JOURNAL OF WEST AFRICAN HISTORY STYLE SHEET

Journal of West African History follows the Chicago Manual of Style (15th ed.)

- List all accented letters or other special characters on separate page at beginning of text.
- Use 1-inch margins throughout; number each page; use left aligned margins ("ragged" right); double space all text, including quotations, notes, and captions.
- Do not hyphenate words at ends of lines; do not use headers or footers with identifying information. Use tab key (not spacebar) to indent first lines of new paragraphs.
- Spell out numbers from one to ten. Use Arabic numerals for number 11 and above. Exceptions to this rule: (1) a series of mixed numbers (e.g., 14 cities, 2 small towns, 11 villages, and 8 settlements); (2) when a number precedes an abbreviation for a standard unit of measure (e.g., 3g, 18mm, 6m). Use numerals for all dates, times, page numbers, and percentages.
- Use continental dating (13 April 1892) throughout.
- References must use endnote system—not footnote or author-date (Chicago, chapters 16 & 17). Insert notes in separate section at end of document; do not use automatic note feature.

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