

Editorial Policy

Nyame Akuma is the news bulletin of SAfA that publishes, in English and French, short articles on African archaeology and ethnoarchaeology, including reports on current research, announcements of conferences, and news of people. Because it is not a peer-reviewed publication and the Society for Africanist Archaeologists (SAfA) supports journals dedicated specifically to the African archaeology, NAs are not intended for major articles. Reports on current work must include references to original research: literature reviews, theoretical or methodological articles without reference to original research are not accepted by the bulletin.

Authors have full responsibility for the contents and opinions expressed and for which the editors and the Society cannot be held responsible. The editorial committee reserves the right to reject, or return for revisions, any material submitted on the grounds of inappropriate subject for the scope of the newsletter, on the grounds of excessive length, poor scientific quality, and deontological concerns. Articles may also be returned for reformatting when text and/or images do not comply with the style guidelines. Manuscripts may be edited for grammar, clarity and content to ensure submissions meet the NA's standards, including international copyright and intellectual property laws. Submissions with unattributed text or figures from other sources will not be accepted. Manuscripts must be emailed to the editors.

Deadlines for submission are: a) **September 15** for the December issue; b) **March 15** for the June issue.

Author Checklist for *Nyame Akuma* Submissions

Below is a checklist outlining the guidelines for articles submitted for review for the *Nyame Akuma* bulletin. Before you submit your article, go through this checklist to ensure that it follows the submission guidelines.

1. Author name(s) and affiliation(s) are clearly listed (+ corresponding author's email).
2. Article is in a Word document format.
3. Article is in Times New Roman, 12 pt font.
4. Article is **3,000** words or less (This includes heading, sub-headings, Acknowledgements, and optional Abstract. It does NOT include References cited).
5. If there is an Acknowledgements section, it is listed after the main text and before the References cited section.
6. Only primary sub-headings
 - a. Sub-Headings are flushed to the left.
 - b. Sub-Headings are typed in bold.
7. Dates are formatted correctly:
 - a. 165 years (NOT one hundred seventy-five years).
 - b. In the nineteenth century (NOT 19th century).
 - c. During the 1960s (NOT the 1960's).
 - d. 1810-1825 (NOT 1810-25 or 1810 – 1825).

- e. Historical years are expressed as BCE or CE.
 - f. Uncalibrated and calibrated dates must always be identified as such using the conventions bp or BP (for uncalibrated) and cal BCE or cal CE (for calibrated).
 - g. ¹⁴C dating
8. Units of measurement are preceded by a non-breaking space: 30 cm, 2x1 m.
Non-breaking space = CTRL+CAP+ESP
 9. GPS coordinates are indicated as follows: N 20 44 253 E 037 10 539
 10. In-text references are expressed in (author date: page) form e.g. (Insoll 2017: 192)
 11. Bibliographic references are titled as “References cited” (NOT “References,” “Citations,” “Bibliography,” or other terminology).
 12. The “References cited” section is placed at the end of the text (including after acknowledgements).
 13. The “References cited” section is no longer than 2 pages.
 14. The “References cited” section is alphabetized by last name.
 15. Authors are listed by last name and initial.
 16. If there is more than one author included in a citation, serial commas are used.
 17. The “References cited” section uses the following formatting style:
E.g.:

Journal article

Insoll, T.

2017. ‘First footsteps in the archaeology of Harar, Ethiopia’. *Journal of Islamic Archaeology* 4 (2): 189-215. DOI: <https://doi.org/.....>

Chapter in book

Nys, Y. & Gautron, J.

2007. ‘Structure and formation of the eggshell’. In Huopalahti, R., López-Fandiño, R., Anton, M. & Schade, R. (eds.), *Bioactive Egg Compounds*. Berlin/Heidelberg: Springer, pp. 99-102.

Book

Beckingham, C.F. & Huntingford, G.W.B.

1954. *Some Records of Ethiopia, 1593-1646*. London: Hakluyt Society.

Unpublished work

Dale, D.D.

2007. ‘An archaeological investigation of the Kansyore, Later Stone Age hunter-gatherers in East Africa’. PhD thesis, Washington University, St. Louis, Missouri.

18. All works cited in the text are listed in the “References cited” section, and all works listed in the “References cited” section are cited in the text.
19. Figures captions are compiled at the end of the Word document.

20. All illustrations are referred to as “Figure” (NOT any other term or abbreviated to “Fig.”).
21. The number of figures used does not exceed six.
22. Figures (photos, maps, and line drawings) are provided as JPG-format images.
- Image format guidelines:
- a. Images (photos) are saved as JPG-format images from their original source (camera), and saved in at least 300 dpi resolution.
 - b. Maps or line drawings are saved as JPG-format documents from their original source (map making or drawing software), and saved in 800 dpi resolution.
 - c. Images, maps or line drawings are not saved in a Word document.
 - d. Images, maps or line drawings are not taken from a Word document and saved as JPG-format documents.
 - e. Images, maps or line drawings are not saved in standard screen resolution formats (of 96 dpi, or less).
 - f. Images, maps or line drawing are not saved in thumbnail formats (with a canvas or document size of 5 inches, or less).
 - g. If line drawings are drawn by other means than drawing software (including by hand), the original documents are scanned in JPG-format in a resolution of 800 dpi.
23. Figures are submitted in separate documents labeled with the author’s last name and figure number.
24. All figures are numbered (using Arabic numerals) sequentially in the order cited in the text.
25. Tables are at their place (with their caption) in the Word document (in Word format)
26. Tables do not exceed more than one page.
27. Table text is no smaller than 10-point font.