

# Notes to Contributors

Authors of papers for *Zambezia* are requested to study the following instructions carefully in order that papers submitted for publication conform to the style and layout in this journal.

Articles which have been, or are to be, published elsewhere cannot be accepted.

## 1. Length

While articles do not normally exceed 6,000 words, long articles of exceptional interest will be considered. Short research reports and book reviews of 500 to 1,000 words are welcomed.

## 2. General Form

So variable is the scope of articles submitted to *Zambezia* that it is difficult to lay down any invariable form which these should follow. Whenever possible, however, and certainly in the case of articles reporting experimental or technical results, the following sequence should be adhered to:—

*Introduction*, stating object and scope of the study, with a brief history of the subject. The word "Introduction" should not appear as a heading.

*Methods or techniques*, with description of subjects, materials and apparatus.

*Results*, with illustrations, tables, graphs and diagrams, where necessary. The presentation of information both in tabular and illustrative form, and similar repetitions, should be avoided.

*Discussion*, giving concise interpretation of results and their significance.

*Summary*, to be brief and containing only the salient points of the article, preferably enumerated. It should be suitable as an abstract and should therefore not be combined with "Conclusions."

*Acknowledgments*, where necessary.

*References*.

## 3. Manuscript

- 3.1 Articles should be typed in double spacing, the original and first carbon copy to be submitted, on *foolscap* or *A.4* size paper, using one side only. A margin of 1-1½ inches (2½-4 cm.) should be left on both sides and at the head of each sheet; the sheets should be serially numbered and securely clipped (not stapled) together.

## 3.2 Underlining

According to international printing convention, any words underlined are printed in italics. Therefore underline only those words which must appear in italics. For instance, underline those parts of references which have to appear in italics, viz. titles of books and names of periodicals (see below, 5.6). All other underlining, e.g., to indicate bold type printing, should be left to the editors. Authors may indicate their special requirements in a separate note, or in brief marginal notes in pencil.

## 4. Title, headings, sub-headings, etc.

### 4.1 Title and author

In the typed manuscript the **TITLE** of the article should appear two inches (5 cm.) from the top of the page in **CAPITALS**, centred on the page, without any underlining and without a full stop. The next line should contain the author's name

(authors' names) in upper and lower case, centred, without underlining, without the word "by" and without a full stop.

Below the author's name (authors' names) his/her (their) working place (university, institute, etc.) should be given. This should be centred on the page, typed in upper and lower case, not underlined.

Example:

\_\_\_\_\_ (top of page)  
→  
→  
→  
→  
leave two inches (5 cm.) blank here  
**THE NATURE AND ROLE  
OF THE SCHOOL BOARD**  
A. B. Curt  
Department of Education, University of  
Blenga, Burgundia.  
(leave an inch (2½ cm.) blank above  
first line of text)  
Text

- 4.2 *Main headings*, e.g., of chapters such as "Method," "Results," etc., to be typed in upper and lower case, centred, not underlined.

### 4.3 Sub-headings

Within a given chapter it may be necessary to separate a section on one subject from a section on another. The sub-headings used for this purpose must be underlined, and centred if further sub-headings are to be used (see below).

### 4.4 Further sub-headings

As far as possible inferior headings of this kind should be avoided. If further sub-headings are essential they should be typed as shown in the following example:—

#### Materials

*Group Tests* (italics in separate line, not centred)

The youngest age at which . . . tested if necessary.

#### *Individual Tests*

*Picture Arrangement Tests*: Tests in this category . . . without exception (sub-headings in italics, with text in same line).

*Sentence Completion*: Unlike the . . . research setting.

## 4.5 ACKNOWLEDGMENTS

This heading to be typed in capitals, not centred, but separate line, not underlined. Acknowledgments should be made only to persons who made essential contributions to the work reported.

## 4.6 REFERENCES

This heading to be typed in capitals, centred, not underlined.

## 5. References

- 5.1 Citation should follow one of the following systems:

## EITHER

a References should be indicated in the text by date of publication following the author's name, e.g., Brown (1952), or Brown (1952, p. 160); if the author has two or more publications in the same year, the form should be Brown (1952a). Where the author's name has not been included within the text, it should appear with the date of publication, e.g., (Brown, 1952).

The list of references at the end of the article should be in alphabetical order of authors' names, and also in order of date when several works by the same author are cited.

## OR

b A number should be inserted in the text and this will refer to notes which contain the full reference and/or any other material in the form of expansion or qualification; e.g., . . . as Brown has pointed out.<sup>(1)</sup> These enumerated references will be printed individually at the foot of the relevant page or together at the end of the article, at the Editor's discretion, e.g., 1. BROWN, B. R. 1962 *History of Rhodesia*. London, Macmillan, p. 62.

- 5.2 In the list of references, only published or such unpublished material as theses, internal reports, etc., should be included which is available in documentary form at a recognised library or institution. Personal communications and material which is only intended for publication are not acceptable in a reference list and should be related in footnotes. Manuscripts in press may be included in the reference list if they have been accepted for publication by recognised journals or publishers. In this case the name and volume number and/or year in which they are to appear or the publisher's name must be given, followed by the words "in press."

- 5.3 If quotations have to be made on the basis of secondary sources, this should be indicated, e.g., quoted after Black (1965), or Black.<sup>(1)</sup>

- 5.4 Abbreviations should be according to the list of abbreviations as given in Vol. Q-Z of *World List of Scientific Periodicals*, 4th edn. 1963-1965.

- 5.5 The style of references

### (i) Books:—

BROWN, B. R. and SMITH, H. 1963 *Witchcraft in Northern Dayna*. Cambridge, Mass., Macmillan, p. 69.

FISHER, H. G. et al. 1961 *Aggression*. London, Cassell.

WALTON, G. F. 1962 *Elements of Economics*, 3rd edn. Baltimore, Houghton, Mifflin.

### (ii) Journals:—

BEDFORD, D. 1938a The Education of Exceptional Children. *J. exp. Psychol.*, 3, 172-186.

### (iii) References to chapters or contributions in books:—

STENDLER, C. B. 1958 Values and Class. In: MELTZER, B. N., ed., *Education in Society*. Readings. New York, Crowell.

### (iv) Official Publications, Reports, etc.:—

NORTHERN RHODESIA. 1964 *The British South Africa Company's Claims to Mineral Royalties*. . . Lusaka, Government Printer, p. 2.

### (v) Documents:—

CHIEF NATIVE COMMISSIONER. In Letters, Gwelo [hereafter cited as N1/1/12], Jones to Taylor, 3. viii. 1897.

(vi) Repeated reference in footnotes to a source already cited should be by a consistent form: e.g., BROWN, p. 8 or BROWN, *History of Rhodesia*, p. 8.

6. Tables and figures are costly to print and should be used only when they save space and/or are essential for effective presentation. The same material should not be presented in a table and a graph. Each table or figure should be numbered (N.B.: tables in Romans, figures in Arabic), on a separate sheet, and its approximate position indicated in the typescript. Drawings should be in Indian ink on heavy, unruled paper, the lettering on graphs being in pencil. Lines in tables should be ruled in pencil. Each table or graph should have a short title, sufficient for understanding without searching in the text. (Note: *Zambia* is printed in double column.)

7. Corrections. The Editorial Board cannot consider for publication articles which are seriously deficient in presentation. The typescript submitted (after preliminary consultation, if desired) should represent the final form in which the author wishes the paper to appear. Since changes in proof are costly, out of all proportion to the original setting, authors may be charged for any changes, insertions or deletions other than printer's errors.

8. Reprints. Authors receive 10 copies of their papers free. Extra copies, in multiples of 10, may be had at cost price if the order is given when the proof is returned.

## LOCAL SERIES

- No.1 Conference on the Study and Teaching of History, Salisbury, 1959. (Papers on various historical topics).
- No.2 An African Eldorado, Monomotapa and Mocambique 1498-1752, by Professor C.R. Boxer.
- No.3 Rhodesian History in 1960. (A Review Article) by W.F. Rea, S.J.
- No.4 State and Church in Southern Rhodesia, 1919-1939, by Professor T.O. Ranger.
- No.5 The Ndebele Succession Crisis, 1868-1877, by Richard Brown.
- No.6 The Inglorious Age, Review Article: The Navy and Commerce under the Early Stuarts, by Professor T.O. Ranger.
- No.7 The Missionary Factor in Southern Rhodesia, by W.F. Rea, S.J.
- No.8 The Eighteenth Century Constitution and the Problem of George III, by Richard Brown.
- No.9 A Discussion of the Major Stone-Built Ruins of Southern Rhodesia and Adjacent Territories, by Anton J. Dachs.
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- No.13 The Bemba's White Chief, by W.F. Rea, S.J.
- No.14 Account of a Journey made overland from Quelimane to Angoche in 1753, by Francisco Raymundo Moraes Pereira. Edited and translated by M.D.D. Newitt.
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- No.16 The Victoria Incident and the Anglo-Matabele War of 1893, by Anne Dorey.
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- No.18 Proceedings of the Central Africa Historical Association Conference, September 1966, Part I.
- No.19 Proceedings of the Central Africa Historical Association Conference, September 1966, Part II.
- No.20 Portuguese Expansion in Angola since 1836, by Dr. Douglas L. Wheeler.
- No.21 George Westbeech and the Barotseland Missionaries, 1878-1888, by W.F. Rea, S.J. (printed)
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- No.27 The Development of Missionary Attitudes to Shona Culture, by Rev. W.R. Peaden (printed).

Price (post free):

- Nos. 3, 4, 6, 7, 8, 9, 10, 11, 12, 13: 20c. (members' rate 10c.);
- Nos. 2, 5, 16, 17, 20: 30c. (members' rate 20c.);
- Nos. 14, 15, 23, 24, 25: 50c. (members' rate 30c.);
- Nos. 1, 18, 19: 60c. (members' rate 35c.);
- Nos. 21, 22, 27: 80c. (members' rate 50c.);
- No. 26: 60c. (members' rate 40c.).

THE CENTRAL AFRICA HISTORICAL ASSOCIATION will shortly produce the first number of a Journal of Rhodesian History. In the first instance, this will be an annual publication and the cost to non-members will be R\$2.00; but it is hoped that contributions will soon enable the Association to produce it more frequently.

This Journal will be in place of the 'Local Series' of pamphlets which the Association has produced over the years, and these are ALL in print at the prices indicated over page.

All orders and enquiries concerning membership to:

The Secretary of the Association,  
University College of Rhodesia,  
P.O. Box MP 167,  
Mount Pleasant,  
Salisbury, Rhodesia.