotes.*

• **Images and captions:** Place so that there are no more than two images and captions 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. Include the following information, when applicable and to the extent the information is available, 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; 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:*
  Artist name (place of birth, dates of birth/death)
  *Title* (date)
  Medium (and process, if appropriate); dimensions in centimeters; if the photo is a detail of a work that is not otherwise illustrated in this paper, 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: We prefer high-resolution digital images but will accept photos, transparencies, and slides for publication. If you must reproduce an image from a printed source, take a photograph of it rather than scanning the image; scanned images, when reprinted, will create a moiré pattern that cannot be eliminated.

If you 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. Name the file “YOURNAME Fig. 1” etc. Do not use long, descriptive file names. Image files can be shared via Dropbox.com, Box.com, a file transfer site such as HighTail.com, or through your own FTP site, with instructions sent to afriartedit@international.ucla.edu. If you share a folder with us, DO NOT NAME THE FOLDER “AFRICAN ARTS,” LIKE EVERYONE ELSE WHOSE ARTICLES WE’RE PUBLISHING. A short version of your article title is best.

Photos, slides, etc.
We will exercise the utmost care in handling photographs and slides. We will, however, scan the images in the editorial office rather than send them to the printer, so it is better if you scan the images yourself. If you must send original art, we urge you 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. DO NOT SEND US YOUR ONLY COPY OF A SLIDE OR PHOTOGRAPH.

Number each illustration, labeled with your name, to correspond with the caption list and the references in the main text.

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.
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.

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