

Preliminary Handbook

Africa Conference 2004
Perspectives on Yoruba History and Culture

This collection of pages contains valuable information designed to help you get the most out of the conference, with the least amount of delay and frustration. Please check these pages often, print them out, and carry them with you. A full program guide including this information will be available at the welcome table upon arrival at the conference.

Paper FAQ

(1) When are completed papers for the conference due?

You can submit at any time, but the due date is two months before the Conference, to allow for exchange of ideas and to start the editorial and selection process. If a full paper is not available, a short summary will be accepted, although this may affect the decision to publish.

(2) To whom do we submit them to?

To me, preferably as an email attachment. Please attach/submit your article in MS Word format. You can also submit your chapter on a Zip disk. If this is not possible, floppy disks are accepted, but it is suggested that a second floppy with a backup copy of your chapter be employed.

PS: Remember to follow the style sheet: Do it now, since you will do it anyway!

(3) Is it likely that the chairs will provide feedback?

Yes, and they will be involved in the selection process.

(4) What is the estimated waiting period from the end of conference to decision to publish?

Two Months.

You will be informed by May if your paper will be published. The decision will be based on the quality of your paper and the opinions of the two readers. We already have publishers committed to publishing the best papers.

Chair Instructions

If you have volunteered or been drafted to chair a panel, thank you. We have prepared the following guidelines to help ensure that your panel runs smoothly.

Because of the strong interest and the high number of paper proposals we received, the conference program is very tight, with not much free time between panels. Part of your contributions as a chair will be to ensure that your panel stays on track.

We recommend the following schedule, assuming that there are four papers on your panel: 5 minutes for introduction by the chair, 15 minutes for each paper presentation, 10 minutes for the chair to speak as a discussant, 15 minutes for audience questions and responses, and 15 minutes for the transition to the next panel. You are free to modify this schedule as you see fit, but we ask that you stick to 15 minutes for each paper presentation, and allow enough time for the transition to the next panel.

Also, please keep in mind that we hope to publish selected papers from the conference. Part of your job as chair will be to recommend papers for consideration (including your own). If you have any questions or comments about the format of the panels or your contribution as a chair, please contact us. Many thanks!

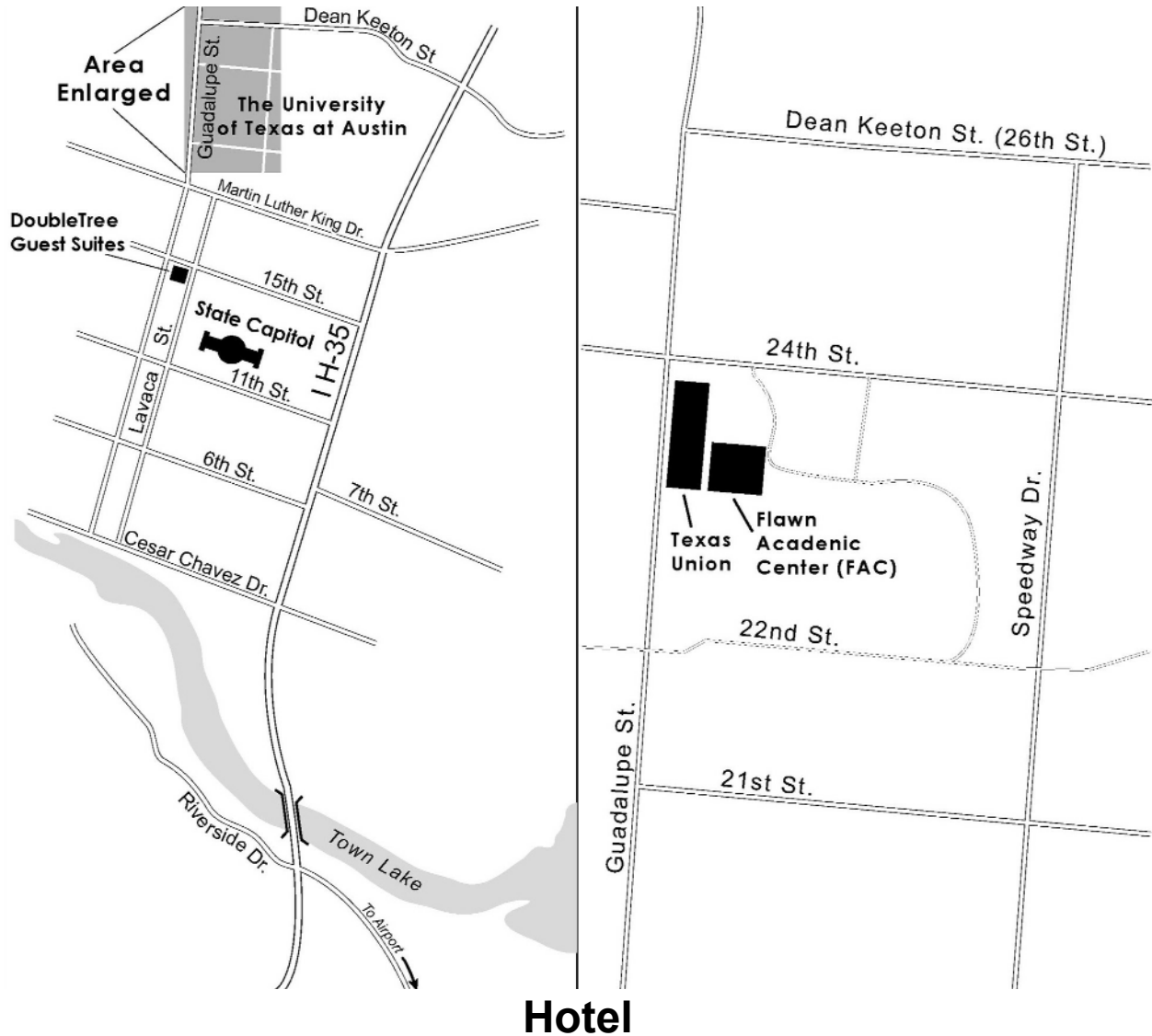
Directions

(1) For those of you arriving by plane, we are trying to arrange 2 shuttle runs at designated times on Friday to take participants to the hotel and conference venue. Please send us your arrival times, so we can try to schedule the shuttle vans at the most useful times. Please note that we cannot guarantee everyone a free ride from the airport. You may have to take a taxi at your expense. If you take a cab, simply ask the driver (most likely a Nigerian!) to take you to the Doubletree Guest Suites on 15th Street, very easy to get to from either north or south IH-35. Or you can come to UT campus, and find the conference venue for us to take you to your hotel.

(2) For those of you who are driving or taking a taxi, the hotel address is 303 W. 15th Street, on the corner of Lavaca St. and 15th St. The hotel is a couple blocks away from the beautiful State Capitol, so you may use that as a reference if you lose your way.

(3) The main conference venue, the Texas Union, is on the UT campus on Guadalupe and 24th Streets.

(4) The University of Texas is a city – its population is the largest in the country. If you do not print and keep this in your travel bag, it will take three days to find anyone who knows that there is a conference going on!



Participants will stay at the Doubletree Guest Suites Austin, address is 303 W. 15th Street, Austin, TX 78701-1692. [Click here to see a map of the area.](#)

more info to come...

Instructions for Participation

Papers and panels will be divided by disciplines (e.g., Yoruba History, Literature) as well as by subjects (e.g., "The Development of Yoruba Literature"). As much as possible, papers will be assigned to particular panels based on similarities in theme or location. After the conference, prominent scholars will be asked to introduce and edit the leading papers in different volumes that will reflect the range of themes and disciplines.

To Submit an Abstract:

Please, supply your information (name, address, telephone, email) and send all abstracts by email to:

Toyin Falola toyin.falola@mail.utexas.edu or to Ann Genova annabell@mail.utexas.edu

or mail to:

Toyin Falola
Department of History
The University of Texas at Austin
Austin, TX 78712

Mandatory Pre-Registration

Pre-registration is required. A non-refundable registration fee of \$50 (\$25 for graduate students or those based in Africa) is required immediately after an abstract is accepted. This registration fee is to cover administrative expenses. Please, make check payable to The University of Texas at Austin. In the memo column, write "Conference on Africa."

The Deadline for Abstract Submission and Pre-registration is October 1, 2003.

Preparation/Submission of Papers

This guide is to help you prepare your paper. Following the instructions will help us to attain consistency, and reduce the volume of correspondence.

Please submit your paper in hard copy (2 copies) and on disk. The text in the paper and on disk must be identical. All notes, citations, etc., must be complete and in proper form. Incomplete notes and citations will delay editorial decisions.

Use The Chicago Manual of Style, 14th edition (referred to hereafter as CMS) and Merriam Webster's Collegiate Dictionary, the latest edition (10th) for matters of style, capitalization, spelling, and hyphenation.

Please label your disks; include your name, title of your paper, name and version of the program used, date, and approximate contents (if there is more than one disk).

Please (attach/submit) your paper as a Microsoft Word 6.0 or later document. It is generally better to submit your paper on a Zip disk. If this is not possible, floppy disks are accepted, but it is suggested that a second floppy with a backup copy of your paper be employed.

Please name your files so that the contents can be determined easily. If tables, etc., are in separate files, please name them clearly as well.

Style Sheet

(1) Spelling – Please use U.S. spellings, rather than British. (See CMS 6.5–6.)

(2) Punctuation – Please use U.S. style punctuation. The main differences between British and U.S. punctuation that you will need to know are the following:

a. **Commas in Series** – In a series of three or more elements, commas are placed after each element (except the last), including before the conjunction joining the last element. Example: a, b, and c— not a, b and c.

b. **Quotation Marks, Single and Double** – American usage calls for double quotation marks, with single quotation marks for quotes within quotes (CMS 10.26–27). Certain other instances also call for single quotation marks (CMS 6.67, 6.74). CMS 10.28 gives examples of the difference in usage of quotation marks in a quote within the body of the text and a quote set off from the text (indented quote).

c. **Punctuation with Quotation Marks** – Punctuation that is part of the material quoted is placed inside the quotation marks (inside both single and double, if they are used together). If the punctuation is not part of the quote, periods and commas are generally placed inside the quotation marks; question marks, exclamation points, colons, and semi-colons outside (CMS 5.11–13, 5.20, 5.28, 5.86–87).

d. **Periods with Abbreviations** – Abbreviations are treated in CMS, chapter 14. Special note should be made of the following:

* Titles such as Mr., Mrs., Paper., Dr., Prof., etc., are followed by a period.

* For abbreviations of Saint and Saints, see CMS 14.17.

* For abbreviations of U.S. states, see CMS 10.48–63. (CMS requests [as do we] the old abbreviations, with periods, not the new postal two-letter abbreviations with no periods.)

e. Ellipses and Ellipsis Points – There are two methods of inserting ellipsis points. The first is explained in CMS 10.50; the second (more complicated, and preferred by CMS and by us) is explained in CMS 10.51–59. For other fine points, see CMS 10.48–63.

(3) Notes and Bibliography – Please refer to CMS, chapter 15. Consistency is very important, especially in subsequent references to a work and in dealing with page numbers.

a. For notes, the following items are generally necessary in a full reference, in this order:

Book – Author's full name, first name first; Complete title of the book (italics); Editor, translator, or compiler, if any; Series name, if any, and volume number in the series; Edition, if not the original; Number of volumes; Facts of publication—city (and sometimes U.S. state) where published, publisher (sometimes omitted, especially in very old books), date of publication; Volume no. of citation, if any (in Arabic numerals); Page number(s) of the particular citation.

Article in a Periodical – Author's full name; Title of the article (in double quotation marks); Name of the periodical (italics); Volume (and number, if there is one) of the periodical (Arabic numerals); Date of the volume or of the issue (in parentheses); Page number(s) of the particular citation.

Unpublished Material – Author's name, if there is one; Title of the document, if any, and date; Folio or other identifying number; Name of collection; Depository, and city where it is located.

b. Subsequent references to a work may be given in shortened form:
Author, shortened title, and page number;
Please avoid *Idem*, *Op. cit.*, and *Loc. cit.*;
For *Ibid.*, use roman type, not underlining (or italics).

c. For listing inclusive numbers, please see CMS 8.68–73. The Press prefers the system outlined in CMS 8.69. It is given here for quick reference:

First Number, Second Number Examples

*Less than 100 All digits 3–10, 71–72;

*100 or multiple All digits 100–104, 600–613, 1100–1123;

*101 through 109, Changed part only, 107–8, 1002–6; 201 through 209 omitting unneeded zeros;

*110 through 199, Two digits unless second 321–25, 415–532 210 through 299 number is in another hundred;

*Use complete Roman numerals to avoid confusion.

Presentation

(1) Titles and Part Numbers (CMS 1.61–62; 1.71–80) – Use Arabic numbers for part numbers (if you have them—Part 1, Part 2, etc.) and for chapter numbers. Type the part titles and chapter titles on separate lines. For headings within chapters, type them on separate lines. If you have subheadings, please indicate with A, B, etc., in the margin (in ink) what level of heading or subheading you are using.

(2) Quotations – Quotations should be quoted word for word. Please check them and proofread carefully before you submit your paper. This will save time and expense (to you) later, and you will be better able to answer any questions from the copyeditor. Indent and double-space all quotations longer than a few lines, or that extend more than one paragraph. Leave an extra blank line before and after the indented quote.

(3) Examples – For mathematical examples, see CMS, chapter 13.

(4) Cross-References – For cross-references, see CMS 2.42–43, and also the index in CMS. Keep a list for yourself of all places in the paper where you have references to other pages or notes in the paper. Mark them clearly in the margins of your paper as well. This will help you when it comes to the proofreading stage.

(5) Equations and Formulas – For equations and formulas, see CMS, chapter 13.

(6) Tables – For tables, see CMS 12.15–52. Please number tables by chapter (Table 1.1, 1.2, 2.1, 2.2, etc.). Each table should have a "call-out" in the text. ("See Table 1.5" ; "as can be seen in Table 4.3") Please include tables separately on your disk, clearly marked, and also include them on a separate piece of paper. Indicate clearly in the paper where you want them to go. We cannot guarantee that each table will appear exactly where you have it in your paper, but we will place it as close to the call-out as possible.

(7) Notes – Use Endnotes. Indicate notes by a superscript number in the text. In your

paper, please place all notes at the end. Your word-processing program should be able to number notes automatically, so that if you need to add a note later, subsequent notes will be automatically renumbered.

Number notes consecutively. An acknowledgment or source citation for a paper can include a citation to where an oral version was given earlier as well as where material was previously published. The citation should come as an unnumbered endnote at the beginning of the notes for that chapter. See CMS 2.145 and 5.50–51. Obtaining and paying for permission is the responsibility of the author.

(8) Illustrations and Figures – Provide figures in Camera Ready Copy (CRC) or on disk whenever possible. Number the figures by chapter (i.e., 1.1, 1.2, 2.1, 2.2).

a. Photographs – Black-and-white, high-contrast, glossy prints are best for sharp reproduction. We cannot use color photos. Please use a gummed label (or post-it note) on the back for identification purposes. (Never write directly on either side of a photo, or on the label once it is on the back of the photo.) All photographs should be accompanied by letters of permission from your source, unless you created the photo yourself.

b. Line Drawings – The original drawing should be precise and legible, on high-quality paper. Eliminate extraneous details and great variation in shading and lettering. If your paper has drawings that you have not created yourself, you need to obtain permission.

c. Graphs – If you plan to use graphs, please submit them in CRC format on individual, unnumbered pages at the end of your paper.

d. Maps – If you have maps, they must also be in CRC format or black-and-white glossy photos. Follow the same quality and permission guidelines for reproducing maps photographically as you would for photographs.

(9) Lists of Illustrations and Figures; Caption Copy – Two separate lists on unnumbered sheets of paper should accompany your paper when you submit it. One should be a brief description of all illustrations, maps, figures, etc.; the other, a list of the full captions that will accompany them. The contents of both lists should be in the order in which they are to appear.

Captions for images that you do not own should include the credit line. (See the Permissions section in CMS 11:38–43 and elsewhere.)

Submitting Your Paper

Hard Copy (Printout) and Disk – Again, text on the hard copy and on the disk must be identical. Please avoid any formatting except the most basic:

(1) Pages – One side only. Margins at least one inch all around.

(2) Page Numbers – Number the pages consecutively throughout the entire paper, beginning the main text on page 1. Paginate front matter separately—see below.

(3) Hyphens – Do not use automatic hyphenation or put in hyphens at the ends of lines. The only hyphens visible should be those that must appear in the book.

(4) Indent – Indent paragraphs with tabs, not spaces. For indented quotes, etc., use whatever method your word-processing program has to indent the passage or change the left margin. For poetry quotes, line them up on the page just as you want them to appear (but double-spaced).

(5) Blank Lines – Do not put extra space between paragraphs unless you want a blank line in your text.

(6) Italics – Use italics in your manuscript where you want italics. Be consistent.

(7) Tables, etc. – Illustrations, tables, drawings, etc., should be on separate pages, with their location clearly marked in the text.

(8) Dashes – Use em-dashes.

(9) Special Characters – If your manuscript has special characters or accents beyond those normally used in European languages, please mark each one on your hard copies and enter them on disc.

