

***Africana Linguistica* Style Sheet**
(for texts written in English)

1. Page setup

- Font:
Use a Unicode font 10 pt (ex. Charis SIL) both for the body of the text and the examples.
- Page format
Customised Size of page (Microsoft Word), A4 sheet
Width: 16 cm
Height: 24 cm
- Margins
Top: 2.4 cm
Bottom: 1.9 cm
Left: 2.4 cm
Right: 1.9 cm
Header: 1.3 cm
Footer: 1.3 cm
- Article heading in a Unicode font 12 pt, lower case, bold, preceded by 10 line spaces and right justified.
Leave one blank line before the author: first name in full followed by the surname in upper case, a Unicode font 12 pt, not bold.
- For headings within the article:
1st heading in a Unicode font 10 pt, bold, lower case, not underlined
For all other headings: a Unicode font not bold, lower case, not underlined
- Footnotes
Unicode font 9 pt, spacing: exactly 11 pt, with note separators. Custom marks are numbered continuously.
- Quotation marks and apostrophes: ensure that they are in the font used and not American “quotes” retrieved from converted master files.
- En dashes must be used: –

2. Images

- Images (only black and white drawings (tables, maps, figures)) must be provided in separate documents in the formats tiff or jpeg. At 100 % the images must have at least a length of 12 cm. They have to be scanned or saved with a resolution of 1200 DPI.
- Indicate where each image (or other object) should appear by inserting the following separate line in the body of the manuscript :
INSERT IMAGE n ABOUT HERE
- Make sure the number of the image figures in the file’s name.

3. General observations

- Quotations in foreign languages in the text must be in italics and placed between single quotation marks.
Example: Boyd (1974) describes the apocopated vowel as a ‘*voyelle d'appui*’ appearing before ...
- A foreign word is italicised without quotation marks UNLESS the expression is emphasised.
Example: He made this observation *a posteriori*.
BUT: the expression “*a posteriori*” means “with hindsight” just as one would write: The word “flower” is of Latin origin.

4. **Bibliographical references**

References: Please use in-text references (author-date system) as specified in the *Chicago Manual of Style*, Chapter 16, with a reference list at the end. The reference list may only contain works that have been cited by the author-date system in the text. For in-text author-date references please use the following system (author year:page numbers), e.g.:

(Bret *et al.* 1998)

(Newton 1980:21-9)

And then in the 'References':

Books:

Kadima, M. 1969. *Le système des classes en bantou*. Leuven: Vander.

Newton, Sandra, ed. 1980. *The Red Notebook of Charles Darwin*. Ithaca, N.Y.: Cornell University Press.

—. 1985. 'Darwin Revisited: A Glimpse of the Past'. In F. Wilmer (ed.), *Evolution Theory of Charles Darwin*, 41-9. San Francisco: Idlewing Press.

Ruelland, S. 1978. 'Le tupuri et les langues tchadiques voisines: comparaison lexicale'. In J.-P. Caprile & H.

Jungraithmayr (eds), *Préalables à la reconstruction du proto-tchadique*, 157-75. Paris: SELAF.

Articles:

Faye, W.C. 1982. 'La classification nominale en sereer singadam', *Sudlangues* 4:82-105.

5. **Orthographic/typographic conventions for English**

a) Reference works on typographic rules applicable to English:

- *Chicago Manual of Style*, London, University Chicago Press, 2003

- *New Hart's rules*, New York, Oxford, 2005.

b) Some basic reminders:

- ensure that Oxford English is actually being used (and especially not the American variation with the z)

- review the customary typographic rules: use of spaces (no spaces before ;!?,)

- use plain, English-style quotation marks (that is to say, single quotation marks ' ')

- for the capitalisation of nouns that designate authorities, institutions, centres, museums, refer to the typographic code

- literary groups, associations, centres, trade signs are never placed between quotation marks or italicised and this also applies to foreign languages.

6. **Orthographic/typographic conventions for French (for French quotations in the English text)**

a) reference works

- Ch. Gouriou, *Mémento typographique*, Paris, éd. Du Cercle de la Librairie, 1998.

- CHIEFLY *Lexique des règles typographiques en usage à l'Imprimerie nationale*, Paris, Imprimerie nationale, 1990.

b) Some basic rules:

- accent capital letters

- French-style double quotation marks (« ») with a hair space for highlighted words, quotations, extracts from articles, etc.

We have decided to keep the simple quotation marks for the meanings (translations) of terms (purely linguistic part) in order not to burden the text.

- insert hair spaces before punctuation marks in French such as ;!?

- all adjectives that designate authorities, institutions, centres, museums, etc are in lower case.

Example: Musée royal de l'Afrique centrale; Université libre de Bruxelles, Région wallonne, Communauté française, Centre national de Recherche scientifique, etc.

Idem for countries, regions, etc.

Example: République fédérale allemande