

INNOVATION AFRICA SYMPOSIUM

INSTRUCTIONS TO AUTHORS OF PAPERS AND BOOK CHAPTERS

Nature of contributions

The contributions are papers and posters presented at the Innovation Africa Symposium. Papers should be based on original work and the paper to be submitted should not have been published elsewhere, nor should it be currently under consideration for publication by another journal. If either of these conditions applies, the author must provide complete details in a covering letter to the editors. Failure to notify the editors is grounds for rejection.

Length and presentation of contributions

Articles and book chapters should be in the region of 12-15 pages (A4 page size).

Single-space all material (text, quotations, figure legends, tables, references, etc.) with large left and right margins. Separate paragraphs with a space. Use a 12-point font Times Roman with left-justification.

Formatting Your Manuscript

The first page of your manuscript should include:

- Title
- Author(s)' names
- Corresponding author's name, address, phone number, and e-mail
- Acknowledgments and/or funding source (if any)

The first page will be removed before the manuscript is sent out for review.

The second page of your manuscript should include **ONLY** the title and abstract. An abstract should be provided, comprising **300 words**.

Between 5 and 8 keywords should appear below the abstract, highlighting the main topics of the paper.

The title should be repeated once again on the third page before the text of the manuscript begins.

Body Text

All papers must be in English. Write with precision, clarity, and economy: use the active voice and first person whenever appropriate. Use American spellings (e.g., behavior, not behaviour) except for titles and articles in books and journals published in British/Commonwealth English. The *CBE Style Manual, Fifth Edition*, is recommended for details of style.

Underlining/Italicization

Please italicize scientific names and the symbols for all variables and constants except Greek letters in the text. Symbols in Illustrations should be italic to match the text. Do not underline text. Italics should rarely be used for emphasis.

Footnotes

Avoid footnotes in the body text of your manuscript; most footnote material can be incorporated in the text for the benefit of readers and editors. Additionally, footnotes are not handled well by many journal software, and their inclusion may result in a failed submission. Footnotes below tables are acceptable; instead of numbers, please use (in order): †, ‡, §, |, ¶, #, ††, ‡‡, §§, ||, ¶¶, ##.

Statistics

Use leading zeroes with all numbers <1, including probability values (e.g., $P < 0.001$). For every significant F statistic reported, provide two df values (numerator and denominator). Whenever possible, indicate the year and version number of the statistical software used.

Tables should be reduced to the simplest form and present only essential data. They should be submitted on separate sheets at the end of the article. The use of vertical rules in tables should be avoided.

For illustrations, line drawings and black and white photographs are acceptable. Authors are asked to supply originals of line drawings for reproduction. Photographs should be glossy prints with good contrast.

Headings and subheadings

Main headings: The body text should be subdivided into different sections with appropriate headings. Where possible, the following standard headings should be used. These headings must appear on a single line by themselves, and be UPPER CASE. Where possible, the standard headings should be used in the order given above. Additional headings may be used and modifications to these heading suggestions are permissible

Subsection headings: Lower order headings (e.g. *Field study* and *Simulation model*), should be left-justified, italicized, and lowercase except for the initial letter of the first word which should be uppercase. All lower headings must appear on a line by themselves.

Literature cited

Before submitting the manuscript, check each citation in the text against the Literature Cited to ensure that they match exactly. Delete citations from the list if they are not actually cited in the text of the article. All journal titles should be spelled out completely. In the titles of articles, capitalize the common names of organisms and the spellings of all words. When possible, include URLs for articles available online through library subscription or individual journal subscription. URLs should not be included for articles

that are posted on an author's website, unless it is a software or language program that is not available by any other means and is integral to the paper.

Reference Citations in Text

Cite all references in the text, where appropriate, by the author's last name, publication year, and (where applicable) page number(s). Footnotes are NOT to be used for citations.

Depending on sentence construction, the citation will appear as follows: Bowen and Finegan (1999) or (Bowen and Finegan 1999). If a page number is used, it follows the publication year and is set off by a colon: Kennedy and Silverman (1985:276).

Enclose a series of citations within parentheses, separated by semicolons. Place multiple citations in alphabetical order: (Clemente and Kleiman 1997; Kennedy and Silverman 1995; Lee 1992).

Make subsequent citations of a source exactly as cited the first time. If an author has two citations in the same year, distinguish them by attaching a or b to the year in both the text and the references: (Ploch 1995a, 1995b).

For works by two authors, cite both last names. For three authors, cite all three last names in the first citation in the text: (Carr, Smith, and Jones 1992a:366); thereafter use "et al." in the citation: (Carr et al. 1992a:366). If a work has more than three authors, use "et al." in the first citation and in all subsequent citations.

Reference Citation Style

- Cite authors using all applicable initials (first, middle, and other) and surnames. Do not use full first names.
- Use Title Caps for All Reference Titles. Do not use sentence caps.
- *Italicize* titles or put them in quotation marks where appropriate.
- Do not include an issue number for continuously paginated journals.
- Do not insert a space between the colon and the page numbers.

Article in journal:

Deseran, F.A. and D. Keithly. 1994. "Teenagers in the U.S. Labor Force: Local Labor Markets, Race, and Family." *Rural Sociology* 59:668-92.

Book:

Lobao, L.M. 1990. *Locality and Inequality*. Albany: SUNY Press.

Article or chapter in an edited volume:

Zuiches, J.J. 1982. "Residential Preferences." Pp. 247-63 in *Rural Society in the U.S.: Issues for the 1980s*, edited by D.A. Dillman and D.J. Hobbs. Boulder, CO: Westview.

Government document:

Beale, C.L. 1975. *The Revival of Population Growth in Nonmetropolitan America*. ERS-605, U.S. Department of Agriculture. Washington, DC: U.S. Government Printing Office.

Dissertation:

Dorsi, L. 1999. "Ecology and Agriculture: A Partial Replication and Update of Maro's Study in Girdle Bend, Oregon." PhD dissertation, Department of Ecology, Atlantis University.

Unpublished manuscript:

Mundi, G. 1998. "Environmentalism and Youth Activities." Department of Sociology, St. Pippin's College, Cincinnati. Unpublished manuscript.

Presented paper:

Anderson, A. 1999. "Forest Preservation in the Midwest." Presented at the annual meetings of the Rural Sociological Society, August 16, Chicago.

Newspaper article (print):

Goldstein, A. 1997. "Dying Patients' Care Varies Widely by Place, Study Says." *Washington Post*, October 15, p. A1.

Machine readable data file:

American Institute of Public Opinion. 1976. Gallup Public Opinion Poll #965 [MRDF]. Princeton, NJ: American Institute of Public Opinion [producer]. New Haven, CT: Roper Public Opinion Research Center, Yale University [distributor].

On line journal article:

Jacobsen, J.W., J.A. Mulick, and A.A. Schwartz. 1995. "A History of Facilitated Communication: Science, Pseudoscience, and Anti-Science." *American Psychologist* 50:750-65. Retrieved January 25, 1996 (<http://www.apa.org/journals/jacobsen.html>).

On-line newspaper article:

Goldstein, A. 1997 "Dying Patients' Care Varies Widely by Place, Study Says." *Washington Post*, October 15, p.A1. Retrieved October 15, 1997 (http://www.washingtonpost.com/WPlate/1997_10/15/061_101_idx.html).

On-line abstract:

Swidler, A. and J. Ardit. 1994. "The New Sociology of Knowledge" (abstract). *Annual Review of Sociology* 20:305-29. Retrieved October 15, 1997 (<http://www.annurev.org/series/sociology/Vol20/so20abst.htm>).