

## SUBMISSION GUIDELINES

**Submitting a manuscript:** The Journal publishes papers that have not been published previously and are not under consideration for publication elsewhere. Manuscripts are submitted in Serbian, English or French, by e-mail to: [afrika.journal@gmail.com](mailto:afrika.journal@gmail.com). By submitting a manuscript to ASACMAA the author guarantees that the text is their original scientific contribution, that the publishing has been approved by all co-authors (if a manuscript has more than one author), and that the author consents to the publication of the article in the Journal. Furthermore, authors whose manuscripts have been accepted for publishing, will guarantee all of the above by signing a Declaration of Authorship. When submitting their texts, the authors should state their name and surname, institutional affiliation, e-mail address (and year of birth for scientific papers). If the text is co-authored, above data should be included for each author. Abstract and keywords should be included in the submitted manuscript (for scientific articles).

### Categories of articles and maximum length, according to number of characters (with spaces):

- Scientific article (complete text, including an abstract containing 250 words or 1.000 characters with spaces, and keywords – up to five terms):
  - Original scientific paper – up to 70.000 characters with spaces;
  - Review article – up to 45.000 characters with spaces;
- Interview, essay, critique up to 20.000 characters with spaces;
- Review up to 10.000 characters with spaces;
- Chronicle up to 6.000 characters with spaces.

**Photographs:** together with the contributions, authors submit photographs as illustrations: five or more photographs for scientific articles, two to four for shorter texts (critiques, reviews, chronicles). With the images, which should be indexed with numbers, authors should submit corresponding captions in a separate Word document, which must include the information on the author or source of the photograph. The text author must have the **consent** of the author of the photograph or the copyright owner for the photo material submitted for publishing. The above-mentioned conditions apply in like manner to photographs taken from the internet. Photo materials that do not meet these conditions will not be published. The minimal resolution for photographs is 300 dpi.

**Translation:** The Afrika Journal is a bilingual publication, in which all texts are published in two languages – in Serbian and another foreign language (English/French). Authors may submit a translation of the text with the paper in the original language, which will be accepted, providing that they meet translation standards. Translations undergo editing and reviewing.

**Reviewing and selecting:** The received scientific papers are forwarded to reviewers (two reviewers). If a reviewer has objections to the paper, their anonymous review is sent to the author. Authors are given two weeks upon receiving a review to submit a revised version of the text, which will again be sent to reviewers for inspection. The Editorial Board makes a final selection of papers, among those that received a positive review. It informs all the authors who submitted their papers about its decision. The paper that the Editorial Board has selected for

publishing is considered as the final version of the paper, therefore further changes to the text will not be accepted. All the contributions selected for publishing are edited and translated (unless the author has provided a translation).

**Proof-checking:** In the final stages of the production process proofs are sent in PDF form to the authors and should be returned promptly.

### **Manuscript formatting:**

- Page size A4;
- Body text and reference list: font Times New Roman, font size 12, spacing 1.5, normal;
- Abstract, keywords and endnotes: font Times New Roman, font size 10, spacing 1, normal;
- Acknowledgements, author's notes, endnotes and reference list are presented at the end of the article;
- Paragraphs are indented, and not separated by an empty line.
- Quotation marks are used for in-text citations, and apostrophes for citations within citations. Quotations of more than two lines are set off from the text with an extra line of space above and below.
- **In-text and photo captions:**
  - Titles of books, monographs and journals, names of publishing houses, exhibitions, workshops, programmes and conferences are enclosed in quotation marks (" ");
  - Names of institutions, societies and organisations are written as regular text, without quotations marks, italic or bold.
- Foreign words written in their original form should be formatted in italic, and an explanation should be provided in the text or a translation and explanation in a footnote.

## **REFERENCING**

For bibliographical references Harvard referencing style is used, as follows:

### **In-text citation**

- The surname of the author and the year of publication are given in parentheses  
**examples:**
  - **one author:** (Kasfir 1999)
  - **two or three authors:** (Picton and Mack 1989)
- If the reference is given for particular pages then the pages should be given after the surname and year of publication, followed by a colon  
**example:** (Kasfir 1999: 39)
- If a sentence refers to the author's name, only the year of publication and page numbers are given in the parentheses  
**example:** (1999: 34)

## Reference list

- A complete list of references is given at the end of the text, arranged alphabetically by author's surnames. If more than one bibliographical unit by the same author and year of publication is cited, the year of publication is additionally marked with alphabet letters.
- A bibliographical unit in the reference list should be written as in the following examples:
  - **For books (monographs):** surname and author's name initial, year of publication, title (formatted in italics), place of publication, colon, publisher.  
**examples:**
    - **one author:** Kasfir, S. L. 1999. *Contemporary African Art*. London: Thames & Hudson
    - **several authors:** Picton, J. and Mack, J. 1979 *African Textiles*. London: British Museum Publications.
  - **Edited book:** surname and editor's name initial, (ed.)/(eds.), year of publication, book title (formatted in italics), place of publication, colon, publisher.  
**example:** Fall, N. G. And Pivin J. L (eds.). 2002. *An Anthology of African Art: the Twentieth Century*. New York: Distributed Art Publishers, Inc.
  - **Article or chapter in an edited book** – surname and author's name initial, year of publication, article title, In: surname and editor's name initial, (ed.)/(eds.), book title (formatted in italics), first and last page of the article/chapter, place of publication, colon, publisher.  
**example:** Oguibe, O. 1999. Art, Identity, Boundaries: Postmodernism and Contemporary African Art. In: Oguibe, O. Enwezor (eds.), *Reading the Contemporary, African Art From Theory to the Marketplace*, 16-29. London: London Institute of International Visual Arts - InIVA.
  - **Journal article:** surname and author's name initial, year of publication, article title, journal title (formatted in italics), volume/ issue in parentheses, first and last page number of the article.  
**example:** Beumers, E. I Abspoel, P. 2000. The African Collection of the Wereldmuseum Rotterdam. *African Arts* 33 (1): 18-39.
  - **Newspaper article:** surname and author's name initial, year of publication, article title, newspaper title (formatted in italics), day and month of publication.  
**example:** Guerrin, M. 2009. Au-delà de l'Occident. *Le Monde*. 26 Juin.
  - **Entry in an encyclopaedia:** if the author of the entry is specified: surname and author's name initial, entry/reference, encyclopaedia title (formatted in italics), edition, year of publication, format.  
**example:** Bergman, P. G. Relativity. *The New Encyclopaedia Britannica*. 15 ed. 1987. Print  
If the author of the entry is not specified: entry / reference, encyclopaedia title (formatted in italics), year of publication.  
**example:** Accord, Def.5b. *The Oxford English Dictionary*. 1989.
  - **Internet articles:** When citing internet sources, the author, article title, internet address and publication date, as well as the access date should be given.

**example – known author:** Keegan, R. Review of Grossman, W., Bari, M.A., Bonnell, L., *Man Ray, African Art, and the Modernist Lens*. H-AfrArts, H-Net Reviews. April, 2010. [Accessed 15 May, 2012]

<<http://www.h-net.org/reviews/showrev.php?id=29944>>

- **Newspaper articles on the internet:** surname and author's name initial, year of publication, article title with apostrophes, newspaper title (formatted in italics), date (day and month) access date, URL.

**example:** Atwood, R. 2012. 'African Art: Beyond the Masks', *Art News*, 17 September. [Accessed 15 December, 2013]

<<http://www.artnews.com/2012/09/17/beyond-the-masks/>>

- **Articles in electronic journals:** surname and author's name initial, year of publication, article title, journal title (formatted in italics), volume/issue in parentheses, first and last page number of the article, access date, database.

**example:** Van Rensburg, S. J. 2006. Art Routes: Negotiating Dak Art. *African Arts* 39 (4), 66-67. [Accessed 15 December 2013] Available from JSTOR

- **Ebooks:** surname and author's name initial, year of publication, book title, (formatted in italics), document format, access date, URL.

**example:** Ezra, K. 1984. *African Ivories*. E-book. [Accessed 15 December 2013]

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