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

<table>
<thead>
<tr>
<th></th>
<th>Start production</th>
<th>Issue to printer</th>
<th>Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SPRING</td>
<td>August</td>
<td>October</td>
</tr>
<tr>
<td>2</td>
<td>SUMMER</td>
<td>November</td>
<td>January</td>
</tr>
<tr>
<td>3</td>
<td>AUTUMN</td>
<td>February</td>
<td>April</td>
</tr>
<tr>
<td>4</td>
<td>WINTER</td>
<td>May</td>
<td>July</td>
</tr>
</tbody>
</table>

Manuscripts are submitted under the author’s name to members of the editorial board. The review process, comprising at least two referees, may take several months. Articles may be accepted as is, rejected, or returned to the author for suggested revision. A revised submission will be reread by the original reviewer(s). You will receive email notifications when your paper is successfully uploaded, when initial review is complete, when it has been accepted, and when it is scheduled for publication. If your contact information changes at any time during the review process, inform us as soon as possible.

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. Articles are published in English and it is the author’s responsibility to arrange for and approve translation before submitting to *African Arts*. (Occasionally, papers will be published in other languages, but only at the invitation of the editorial board.)


The average *African Arts* article is roughly 6000–7500 words and has 15–25 images. **Manuscripts exceeding 8,000 words (according to MS Word’s word count function) will be returned to the author for trimming before they will be reviewed.**

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)
• Dialogue (letters to the editor of varying length, no images)
• In Memoriam (1000–2500 words and 1–2 images, obituaries of leaders in African art studies)
• 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 plus cover image for books, films, and CDs [produced by the editorial office] or 5–10 images of installations and individual works for exhibitions [usually obtained 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)
• First Word (2000–4000 words, 1–5 images [optional], on news or opinions of interest to the field; First Word is commissioned by the editors of the issue, but the board is open to proposals emailed to the African Arts editorial office)

**MANUSCRIPT SUBMISSION:**

Please submit your manuscript via the new submissions website at [http://ucla.in/1ouUunc](http://ucla.in/1ouUunc). If your paper has already been reviewed and you are submitting a revision, use the revisions submission page: [http://ucla.in/1oyu18b](http://ucla.in/1oyu18b) You will fill out a submission form and upload your material to the African Arts Dropbox account via the link provided. You do not need to have a Dropbox account to use the system.

Your manuscript should be in MS Word. Please do not submit PDFs.

**File name protocol:** Your files will upload to Dropbox as individual files, not as a file folder, so it is very important that all pieces of your submission are named consistently.

Please name your manuscript with your surname and a short title (for instance, “Jones Epa Masks”). Name your figure files with surname and short title and the figure number (i.e., “Jones Epa Masks fig. 1,” “Jones Epa Masks fig. 2,” etc.).

We would like to see your images as individual files (this is a change from previous instructions). Remember that image quality is an important factor in the decision whether to publish your paper. Print publication requires images in a resolution of 300 dpi. (See the section on Illustrations for Publication for more detailed instructions on image specs.) We understand that in some cases, you may wish to wait for acceptance before paying image reproduction fees, but please submit the best possible versions of your images that are available to you at this time.

Click the link on the submission form. Follow the Dropbox instructions to choose all the files you wish to upload. Click “Open.” Enter your first and last names and email where requested and click “Upload.” You will see on the Dropbox screen when your files have uploaded successfully. You will also receive a confirmation email that your submission form has been received.

Contact Eva Howard at [afriartsbus@international.ucla.edu](mailto:afriartsbus@international.ucla.edu) if you have problems uploading.
MANUSCRIPT FORMAT:

- **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 about or background information on a new submission or wish to rebut revision suggestions from a reviewer, include them 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 and be numbered in the order of their first mention.

- **References cited**: We use the author-date reference format; see Chicago Manual of Style 17 for specifics. List only works cited in the main text, notes, and captions. Do not abbreviate titles or journal names. Use anglicized spellings of major cities: e.g., Brussels, not Bruxelles.

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 First Name Last Name and First Name Last Name (eds.), *Title*, 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.

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

- **Images and captions**: Construct the captions so that they are logical and informative in themselves, referring to the discussion in the text. The photo credit line identifies who took the photo and the rights holder for the image, if different.

Include the following information, when applicable and to the extent the information is available, in these 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
  Collection information
  Photo credit: 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
  Collection information
ILLUSTRATIONS FOR PUBLICATION:

Specifications and Recommendations: Images are all high-resolution digital images. *African Arts* can no longer accept hard-copy photographs or slides for illustration.

If you must reproduce an image from a printed source, take a photograph of it rather than a scan; scanned images, when reprinted, will produce an interference pattern that cannot be eliminated.

When taking photographs of objects, try to include a generous amount of space around the object. Tight cropping restricts the Art Director’s ability to lay out illustrations.

Illustration numbers must be consistent between image file names, caption numbers, and call-outs in the text.

Electronic images: We accept .tif, .jpg, or .pdf files, at a resolution of 300 dpi for an an image that will be printed at approximately 6” x 9”, in CMYK color. Resolutions higher than 300–450 dpi will not make your image reproduce any better; higher resolution will not improve the sharpness of the image and will increase the file size to the point where it will take an eternity to upload.

Maps and drawings: *African Arts* does not offer art production services. Only maps, charts, and drawings of professional quality will be accepted. When preparing artwork, keep in mind that illustrations may be printed in a size smaller than that submitted; line illustrations and maps with only light detail and large fonts will reproduce best. Do not send drawings of objects when satisfactory photographs are available.

Permission to reproduce: *It is the author’s responsibility to obtain written permission to publish photographs and to pay related fees.* Bear in mind that it may take some time for a museum or other institution to process your request. If the owner of the photo is not the owner of the object photographed, it is always desirable—and often necessary—to obtain the permission of the latter as well. Reproducing contemporary works of art involves securing permission from the artist unless authority has been transferred to an agent. When requesting permissions, be sure to note that *African Arts* is a nonprofit publication and that you are requesting one-time reproduction rights in all media; this can have a major effect on whether or not and how much you are charged for reproduction. You may wish to defer securing permissions or ordering photographs until your submission has been accepted for publication; however, copies of all forms granting reproduction permission must be provided to the *African Arts* editorial office before publication. Furthermore, all authors are required sign a publication agreement in which they warrant that they have been granted the right to use photographic or other materials from second parties.

Updated 10 July 2019