

African Journal for Transformational Scholarship

Style Guide

(Based on the Chicago Manual of Style)

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Headings

All headings should be flush left.

The title of the article should be 18pt Bold

Author should be 14 pt, Bold, Italic

Affiliation of Author (if any) should follow immediately below the name in the same type

Headings in the text may be up to 5 levels, but should be kept to the minimum needed to assist the reader to follow the thread of the argument. **Heading should not be numbered**

Level 1: 16pt Bold. Upper/lower case (Title case)

Level 2: 14pt Bold, lowercase paragraph (First letter only in Upper case (except proper nouns))

Level 3: 12pt Bold otherwise the same as Level 2

Level 4: 12pt Bold, Italic otherwise same as Level 2

Body text should be 12 pt Regular (Roman)

Citations and References

Book

One author

Citation in text

(Doniger 1999, 65)

References

Doniger, Wendy. 1999. *Splitting the difference*. Chicago: University of Chicago Press.

Two authors

Citation in text

(Cowlshaw and Dunbar 2000, 104–7)

References

Cowlshaw, Guy, and Robin Dunbar. 2000. *Primate conservation biology*. Chicago: University of Chicago Press.

Four or more authors

Citation in text

(Laumann et al. 1994, 262)

References

Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. 1994. *The social organization of sexuality: Sexual practices in the United States*. Chicago: University of Chicago Press.

Editor, translator, or compiler instead of author

Citation in text

(Cox 1967)

References

Cox, T. F., ed. 1967. *Risk taking and information handling in consumer behavior*. Cambridge, MA: Harvard Univ. Press.

Editor, translator, or compiler in addition to author

Citation in text

(Menchú 1999)

References

Menchú, Rigoberta. 1999. *Crossing borders*. Trans. and ed. Ann Wright. New York: Verso.

For successive entries by the same author(s), editor(s), translator(s), or compiler(s), a 3-em dash (followed by a period or comma, as in the previous entry) replaces the name(s) after the first appearance. For more than one repeated name, see 16.85.

Edition of book other than the first edition

Citation in text

(Weber and Abel)

References

Weber, M., H. M. de Burlet, and O. Abel. 1928. *Die Säugetiere*. 2nd ed. 2 vols. Jena: Gustav Fischer.

Chapter or other part of a book

Citation in text

(Wiese 2006, 101–2)

References

Wiese, Andrew. 2006. "The house I live in": Race, class, and African American suburban dreams in the postwar United States. In *The new suburban history*, ed. Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press.

Chapter of an edited volume originally published elsewhere (as in primary sources)

Citation in text

(Cicero 1986, 35)

References

Cicero, Quintus Tullius. 1986. Handbook on canvassing for the consulship. In Rome: *Late republic and principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago readings in western civilization*, ed. John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., *The letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

Preface, foreword, introduction, or similar part of a book

Citation in text

(Rieger 1982, xx–xxi)

References

Rieger, James. 1982. Introduction to *Frankenstein; or, The modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press.

Book published electronically

If a book is available in more than one format, you should cite the version you consulted.

Citation in text

(Kurland and Lerner 1987)

References

Kurland, Philip B., and Ralph Lerner, eds. 1987. *The founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.

Reprints

Citation in text

(Maitland 1898/1998) (Maitland 1909/1926)

References

Maitland, Frederic W. 1898/1998. *Roman canon law in the Church of England*. Repr. Union, NJ: Lawbook Exchange.

———. 1909/1926. *Equity, also the forms of action at common law*: Two courses of lectures. Ed. A. H. Chaytor et al. Repr. Cambridge: Cambridge Univ. Press.

Repeated reference entries by the same author(s), editor(s), translator(s) or compiler(s)

A 3-em dash, followed by a period or comment as appropriate, should be used instead of the name of the author or editor in entries after the first entry. This can be created by holding down shift+alt(option) and pressing the dash key three times. However, it is important that a font in the same size as the entry should be selected to cover these blank spaces if the dashes are to appear.

Examples

Squire, Larry R. "The Hippocampus and the Neuropsychology of Memory." In *Neurobiology of the Hippocampus*, edited by W. Seifert, 491–511. New York: Oxford University Press, 1983.

———. *Memory and Brain*. New York: Oxford University Press, 1987.

Krueger, Anne O., ed. *Trade and Employment in Developing Countries*. Vol. 3, Synthesis and Conclusions. Chicago: University of Chicago Press, 1983.

———, ed. *The WTO as an International Organization*. Chicago: University of Chicago Press, 1998.

Journal article

Article in a print journal

Citation in text

(Smith 1998, 639)

(Allison 1999, 30)

References

Smith, John Maynard. 1998. The origin of altruism. *Nature* 393: 639–40.

Allison, G. W. 1999. The implications of experimental design for biodiversity manipulations.

American Naturalist 153 (1): 26–45. **Article in an online journal**

Citation in text

(Hlatky et al. 2002)

References

Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. 2002. Quality-of-life and depressive symptoms in postmenopausal women after receiving hormone therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) trial. *Journal of the American Medical Association* 287, no. 5 (February 6), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo>

Popular magazine article**Citation in text**

(Martin 2002, 84)

References

Martin, Steve. 2002. Sports-interview shocker. *New Yorker*, May 6.

Newspaper article

Newspaper articles may be cited in running text (“As William Niederkorn noted in a *New York Times* article on June 20, 2002, . . .”) instead of in a note or an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following example shows the more formal versions of the citations.

Citation in text

(Niederkorn 2002)

References

Niederkorn, William S. 2002. A scholar recants on his “Shakespeare” discovery. *New York Times*, June 20, Arts section, Midwest edition.

Book review**Citation in text**

(Gorman 2002, 16)

References

Gorman, James. 2002. Endangered species. *Review of The last American man*, by Elizabeth Gilbert. *New York Times Book Review*, June 2.

Thesis or dissertation**Citation in text**

(Amundin 1991, 22–29, 35)

References

Amundin, M. 1991. Click repetition rate patterns in communicative sounds from the harbour porpoise, *Phocoena phocoena*. PhD diss., Stockholm University.

Paper presented at a meeting or conference

Citation in text

{Doyle 2002}

References

Doyle, Brian. 2002. "Howling like dogs: Metaphorical language in Psalm 59". Paper presented at the annual international meeting for the Society of Biblical Literature, June 19–22, in Berlin, Germany.

Web site

Web sites may be cited in running text ("On its Web site, the Evanston Public Library Board of Trustees states . . .") instead of in an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following example shows the more formal versions of the citations.

Citation in text

(Evanston Public Library Board of Trustees)

References

Evanston Public Library Board of Trustees. Evanston Public Library strategic plan, 2000– 2010: A decade of outreach. Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html>.

Weblog entry or comment

Weblog entries or comments may be cited in running text ("In a comment posted to the Becker-Posner Blog on March 6, 2006, Peter Pearson noted . . .") instead of in a note or an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following example show the more formal versions of the citations

Citation in text.

(Peter Pearson, The Becker-Posner Blog, comment posted March 6, 2006)

References

Becker-Posner blog, The. <http://www.becker-posner-blog.com/>.

E-mail message

E-mail messages may be cited in running text ("In an e-mail message to the author on October 31, 2005, John Doe revealed . . .") instead of in a note or an in-text citation, and they are rarely listed in a bibliography or reference list.

Item in online database

Journal articles published in online databases should be cited as shown above, under "Article in an online journal."

Citation in text

(Pliny the Elder, Perseus Digital Library)

References

Perseus Digital Library. <http://www.perseus.tufts.edu/>.

Abbreviations : Scholarly

Overview

Abbreviations and symbols such as those listed below rarely appear in running text. They are normally confined to bibliographic references, glossaries, and other scholarly apparatus. Some can stand for several terms; only the terms likely to be met in scholarly works (mainly in the humanities) and serious nonfiction are included here. The choice between different abbreviations for one term (e.g., L. and Lat. for Latin) depends on the writer's preference, context, readership, and other factors. Note that Latin abbreviations are normally set in roman. Note also that ab, ad, et, and other Latin terms that are complete words take no periods.

abbr.	abbreviated, -ion
ab init.	ab initio, from the beginning
abl.	ablative
abr.	abridged; abridgment
acc.	accusative
act.	active
add.	addendum
ad inf.	ad infinitum
ad init.	ad initium, at the beginning
ad int.	ad interim, in the intervening time
adj.	adjective
ad lib.	ad libitum, at will
ad loc.	ad locum, at the place
adv.	adverb
aet.	aetatis, aged
AFr.	Anglo-French
AN	Anglo-Norman
anon.	anonymous
app.	appendix
art.	article
AS	Anglo-Saxon
b.	born; brother
bib	Bible, biblical
bibl.	bibliotheca, library
bibliog.	bibliography, -er, -ical
biog.	biography, -er, -ical
biol.	biology, -ist, -ical
bk.	book
c.	century; chapter (in law citations)
ca. or c.	circa, about, approximately (ca. preferred for greater clarity)
Cantab.	Cantabrigiensis, of Cambridge
cet. par.	ceteris paribus, other things being equal

cf.	confer, compare (“see, by way of comparison”; should not be used when see alone is meant)
chap.	chapter
col.	column
colloq.	colloquial, -ly, -ism
comp.	compiler (pl. comps.), compiled by
compar.	comparative
con.	contra, against
conj	conjunction; conjugation
cons.	consonant
constr.	construction
cont.	continued
contr.	contraction
cp.	compare (rarely used; cf. is far more common)
d.	died; daughter
dat.	dative
def.	definite, definition
dept.	department
deriv.	derivative
d.h.	das hei t, namely (used only in German text)
d.i.	das ist, that is (used only in German text)
dial.	dialect
dict	dictionary
dim.	diminutive
dist.	district
div.	division; divorced
do.	ditto
dram.	pers. dramatis personae
Dr. u. Vrl.	Druck und Verlag, printer and publisher
D.V.	Deo volente, God willing
ea	each
ed.	editor (pl. eds.), edition, edited by (never add by after ed.: either “ed. Jane Doe” or “edited by Jane Doe” ; use eds. only after, never before, the names of two or more editors;
EE	Early English
e.g.	exempli gratia, for example (not to be confused with i.e.)
encyc.	encyclopedia
Eng.	English
eng.	engineer, -ing
engr.	engraved, -ing
eq.	equation (pl. eqq. or eqs.)
esp.	especially
et al. et alii et alia	and others (normally used of persons; no period after et)

etc.	et cetera, and so forth (normally used of things)
et seq.	et sequentes, and the following (no period after et)
ex.	example (pl. exx. or exs.)
f. or fem.	feminine; female
fasc	fascicle
ff.	and following
fig.	figure
fl.	floruit, flourished (used with a date to indicate the productive years of a historical figure whose birth and death dates are unknown)
fol.	folio
Fr.	French
fr.	from
fut.	future
f.v.	folio verso, on the back of the page
Gael.	Gaelic
gen.	genitive; genus
geog.	geography, -er, -ical
geol.	geology, -er, -ical
geom.	geometry, -ical
Ger. or G.	German
ger	gerund
Gk.	Greek
hist.	history, -ian, -ical
HQ	headquarters
ibid.	ibidem, in the same place
id.	idem, the same
IE	Indo-European
i.e.	id est, that is (not to be confused with e.g.)
imper.	imperative
incl.	including
indef.	indefinite
indic.	indicative
inf.	infra, below
infin.	infinitive
infra dig.	infra dignitatem, undignified
in pr.	in principio, in the beginning
inst.	instant, this month; institute, institution
instr.	instrumental
interj.	interjection
intrans.	intransitive
introd. or intro.	introduction
irreg.	irregular
It.	Italian
L.	Latin; left (in stage directions)

l.	left; line (pl. ll. but best spelled out to avoid confusion with numerals 1 and 11)
lang.	language
Lat.	Latin
lit.	literally
loc.	locative
loc. cit.	loco citato, in the place cited (best avoided; see 16.50)
loq.	loquitur, he or she speaks
m.	male; married; measure (pl. mm.)
m. or masc.	masculine
marg.	margin, -al
math.	mathematics, -ical
MHG	Middle High German
mimeo.	mimeograph, -ed
misc.	miscellaneous
MM	Maelzel's metronome
m.m.	mutatis mutandis, necessary changes being made
Mod.E.	Modern English
MS (pl. MSS)	manuscriptum (pl. manuscripta), manuscript
mus.	museum; music, -al
n.	natus, born; note, footnote (pl. nn.); noun
nat.	national; natural
NB, n.b.	nota bene, take careful note (capitals are illogical but often used for emphasis)
n.d.	no date; not determined
neg.	negative
neut.	neuter
no. (pl. nos.)	number
nom.	nominative
non obs.	non obstante, notwithstanding
non seq.	non sequitur, it does not follow
n.p.	no place; no publisher; no page
NS	New Style (dates)
n.s.	new series
ob.	obiit, died
obs.	obsolete
OE	Old English
OFr.	Old French
OHG	Old High German
ON	Old Norse
op. cit.	opere citato, in the work cited (best avoided; see 16.50)

OS	Old Style (dates)
o.s.	old series
Oxon.	Oxoniensis, of Oxford
p.	page (pl. pp.); past
par.	paragraph
part.	participle
pass.	passive
path.	pathology, -ist, -ical
perf.	perfect
perh.	perhaps
pers.	person, personal
pl.	plate; plural
p.p.	past participle
PPS	post postscriptum, a later postscript
prep.	preposition
pres.	present
pron.	pronoun
pro tem.	pro tempore, for the time being (often used without a period)
prox.	proximo, next month
PS	postscriptum, postscript
pt.	part
pub.	publication, publisher, published by
QED	quod erat demonstrandum, which was to be demonstrated
quar., quart.	quarter, quarterly
q.v.	quod vide, which see (used only in a cross-reference after the term referred to; cf. s.v.)
R	rex, king; regina, queen; right (in stage directions)
r.	right; recto; reigned
refl.	reflexive
repr.	reprint
rev.	review; revised, revised by, revision (never add by after rev.: either "rev. Jane Doe" or "revised by Jane Doe")
RIP	requiescat in pace, may he or she rest in peace
s.	son; substantive, -ival
s.a.	sine anno, without year; sub anno, under the year
sc.	scene; scilicet, namely; sculpsit, carved by
s.d.	sine die, without setting a day for reconvening
sec.	section; secundum, according to
ser.	series
sing. or sg.	singular
s.l.	sine loco, without place
sociol.	sociology, -ist, -ical

Sp.	Spanish
st.	stanza
subj.	subject; subjective; subjunctive
subst. or s.	substantive, -al
sup.	supra, above
superl.	superlative
supp. or suppl.	supplement
s.v. (pl. s.vv.)	sub verbo, sub voce, under the word (used in a cross-reference before the term referred to; cf. q.v.)
syn.	synonym, -ous
theol.	theology, -ian, -ical
trans.	translated by, translator(s) (never add by after trans.: either "trans. Jane Doe" or "translated by Jane Doe");
trans.	transitive
treas.	treasurer
TS	typescript
ult.	ultimatus, ultimate, last; ultimo, last month
univ.	university
usw.	und so weiter, and so forth (equivalent to etc.; used only in German text)
ut sup.	ut supra, as above
v.	verse (pl. vv.); verso; versus; vide, see
v. or vb.	verb
v.i.	verbum intransitivum, intransitive verb
viz.	videlicet, namely
voc.	vocative
vol.	volume
vs. or v.	versus (in legal contexts use v.)
v.t.	verbum transitivum, transitive verb
yr.	year; your

Abbreviations : Biblical

Note: When citing biblical texts there should be no period after the name of the book and a colon between chapter and verse— 2 Chr 2:5 (**NOT** 2 Chr. 2.5)

Abbreviations of Biblical Books			
Old Testament		New Testament	
Am	Amos	Acts	Acts of the Apostles
1 Chr	1 Chronicles	Col	Colossians
2 Chr	2 Chronicles	1 Cor	1 Corinthians
Dn	Daniel	2 Cor	2 Corinthians
Dt	Deuteronomy	Eph	Ephesians
Eccl	Ecclesiastes	Gal	Galatians
Est	Esther	Heb	Hebrews
Ex	Exodus	Jas	James
Ez	Ezekiel	Jn	John (Gospel)
Ezr	Ezra	1 Jn	1 John
Gn	Genesis	2 Jn	2 John
Hb	Habakkuk	3 Jn	3 John
Hg	Haggai	Jude	Jude
Hos	Hosea	Lk	Luke
Is	Isaiah	Mk	Mark
Jer	Jeremiah	Mt	Matthew
Jb	Job	1 Pt	1 Peter
Jl	Joel	2 Pt	2 Peter
Jon	Jonah	Phlm	Philemon
Jo	Joshua	Phil	Philippians
Jgs	Judges	Rv	Revelation
1 Kgs	1 Kings	Rom	Romans
2 Kgs	2 Kings	1 Thes	Thessalonians
Lam	Lamentations	2 Thes	Thessalonians
Lv	Leviticus	1 Tm	1 Timothy
Mal	Malachi	2 Tm	2 Timothy
Mi	Micah	Ti	Titus
Na	Nahum		
Neh	Nehemiah		
Nm	Numbers		
Ob	Obadiah		
Prv	Proverbs		
Ps (pl.Pss)	Psalms		
Ru	Ruth		
1 Sm	1 Samuel		
2 Sm=	2 Samuel		
Zec	Zechariah		
Zep	Zephaniah		