

BOTSWANA NOTES AND RECORDS

MANUSCRIPT SUBMISSION GUIDELINES TO AUTHORS

Aims and scope

Botswana Notes and Records (BNR) welcomes and aims to publish original research articles, research notes, essays, commentary, roundtables, interviews, and book reviews on topics relating to Botswana in the fields of history, contemporary affairs, languages, folklore, archaeology, biological and natural sciences, traditional culture, and other related areas. The journal is intended for researchers, academics, students, and individuals interested in Botswana studies from across the world. It provides a forum for both scholarly research and contributions from those with particular knowledge and expertise related to Botswana.

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Submission Preparation Checklist

ScienceOpen, ORCID, and Submission Mechanics

Botswana Notes and Records is hosted by ScienceOpen, ensuring global visibility for all published works. To maximize accessibility, contributors must have an ORCID (Open Research and Contributor ID) and be registered on ScienceOpen. Those without these can obtain them quickly.

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All authors must have an ORCID number, a common requirement for modern research visibility. ORCID provides a persistent digital identifier linking researchers to their work.

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Submission Mechanics

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7. Specify funder details if applicable.
8. Agree to author statements and submit.

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Following acceptance, peer review and revisions, final manuscripts proceed to copyediting and typesetting.

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

Manuscript Guidelines

All submissions should be written in British English consistently. Authors are, thus, advised to edit their works prior to submissions to make the review process a smooth exercise.

Authors should submit manuscripts in word format document and justified. All texts should be in Times New Roman font size 12 and in 1.5 spacing throughout. Quotations

exceeding 20 words should be double indented consistently. Page numbers should be written in the centre of the footer.

At the time of submission, the work should not have been submitted for similar consideration elsewhere.

Each author should submit word-formatted documents. The documents should have five main elements: title, abstract, keywords, main essay and references.

During the submission, authors should also supply in the online form the following: title of submission, name, institution affiliation, ORCID number, and active email address. Any use of AI / LLM assistance must be disclosed in the submitted manuscript.

Authors should use Chicago Manual of Style in organising their footnotes and references consistently. Here are a few examples:

End of article reference page with full citations in the following adapted Chicago Style:

If it is a BOOK: Parsons, N, Henderson, W and Tlou, T. Seretse Khama, 1921-1980. Botswana Society and Macmillan, 1995.

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If it is an ARTICLE IN PRINT JOURNAL: Ookeditse, L. "The 'Burden of Expectation' and Political Instability: A Case for Direct Election of the President of Botswana." African Security Review 30, no.1 (2021):121-136.

Footnotes should be written continuously (at bottom of page); with full citation when cited for the first time and with brief relevant citation of author's last name and short title only when cited again. Here are the examples:

1. N. Parsons, W. Henderson, and T, Tlou, Seretse Khama, 1921-1980 (Botswana Society and Macmillan, 1995), 177.
2. Parsons, Henderson, and Tlou, Seretse Khama, 180. (for subsequent footnotes)
3. L. Ookeditse, "The 'Burden of Expectation' and Political Instability: A Case for Direct Election of the President of Botswana," African Security Review 30, no.1 (2021):121-136, <https://doi.org/10.1080/10246029.2020.1856695>
4. Ookeditse, "Burden of Expectation," 125.

5. African Development Fund "Kazungula Bridge Project – SADC North-South Transport Corridor Improvement: Appraisal Report."

<https://www.afdb.org/fileadmin/uploads/afdb/Documents/Project-and-Operations/MultinationalZambia-Bostwana-AR-KazungulaBridgeProject.pdf>, accessed 25 June 2023.

6. Botswana National Archive and Records Services S 207/2, Resident Commissioner (RC) to High Commissioner (HC) 12 December 1955.

For a detailed and complete description on organising footnotes and references see in Chicago Manual Style here: Notes and Bibliography Style

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html

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Abstract length should not exceed 200 words.

For book reviews, submissions should be between 900 and 1,000 words. If necessary, reviews may include a very limited number of footnotes.

For commentary and research notes, the submissions should not be less than 2,500 words and not more than 4,000 words long including footnotes. However, rare write-ups such as diaries and others with more than 4000 words may be considered under special circumstances.

For interviews and essays, the submissions should not be less than 3,000 words.

For conventional research articles, the submission should be not less than 5,000 words and not more than 8,000 words with footnotes and references.

Authors have a responsibility to sort out copyright issues for all materials used in their works and that originally do not belong to them. Such materials include images, maps and other forms of illustrations.

All illustrations used in the manuscripts regardless of whether they are tables, maps or images should be labelled as Figures and numbered in ascending order consistently.

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Submissions may regrettably be denied or returned back to authors if the above guidelines are not adhered to.

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