



Pambazuka News

A GUIDE FOR AUTHORS

Language

Our mission is to publish short books that arm social activists and social movements to engage effectively in campaigning on social justice. Keep this readership in mind as you write and use a clear and simple style, avoiding jargon.

Titles

Keep titles short. Between five and seven words is ideal. Think of an article title as a label rather than a description of its contents.

Subheadings

Subheadings within a chapter provide a helpful pointer to readers. They should be short, no more than five words.

Try and use no more than two levels of subheadings, or at the most three, i.e. preferably just subheadings and sub-subheadings, with sub-sub-subheadings only when essential. More than two levels of subheading look messy and can confuse readers.

Spelling

We use British rather than American English. Here's a brief guide:

- Use '-ise' and '-isation' rather than '-ize' and '-ization': e.g. organise and organisation, not organize and organization; memorise not memorize
- Use '-our' rather than '-or': e.g. colour not color; favourite not favorite
- Use '-re' rather than '-er': e.g. centre not center; metre not meter
- Use '-ence' rather than '-ense' in nouns: e.g. defence not defense; licence not license.



Abbreviations

Spell out any abbreviations or acronyms in full on their first appearance.

If the full version is in a language other than English, the abbreviation should be of the original language version, e.g. MPLA for Movimento Popular de Libertação de Angola, and not PMLA for the Popular Movement for the Liberation of Angola

Tables

These can be generated in Word. Number them consecutively within your article, e.g. Table 1.1, 1.2. Add the source beneath each table, e.g. Source: Xxxxxx, even if it is drawn from your own figures.

Figures, graphs and maps

Figures, graphs and maps should all be described as figures and numbered using the same system as tables, e.g. Figure 1.1, Figure 1.2, etc.

We cannot include any non-original illustrative material, e.g. charts, diagrams, maps, unless you provide us with written permission from the copyright holder to publish them in your book.

Quotations

Indicate clearly where quotations begin and end. Quotations shorter than 50 words can run on in the text, beginning and ending with single quotation marks.

Indent quotations longer than 50 words, inserting a line space above and below each quotation.

Please provide a source for every quotation you use (see Bibliographic references for how to present published sources).

Footnotes and endnotes

Many authors use Word's automatic facility to generate footnotes/endnotes, but the automatic links are lost when we transfer the text to our editing template. We can therefore only publish notes if you manually insert a number in square brackets in the appropriate place in the text and then list the notes themselves in numerical order at the end of the article.

Please note that we cannot publish footnotes, only endnotes, placing them at the end of the article.



Bibliographic references

Our preferred system for bibliographic references is the Harvard or author/date system as detailed below:

The author's surname and the date of the publication should be included in the text:

...as Kalumba (1997) has demonstrated...

...as was shown in a recent study in Zimbabwe (Kalumba 1997)...

The full list of references should be listed at the end of the text in alphabetical order of authors' surnames. Below are examples of how to treat different kinds of publications. Please note in particular the position of the author's first and last name, the order in which different bibliographic elements appear and the use of italics, quotation marks, commas and full stops.

Books

Cornia, G.A. and Helleiner, G.K. (eds) (1994) *From Adjustment to Development in Africa: Conflict, Controversy, Convergence, Consensus?*, London, Macmillan

Lafond, A. (1995) *Sustaining Primary Health Care*, London, Earthscan Publications

Ramphal, Sony and Carlsson, I. (1995) *Global Neighbourhood, Report of the Commission on Global Government*, Oxford, Oxford University Press

Chapters in books

Bates, R. (1994) 'The impulse to reform in Africa', in Widner, J.A. (ed) *Economic Change and Economic Liberalisation in Sub-Saharan Africa*, Baltimore, Johns Hopkins University Press

Journal articles

Calamitis, E.A. (1999) 'Adjustment and growth in sub-Saharan Africa: The unfinished agenda', *Finance and Development*, vol. 36, no. 1, pp. 6–9

Carmody, P. (1998) 'Constructing alternatives to structural adjustment in Africa', *Review of African Political Economy*, vol. 75, pp. 25–46

Newspaper articles

Mail & Guardian (2005) 'Zambia may qualify for debt relief, says IMF', 10 February, p. 4

Meldrum, Andrew (2005) 'Mugabe finds succour in Beijing deals', *The Guardian*, 27 July



Unpublished documents

CIDA (1998) 'Canadians and development assistance: enviro-nics poll results', Communications Branch, unpublished mimeo, Ottawa

Edwards, M., Hulme, D. and Wallace, T. (1999) 'NGOs in a global future: marrying local delivery to worldwide leverage', background paper to NGOs in a Global Future conference, Birmingham, January

Marren, P. (1999) 'The Asian crisis and the Indonesian experience', paper presented at ETISC conference, Dublin, 20 February

Stiglitz, Joseph (1998) 'More instruments and broader goals: moving towards the post-Washington consensus', WIDER annual lecture, Helsinki, 7 January

Websites

<http://www.fahamu.org>

If referring to a specific page, provide explicit directory and filenames and extensions, e.g. <http://www.fahamu.org/who/index2.html>

Beware: some files have an extension .html whereas others have .htm

Electronic publications

Because of the ephemeral nature of some web addresses, please indicate when the site was last accessed.

For an article:

IRIN (2005) 'Zambia: HIPC targets have been met, IMF team', 11 February, <http://www.irinnews.org/report.asp?ReportID=45518>, accessed 18 August 2005

For a website:

Make Poverty History (2005) <http://www.makepovertyhistory.org/aim2.html>, accessed 14 February 2006

For a book/booklet:

Situmbeko, L.C. and Zulu, Jack Jones (2004) *Zambia: Condemned to Debt. How the IMF and World Bank have Undermined Development*, London, World Development Movement, <http://www.wdm.org.uk/campaigns/cambriefs/debt/zambia/zambia.pdf>, accessed 18 March 2008