Bokutani Submission Guidelines
The Journal of the African Studies Association of Africa

Authors should submit their article to bokutani@as-aa.org They must upload their manuscript in Word format, as well as the original illustration files. Figures should also be inserted into the manuscript.

After making the corrections requested by the editorial board and after final acceptance of the article, the author will send to the editorial board, the final version of their article in Word format, again accompanied final illustrations (figures, graphs, photographs, etc.) inserted into the manuscript and provided in digital format (.eps, .tifou .jpg) in separate files.

Before submitting your article, please ensure that it meets the required standards.

For all sections, the manuscript must include:

- A meaningful title in the chosen language;
- The author(s) contact information (surname, first name, discipline and/or function, organization to which they belong, or service, city, country; e-mail);
- The email address of the corresponding author, identified by an asterisk (*);
- An abstract in the language of the article (250 words)
- A footnote (called from the introduction) must inform readers of the origin of the research. The author must also specify whether their work has already been presented at a conference, and in this case give the references.
- Five keywords

The text, in Word format, is typed in Times New Roman font size 12 in black color, on A4 pages with 2.5 cm margins, 1.5 line spacing with no spacing before or after. Each paragraph begins with a 1 cm indent for the first line. All pages are numbered. Titles and subtitles will be in bold and/or italic without ever being underlined or in locked caps.

Artwork

The illustrations (tables, graphs, figures, photographs) are placed in the text following the call (Box 1, Table 1, Figure 1). They are numbered in Arabic numerals and accompanied by a short caption. The tables are in Word or image format.

Graphics and figures will be transmitted by file in .eps, .ps, .ppt, .jpg, .png or .tif format with a minimum resolution of 300 dpi and photographs in .jpg format with a minimum resolution of 300 dpi.

All artwork must be of high quality to allow direct reproduction. No editing will be done by the publisher.

It is the responsibility of the author to seek permission from the publisher and the authors concerned to reproduce any document (photograph, graph, figure or table) already published. The source must be mentioned.

Formatting

- Headings and subheadings are never numbered. Different levels of headings should be clearly identified: bold, italic, different font sizes.
- The use of locked capital letters should be avoided.
- Never use underline or bold. The use of italics will be primarily reserved for: Latin or foreign phrases, except for words or expressions accepted in common language (e.g., ultimatum, marketing, etc.); titles of books, newspapers, magazines, literary works, etc., cited in the text.
- Acronyms are written in capital letters without periods between each letter: UGB, ECOWAS, etc. However, when an acronym forms an acronym (pronounced phonetically) and it is widely known, only the first letter is capitalized: Unesco, Unicef, etc. All acronyms must be expanded upon their first occurrence.
- Short quotations are inserted within quotation marks within the text. Those longer than 500 characters are set apart in a separate paragraph, in size 11 with a left indent of 2 cm and a 6-point spacing before and after. Omitted passages in quotations are indicated by three ellipses in square brackets.
- Footnote calls appear in the text as superscripts in automatic continuous numbering; the footnotes, in limited number, are automatically placed at the bottom of the relevant page, and they should not exceed 500 characters, including spaces.

- Punctuation should follow the rules in force in the language of the manuscript submission.

Bibliographic References

The complete list of bibliographical references will be found at the end of the text, under the epigraph "Bibliographical references".

Only the bibliographic references of works cited in the text will be inserted, and all cited works must be referenced in the final bibliography, in alphabetical order. In the case of multiple references from the same author, they will be arranged in chronological order, starting with the references of the sole author, followed by the works compiled by the author, and finally those of the author with other co-authors. The names and initials of the authors are capitalized only at the initials. It is advisable to avoid citing references that are forthcoming as much as possible. However, accepted but not yet published works will be included in the bibliographic citations, specifying the name of the journal followed by the expression "in press."

For drafting the list, please refer to the 7th edition of the APA standards available in their French version in the Scribbr guide available here or in their English version in the APA memo available here.

Proofs

- The publisher sends the proofs to the author with authorization for publication.
- The author must return his/her corrections according to the instructions given by the publisher and within the deadline that will be specified to him/her.
- As soon as the issue is published, the corresponding author will receive a PDF file of his/her article as a reprint.

Boxes

The texts of the "boxes" envisaged by the author (e.g., history of the topic addressed, clarification on various concepts, commented general statistics, definitions, various explanations, methodological clarification, etc.) should be inserted in Word format in the text following their call. The author must ensure that the length of these boxes is compatible with the total length of their text (technically, no more than 20% of the total number of characters).

Order of presentation

The order of presentation is as follows:

- Title.
- References of the author or authors.
- Short summary in the language of the article.
- Title and abstract (in French and/or in English depending on the language of the article).
- Keywords (in French and English).
- Text with illustrations (tables, graphs, figures, photographs) and their captions, as well as boxes, inserted in the text after their call.
- Acknowledgments (if applicable).