

# Call for Manuscript Papers Presented at the 17<sup>th</sup> Annual Conference of the Igbo Studies Association

## Guideline for authors

We are providing a few guidelines to help authors in preparing their final contribution to be considered for the *Igbo Studies Review* or and edited collection. The goal is to ensure that we achieve a level of constituency and reduce the burden to expensive manuscript editing and preparation.

## APPARATUS

### I. Outline of a typical chapter

1. **Introduction** -- general overview of chapter and chapter themes
2. **Body**
  - Text with large margins
  - Subheads to break chapter into components
3. **Conclusion**
  - Draw material themes together
4. **Page limit:** Between 20-22 pages
5. **Notes:** Footnotes or endnotes must be generated automatically using the word processing program. If you are using word, here is how to generate your footnote or endnote automatically  
*Steps:* 1. Open your document. 2. On top click on references. 3. Choose insert footnotes or endnotes. Then enter your information on the number generated. Follow the same step for all other notes.
6. **Submission deadline:** June 30, 2019
7. **Manuscript must be submitted online at:**  
<https://www.igbostudiesassociation.org/index.php/manuscript>.

### Style Guidelines

This guide is designed to help in the preparation and presentation of typescripts and to establish general stylistic conventions. While it contains recommendations on matters of style, an author's first priorities should be clarity and consistency. Individual typescripts may have features not dealt with in this guide, and in such cases authors are urged to consult their Editor at the earliest possible stage.

## **Main text**

### **Spelling and punctuation**

Authors should consistently adopt British or American spelling and punctuation

#### ***British style***

- British spellings (e.g. behaviour) and either -ise *or* -ize endings should be used throughout (e.g. organise/organize).
- Single quotation marks should be used throughout, except for extracts broken off from the text (which should have no quotation marks) and quotations within quotations (which should have double quotation marks).
- Punctuation should follow closing quotation marks except when the quotation contains a grammatically complete sentence beginning with a capital, e.g. He maintained: 'The book under discussion breaks new ground.'
- The serial comma should be used consistently, if at all.

### **Illustrations**

Source details must accompany all illustrations not created by you.

### **Capitalisation**

All part titles, chapter titles and headings should use minimum capitals, where the first letter and initial letters of proper nouns etc. are capitalised. This is sometimes referred to as sentence case.

#### **Acronyms, abbreviations and initials**

- Acronyms and lettered abbreviations should have no full points: NATO, USA, EU, BC, AD, etc.
- References to university presses should be spelled out, e.g. Yale University Press, not Yale UP.
- If possible, please do not begin a sentence with an abbreviation. Either expand or avoid.
- Ampersands should not be used in the text unless they are part of quoted matter.
- US should be used as an adjective only: use USA or 'United States' as the noun.

### **Contractions**

In **British style**, contractions should have no full points (Mr, St, Jr, Revd, edn), although abbreviated words not ending with their final letter and their plural forms should: vol., vols., Mass., ed., eds.

## **Brackets**

### *British style*

- Nested parentheses (parentheses within parentheses) should be round brackets, e.g. 'as has been noted (as Jones (1989) maintains)'.
- Parentheses around editorial interpolations within quoted matter should be square brackets.

## **Websites and emails**

- 'Website' and 'email' should both be styled as one word.
- Please capitalise 'Internet' when referring to 'the Internet' but use the lower-case form in phrases such as 'internet resources'.
- URLs should carry final punctuation where grammatically appropriate, e.g. 'The author's website may be visited at [www.mathsite.com](http://www.mathsite.com), which also contains further exercises.'
- URLs should not be underlined, should not be preceded with 'http://' if they begin with 'www' or similar, and should not be within angled brackets.
- Please try to avoid very long URLs because, in practice, the reader of the print version of your book is unlikely to key them in.
- If you choose to include 'last accessed' dates, please make sure these are consistently provided.
- The accuracy of URLs remains the author's responsibility.

## **Numbers**

- Numbers should be consistently elided to the shortest pronounceable form (281-3, 20-4, **but** 215-16), *or* fully elided (281-282, 281-82 or 281-2).
- Percentages should be in figures, with the word 'per cent'/'percent' spelt out; exceptions to this are books containing technical discussions or a series of comparisons where a group of percentages would look better with the '%' symbol.
- It is conventional for STM titles to have numbers written out up to 10 and for H&SS titles to have numbers to be written out up to 100.
- In a discussion that includes a mixture of numbers above and below this, keep all as figures, e.g. 'Out of a total of 29 tests, 15 were positive, 11 were negative and 3 were declared invalid'.
- Do not start a sentence with figures. Either spell out (e.g. 'Twenty-nine tests were carried out') or avoid (e.g. 'The year 1788 ...')
- Centuries should be written out (e.g. eighteenth century).
- A thin space or comma should be inserted between each group of three digits for numbers of five digits or more. The use of thin spaces is strongly preferred for STM books, but in H&SS books a comma can be inserted instead into numbers of four or more digits (e.g. 3,000, 11,000, etc.). NB: in tables a space should be inserted into four-digit numbers (e.g. 1 436) to maintain alignment with larger numbers.
- Numbers with units should be in figures with a thin space between the figure and the unit: 55 mm, 32 s, 4 kg.

Numbers in numbered lists should take the form '1.' or '(1)'. Please avoid using '1', '(1)' or '1'.

- In decimal values less than 1 there should always be a zero before the decimal point, even in numbers that can never exceed 1 (such as  $p$  values in biological statistics, e.g.  $p = 0.005$ ).

### **Units**

- SI units should be used throughout, with the exception of the non-SI units in current Earth Science and Medical usage (e.g. mmHG).
- Please note the following forms: cm<sup>3</sup> (not cc), μm (not µ), s (not sec), K (not °K).
- When spelt out, eponymous units should start with a lower-case letter (e.g. joules).
- Compound units should be typed as either mg cm<sup>-3</sup> (preferred) or mg/cm<sup>3</sup>, but not a mixture.
- Please do not allow a double slash in compound units: J/(g K s), not J/g/K/s.

### **Headings**

- All headings should use maximum capitalisation (where the first and all significant words are capitalised).
- We prefer not to number headings below <C> level (i.e. we prefer not to allow numbers longer than four components, e.g. 1.2.1.1). Lower levels should ideally be left unnumbered.
- Please do not use full points after heading numbers or at the end of headings.
- Date ranges in chapter titles and headings should not be elided, e.g. 'Robert Boyle, 1627-1691'.
- Colons rather than en- rules are preferred in headings, e.g. 'Conceptualising the system: dealing with connectivity' rather than 'Conceptualising the system - dealing with connectivity'.
- Where possible, please avoid heading numbers beginning with '0'. For example, headings in an introductory chapter can be left unnumbered.
- Please avoid attaching note indicators to headings, instead placing the indicator at an appropriate point in the following text. A general note of acknowledgement should be presented as an unnumbered footnote on the chapter opening page.

### **Tables**

- Tables should always be numbered and have a suitable caption.
- Note indicators to tables should ideally be given in the form of superscript letters in order of appearance within the table (left to right in each row, then top to bottom). The numbering for these notes should be independent of the main note sequence of the text as the position of the table may change.
- Units should appear at the end of column headings in parentheses.

- Where necessary, the source should be given in shortened form as a table source note (rather than as part of the table title). Full details of all table sources should be given in the reference list.
- Please avoid cross-references in the form 'see the table below'. Instead, use the form 'see Table 3.1'.

### **Citations and cross-references**

- Use an initial capital for citations to internal elements: Chapter 1, Figure 1.1, Section 1.1.
- The following forms are acceptable when accompanied by a number: Fig., Eq., Ex. All other elements should be spelt out: Table, Section, Theorem.
- Equation numbers should be parenthesised and referred to as either 'Eq. (1.1)' or just '(1.1)'. Use 'Equation (1.1)' at the start of a sentence.

### **Quotations**

- Quotations should be kept within the text if they are short (fewer than about 60 words), unless they are set off from the text because they are of particular importance or the focus of discussion. Displayed extracts should not be enclosed in quotation marks.

### **Reference systems and notes**

#### **General**

- A *References* section must contain only works that are cited in the text, in conjunction with the author–date or numbered system. It should not be subdivided.
- A *Bibliography* is used in the short-title system and can contain additional material that is not cited directly in the text. It may be set out as a single alphabetical listing, or it may be subdivided into primary and secondary material.
- Where a bibliography does not contain all works cited in the text it should be headed 'Select bibliography'.
- In the case of multi-author volumes using the short-title system, the volume editor(s) will usually be responsible for collating all the contributors' bibliographies into a general bibliography at the end of the volume, editing for consistency and overlap as appropriate.
- Journal titles may be either in full or abbreviated, but should all be treated the same way throughout.
- Page ranges for chapters may include 'pp.'
- Either 'and' or '&' may be used between author names, but treatment should be consistent

If either the place of publication or publisher name is omitted, it should be done so consistently. Please use anglicised versions of place names where appropriate, and standardise the abbreviated form of US states, e.g. 'MA' or 'Mass.'

- In an alphabetical list of references or bibliography, the first author name for each citation must be inverted (surname preceding forename or initials). Second and subsequent author names may be inverted or not, but should be treated consistently.
- Personal communications and unpublished data should be cited in full, and should not be included in the reference list.
- Forthcoming works should be included in the reference list only if they have been accepted for publication. They should be listed as 'in press' and updated when you see the proofs. Works that have not yet been accepted (e.g. submitted, in review) should not be in the reference list; they should be cited in the text as unpublished data or personal communications. However, dissertations, theses and technical reports are an exception.

### **Notes**

- Notes should be numbered in a consecutive sequence, starting afresh at 1 in each chapter.
- Note indicators should follow punctuation. Where possible a note indicator should appear at the end of a sentence or following a natural break in the sentence.
- Note numbers must not be repeated. If you need to refer back to a citation given earlier in the chapter, use a short-title citation.
- There should not be more than one note indicator on a single word, like this.<sup>4, 5</sup> It is preferable that the contents of the two notes are combined.
- Generally notes should be kept brief. Source references should be given with as little additional matter as possible.
- Authors are reminded that notes are included in their contractual word limit

## **Chicago-Style Citation Quick Guide**

*The Chicago Manual of Style* presents two basic documentation systems, the humanities style (notes and bibliography) and the author-date system.

The humanities style is preferred by many in literature, history, and the arts. This style presents bibliographic information in notes and, often, a bibliography. It accommodates a variety of sources, including esoteric ones less appropriate to the author-date system.

## Basics

1. Use superscript numbers in the text to indicate a reference.
2. Then provide complete information in footnote or an endnote.
3. Alphabetically arranged bibliography of all sources used.
4. The first time a source appears in a note, complete information should be provided.
5. In subsequent reference, the note may be shorted to the author's last name, a comma, and the page numbers cited.
6. If your bibliography includes more than one book by the same author, the shortened form must also include the key word or words from the title, for example

Below are some common examples of materials cited in both styles. Each example is given first in humanities style (a note [N], followed by a bibliographic entry [B]).

Online sources that are analogous to print sources (such as articles published in online journals, magazines, or newspapers) should be cited similarly to their print counterparts but with the addition of a URL. Some publishers or disciplines may also require an access date. For online or other electronic sources that do not have a direct print counterpart (such as an institutional Web site or a Weblog), give as much information as you can in addition to the URL. The following examples include some of the most common types of electronic sources.

## Book

### *One author*

#### N:

1. Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.

B: Doniger, Wendy. *Splitting the Difference*. Chicago: University of Chicago Press, 1999.

### *Two authors*

#### N:

6. Guy Cowlshaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104-7.

B: Cowlshaw, Guy, and Robin Dunbar. *Primate Conservation Biology*. Chicago: University of Chicago Press, 2000.

### *Four or more authors*

#### N:

13. Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), 262.

**B:** Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. *The Social Organization of Sexuality: Sexual Practices in the United States*. Chicago: University of Chicago Press, 1994.

*Editor, translator, or compiler instead of author*

**N:** 4. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

**B:** Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

*Editor, translator, or compiler in addition to author*

**N:** 16. Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995), 22.

**B:** Bonnefoy, Yves. *New and Selected Poems*. Edited by John Naughton and Anthony Rudolf. Chicago: University of Chicago Press, 1995.

*Chapter or other part of a book*

**N:** 5. Andrew Wiese, “The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States,” in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101–2.

**B:** Wiese, Andrew. “The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States.” In *The New Suburban History*, edited by Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press, 2006.

*Chapter of an edited volume originally published elsewhere (as in primary sources)*

**N:** 8. Quintus Tullius Cicero. “Handbook on Canvassing for the Consulship,” in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 35.

**B:** Cicero, Quintus Tullius. “Handbook on Canvassing for the Consulship.” In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press, 1986. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

*Preface, foreword, introduction, or similar part of a book*

**N:** 17. James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.

**B:** Rieger, James. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi-xxxvii. Chicago: University of Chicago Press, 1982.

**T:**

*Book published electronically*

If a book is available in more than one format, you should cite the version you consulted, but you may also list the other formats, as in the second example below. If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the first example below.

**N:** 2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), <http://press-pubs.uchicago.edu/founders/> (accessed June 27, 2006).

**B:** Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <http://press-pubs.uchicago.edu/founders/>. Also available in print form and as a CD-ROM.

## Journal article

*Article in a print journal*

**N:** 8. John Maynard Smith, "The Origin of Altruism," *Nature* 393 (1998): 639.

**B:** Smith, John Maynard. "The Origin of Altruism." *Nature* 393 (1998): 639-40.

*Article in an online journal*

If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the fourth example below.

**N:** 33. Mark A. Hlatky et al., "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial," *Journal of the American Medical Association* 287, no. 5 (2002), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo>.

**B:** Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial." *Journal of the American Medical Association* 287, no. 5 (February 6, 2002), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo>.

## Popular magazine article

**N:** 29. Steve Martin, "Sports-Interview Shocker," *New Yorker*, May 6, 2002, 84.

**B:** Martin, Steve. "Sports-Interview Shocker." *New Yorker*, May 6, 2002.

**T:**

## Newspaper article

Newspaper articles may be cited in running text (“As William Niederkorn noted in a *New York Times* article on June 20, 2002, . . .”) instead of in a note or an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations.

**N 10.** William S. Niederkorn, “A Scholar Recants on His ‘Shakespeare’ Discovery,” *New York Times*, June 20, 2002, Arts section, Midwest edition.

**B:** Niederkorn, William S. “A Scholar Recants on His ‘Shakespeare’ Discovery.” *New York Times*, June 20, 2002, Arts section, Midwest edition.

## Book review

**N: 1.** James Gorman, “Endangered Species,” review of *The Last American Man*, by Elizabeth Gilbert, *New York Times Book Review*, June 2, 2002, 16.

**B:** Gorman, James. “Endangered Species.” Review of *The Last American Man*, by Elizabeth Gilbert. *New York Times Book Review*, June 2, 2002.

## Thesis or dissertation

**N: 22.** M. Amundin, “Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena*” (PhD diss., Stockholm University, 1991), 22–29, 35.

**B:** Amundin, M. “Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena*.” PhD diss., Stockholm University, 1991.

## Paper presented at a meeting or conference

**N: 13.** Brian Doyle, “Howling Like Dogs: Metaphorical Language in Psalm 59” (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002).

**B:** Doyle, Brian. “Howling Like Dogs: Metaphorical Language in Psalm 59.” Paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002.

## Web site

Web sites may be cited in running text (“On its Web site, the Evanston Public Library Board of Trustees states . . .”) instead of in an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations. If an access date is required

by your publisher or discipline, include it parenthetically at the end of the citation, as in the second example below.

**N: 11.** Evanston Public Library Board of Trustees, "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach," Evanston Public Library, <http://www.epl.org/library/strategic-plan-00.html>.

**B:** Evanston Public Library Board of Trustees. "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach." Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html> (accessed June 1, 2005).

## Weblog entry or comment

Weblog entries or comments may be cited in running text ("In a comment posted to the Becker-Posner Blog on March 6, 2006, Peter Pearson noted . . .") instead of in a note or an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations. If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the first example below.

**N: 8.** Peter Pearson, comment on "The New American Dilemma: Illegal Immigration," The Becker-Posner Blog, comment posted March 6, 2006, [http://www.becker-posner-blog.com/archives/2006/03/the\\_new\\_america.html#c080052](http://www.becker-posner-blog.com/archives/2006/03/the_new_america.html#c080052) (accessed March 28, 2006).

**B:** Becker-Posner Blog, The. <http://www.becker-posner-blog.com/>.

## E-mail message

E-mail messages may be cited in running text ("In an e-mail message to the author on October 31, 2005, John Doe revealed . . .") instead of in a note or an in-text citation, and they are rarely listed in a bibliography or reference list. The following example shows the more formal version of a note.

**N:**

**2.** John Doe, e-mail message to author, October 31, 2005.

## Item in online database

Journal articles published in online databases should be cited as shown above, under "Article in an online journal." If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the first example below.

**N: 7.** Pliny the Elder, *The Natural History*, ed. John Bostock and H. T. Riley, in the Perseus Digital Library, <http://www.perseus.tufts.edu/cgi-bin/ptext?lookup=Plin.+Nat.+1.dedication> (accessed November 17, 2005).

**B:** Perseus Digital Library. <http://www.perseus.tufts.edu/>.