AUTHOR INSTRUCTIONS
Oxford Research Encyclopedia of African History

CONTRACT

Please make sure you have signed and returned a copy of your contract via AdobeSign. If you need a new link, please email the project inbox at africanhistory.ore@oup.com.

STYLE, SCOPE, AND AUDIENCE

Articles should provide a narrative overview of the topic and should be approximately 8,000–10,000 words. While we do want the articles to reflect current historiography, we want articles that are not primarily historiographical in nature.

Please do not reference yourself directly or use first-person pronouns (e.g., "I believe…" or "…as we will see…"). Do use clear, formal language, and avoid jargon wherever possible. Readers will be primarily researchers and graduate students, as well as advanced undergraduates. Assume that your reader has some familiarity with your subject, and likely has some expertise in another historical field.

While writing your article, be sure to: (1) fully cover the topic indicated in the title; (2) give appropriate weight to the different regions and/or periods that it concerns; (3) give appropriate weight to the different sorts of historical approaches that the subject has attracted; and (4) give a basic overview of the historiography, so that readers will have a sense of how the field has developed.

FORMATTING

Please submit your article as a Word document, using Times New Roman font, size 12, double-spaced. Use headings to organize the main essay, dividing it into sections of approximately 1,000 words each. **Level-one headings** should be bold; ***level-two headings*** should be bold and italic; *level-three headings* should be italic. For example, the **Primary Sources** section could be divided into subsections on ***Government Archives*** and ***Private Collections***, and further categorized as needed: *National Archives*, *State and Local Archives*, etc.

ARTICLE STRUCTURE

We ask that articles adhere closely to the structure outlined below. If you have any questions as you write your article, please contact Development Editor **Louis Gulino** at: africanhistory.ore@oup.com.

1. TITLE

Because the ORE is a digital resource, your choice of title has important implications for web discoverability. Good titles are specific and clear without being obscure. Titles that would be excellent for books or journal articles will need to be re-worked for the ORE. Please avoid the use of colons in your title. Examples:

Great for a Book	Better for ORE*
A State in the Making: Myth, History and Social Transformation in Pre-Colonial Fipa	*Pre-colonial History of the Fipa of Tanzania*
Commerce and Economic Change in West Africa: The Palm Oil Trade in the Nineteenth Century	*The Palm Oil Trade in 19th-Century West Africa*
The Hidden Hippopotamus: Reappraisal in African History: The Early Colonial Experience in Western Zambia	*Early Colonial History of Bulozi*
White Plague, Black Labor: Tuberculosis and the Political Economy of Health and Disease in South Africa	*Tuberculosis in South Africa*

*with apologies to Roy Willis, Martin Lynn, Gwyn Prins, and Randall M. Packard!

2. SUMMARY (150–300 words; due in advance of the rest of the article)

The summary should be a brief synopsis of the topic, no more than a paragraph or two. It should be a short description of the topic being covered, and should be able to stand on its own as a useful piece of content without reference to the larger article. This means that we do _not_ want an abstract in the traditional sense ("In this article, I will argue that…"), but rather something equivalent to a definition. "Mapping" language and references to the still-in-progress full article should be avoided.

This summary will be published in advance of your full article, and will remain available online even after full articles have become subscription-only. In this way, it will increase the discoverability of your article in online searches.

Please send a copy of your summary to the Development Editor as soon as possible after signing your contract, and include another copy (revised, if necessary) when you submit your full article.

3. KEYWORDS (5–10 words)

Please provide 5–10 keywords that describe the content of your article. These keywords will ensure that your article is searchable and discoverable online, and are equivalent to terms in the index of a printed book. Note that:

- Keywords should be as specific as possible.
- Keywords may be drawn from the article title.
- Including keywords in the summary will help with SEO (search engine optimization), so this is recommended but not required.

4. ESSAY (5,000–8,000 words)

This will be the majority of the contribution. Please include **headings** roughly every 1,000–1,500 words. The essay should provide a thorough narrative overview and history of the topic. It can touch on the relevant historiography as needed, but a thorough review of the literature should be saved for the next section. *Please use Chicago-style endnotes as needed for notes, references, and citations.*

5. DISCUSSION OF THE LITERATURE (500–1,000 words)

Please discuss, briefly, the main threads of scholarship on your topic, including past approaches to the subject and research questions that remain or are currently being pursued. While this cannot serve as an exhaustive historiography, it should discuss, in broad strokes, the shape of scholarship on your topic—that is, important literature and the current state of research in the field. *As in the main essay, sources in the Discussion of the Literature should be cited as Chicago-style endnotes.*

PRIMARY SOURCES (500–750 words)

Discuss the main types and major collections of primary sources that are relevant to your subject, including locations and, when possible, links to archives, collections, and finding aids. Do not aim for exhaustiveness, but instead consider where you might direct a student, or colleague in another field, who is looking for important primary source collections. *This section should be formatted as a commentary paragraph with Chicago endnotes.*

6. LINKS TO DIGITAL MATERIALS (optional)

Please include a bulleted list of links to relevant external sites, such as archives and digital museum exhibits. These links should be scholarly in nature and openly available. Even if links are referenced elsewhere in the text of your article, they can be listed again in this section for easy reference.

Links to URLs should be formatted as hyperlinks in MS Word. Please refer to websites by name, so that URL is not visible (e.g., "Swahili Web: The Swahili Resource Website," not "Swahili Web: The Swahili Resource Website: http://www.swahiliweb.net/karibu.htm"). *This section is optional.*

7. FURTHER READING (10–25 sources)

The Further Reading section should contain around 10–15 (no more than 25) major books and articles on the subject. This selected bibliography should include **essential reading**—the texts you would recommend first to a student who wanted to read more deeply on the topic.

8. NOTES

Endnotes should be formatted according to *The Chicago Manual of Style*. Provide all citation information at the first mention of each source, as a complete bibliography will not be included. Bearing in mind the conventions of an encyclopedia, please try to avoid lengthy or discursive notes.

IMAGES AND MULTIMEDIA

We encourage you to include relevant visual and multimedia materials, such as maps, charts, photographs, and audio or video clips. Materials can be embedded directly in the text of your article if you obtain permissions (or if materials are in the public domain); otherwise, consider linking to important images or resources.

- **Image files** should be submitted as separate files, labeled "Author Last Name_Article Title_Fig 1," etc., in the order they appear in the text. Include callouts in the text where you would like each image to appear (e.g., [**Insert Figure 1**]), with caption and permissions info. Please submit JPG, PNG, or GIF files at the highest resolution you have (at least 300 dpi and 730 pixels on the longest axis); we can assist with size and formatting.
- **Audio and video files** should be submitted as MPEG files, and labeled "Author Last Name_Article Title_Audio 1" or "Author Last Name_Article Title_Video 1," etc.

EDITORIAL CONTACTS

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