Stylesheet Basler Afrika Bibliographien

To guarantee a smooth publication process, it is important that you ensure the text and figures of your manuscript are complete and final when submitted to us. We will then handle all the typesetting and production processes from that point onwards. To help you, there are a few guidelines, and reference standards that make submitting your book manuscript quick and easy.

Academic monographs/Essays/Working Papers

Manuscript Preparation
To guarantee a smooth publication process and a seamless transformation of your manuscript into the final layout and various electronic formats the manuscript needs to be structured as follows:

1. *Front Matter*: Title page, Dedication (optional), Foreword (optional), Preface (optional), Table of Contents, List of abbreviations (optional)
2. *Text Body*: It comprises the chapters containing the content of the book, i.e., text, figures, tables, and references. Chapters can be grouped together in parts
3. *Back Matter*: After the last chapter, the back matter can contain an appendix, a reference list, and an index

Manuscript
In general, make the appearance of the manuscript as simple as possible. Avoid desktop publishing effects!

a. All manuscripts must be typed in Microsoft Word or Rich Text formats
b. Either *British* or *American* English can be used, but be *consistent* within your book
c. Avoid unusual fonts
d. Use a single main font for the entire text
e. Do not use any headers or footers other than page numbers
f. Do not use tabs or indents to start a paragraph
g. Do not insert manual hyphenation and do not use formats such as framing, centring or shading
h. Check your manuscript for accuracy of language and any references/citations before submission

Headings and Table of Contents
A well-structured text and meaningful headings make it easier for the reader to get a general idea of the text.

a. Please use the decimal system of headings with no more than three levels:
1. Chapter
1.1 Section
1.1.1 Subsection

Apply this style consistently to all chapters!

b. In cross-references, please give the chapter or section number (e.g., see Chapter 3.5.1). Please ==highlight== them

Technical Terms, Abbreviations

a. Ensure that the spelling of names, terms, and abbreviations is consistent, including in tables and figure legends
b. Abbreviations, except for very commonly ones, must be defined the first time they are used
c. A complete list of abbreviations used has to be supplied with the manuscript

Quotations

a. Use double quotation marks ("and"), except for quotes within quotes
b. Use single quotation marks ('and') for quotes within quotes
c. Short quotations (no more than about forty words) should be run on (i.e., included within the text) and enclosed within double quotation marks
d. Longer quotations (more than forty words) should appear as a separate block and indented left and right. They are *not to be enclosed within quotation marks*
e. All quotations should follow the original text exactly in wording, spelling, and punctuation. Any additions by the author should be indicated by square brackets. Indicate omissions by ellipsis points without brackets (with a blank space before and after, like … this)

Footnotes

Always use footnotes instead of endnotes.

Reference list style

a. *Journal article*
   Bauer, G. (2004), The Hand that Stirs the Pot Can Also Run the Country: Electing Women to Parliament in Namibia. Journal of Modern African Studies, 42(4): 479–509.

b. *Book*
   Becker, H. (1995), Namibian Women's Movement 1980–1992. Frankfurt.

c. *Book chapter*
   Byerly, C.M. (2004), Feminist Interventions in Newsrooms. In C.M. Byerly, K. Ross (eds.), Women and Media: International Perspectives. Malden, MA, pp. 109–131.

d. *Online document*
   Nandi-Ndaitwah, N. (2004), Status of Women in Political and Economic Leadership in Namibia. Southern African Regional Poverty Network (SARPN). http://www.sarpn.org.za/documents/d0000983/P1093Ndaitwah_Sept2004.pdf. Accessed 13 March 2006.

Figures, tables and illustrations

Figures and illustrations must accompany the manuscript in an electronic format, such as tiff or jpeg, and should be of sufficiently high resolution (at least 300dpi) to appear sharp when printed.

Numbering

Number the figures by chapter using the chapter number (e.g., Fig. 1.1 for the first figure in Chap. 1) and ensure that all figures are cited in the text in sequential order. Do not write "the following figure."

Figure Captions
    a. Give each figure a concise caption, describing accurately what the figure depicts. Include the captions at the end of the text file, not in the figure file
    b. If a figure is reproduced from a previous publication, include the source as the last item in the caption, usually in the form of a reference citation

Figure and Illustration Files
    a. Graphics and diagrams should be saved as EPS files with the fonts embedded. Microsoft Office files (Excel or PowerPoint) can be submitted in the original format (xls, xlsx, ppt, pptx). Scanned graphics in TIFF format should have a minimum resolution of 1200 dpi
    b. Photos or drawings with fine shading should be saved as TIFF with a minimum resolution of 300 dpi

Tables
Use the table function to create and format tables. Do not use the space bar or multiple tabs to separate columns and do not use Excel to create tables as this can cause problems when converting your tables into the typesetting program and other formats.

Index
    a. If an index is desired, please submit the index entries with the manuscript
    b. Use the indexing function in Word to identify the index term as your write your text and indicate, on average, one or two index entry terms per manuscript page to be included in the index
    c. Information should be listed under the term that most readers will probably look at first. Use cross-references to list variations or written-out versions and abbreviations/acronyms
    d. Use no more than two levels – main entry and subentry

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Final Check and Submission

1. Check the table of contents for the correct sequence of part, chapter and heading numbering and update the chapter titles and subheadings if necessary
2. Ensure the text and figures of your manuscript are complete and final
3. Submit your manuscript. Please include:
    a. Original source file without the photos (Word)
    b. figure files
    c. A PDF file of your manuscript with the photos and figure files, ideally with all fonts embedded, that can be used as a reference. This is especially important if text or figures contain special characters or unusual fonts. *Please check the PDF to ensure that the text appears as it should!*
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Accepted manuscripts that do not follow these rules may be delayed in publication. In egregious cases, manuscripts will be returned to the author for resubmission.