

# Zamani: Submission Guidelines

## Submission Preparation Checklist

### ScienceOpen, ORCID, and Submission Mechanics

Zamani 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.

#### ORCID Number

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. Registration is simple <https://orcid.org/register>. Alternatively, Pluto Press offers a video guide [https://www.youtube.com/watch?v=rSc\\_vc-wQaU](https://www.youtube.com/watch?v=rSc_vc-wQaU). It is easiest to obtain both an ORCID number and a ScienceOpen account from the Zamani homepage before submission.

#### Submission Mechanics

If you already have an ORCID and a ScienceOpen account, skip to "Submit a Manuscript." Otherwise:

1. On the Zamani ScienceOpen homepage, hover over "My ScienceOpen" and select "Register."
2. Follow the steps: Create an account, get an ORCID, link it, and verify your email.

#### Submit a Manuscript

1. Sign in at [https://www.scienceopen.com/collection/Pluto\\_Zamani](https://www.scienceopen.com/collection/Pluto_Zamani)
2. Click "Submit a manuscript" on the homepage.
3. Upload both Word and PDF versions of your work (Word for processing, PDF for preservation).
4. Provide the required details, including title, abstract (max 250 words), keywords (up to 10), and author order.
5. Select the appropriate "Article type" and corresponding author email.
6. Categorize your work under "Disciplines" and "Data availability."
7. Specify funder details if applicable.
8. Agree to author statements and submit.

#### Biographical Note (Upon Acceptance)

Authors must submit a short biography (125-150 words for academic articles; 50-75 words for book reviews) including name, institution, and areas of interest. Links to additional work are optional.

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.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in Microsoft Word document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in these Author Guidelines. The journal insists on authors adhering to Chicago Style when preparing their submissions.
- In submitting to a peer-reviewed journal the instructions within the Peer Review section have been followed.

## **Author Guidelines**

### **Submission Guidelines to Authors**

- i. 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.
- ii. Authors should submit manuscripts in word format document and justified. All texts should be in Times New Roman font size 12 and in single-space throughout. Quotations exceeding 20 words should be indented consistently. Page numbers should be written in the centre of the footer.
- iii. At the time of submission, the work should not be submitted for consideration elsewhere.
- iv. Each author should submit two word-format documents. The first document should be a one-page document with title of submission, name, institution affiliation, ORCID number, and active email address. The second document should have five main elements: title, abstract, keywords, main essay and references.
- v. Authors should use Chicago Style (16th edition) in organising their **footnotes and references** consistently. Here are few examples:

- End of article reference page with full citations in Chicago Style:  
**BOOK:** Nyerere, Julius K. *Freedom and Unity*. Dar es Salaam: Oxford University Press, 1966.  
**CHAPTER IN A BOOK:** König, Wolfgang. "Design and Engineering." In *The Oxford Handbook of Business History* edited by Geoffrey Jones and Jonathan Zeitlin. Oxford: Oxford University Press, 2007.  
**ARTICLE IN PRINT JOURNAL:** Smiley, Sarah L. "Researching Housing, Water, and Sanitation

in the British and Tanzania National Archives.” *History in Africa* 40 (2013): 353-364.

- Footnotes 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 is the example
  1. Julius K. Nyerere, *Freedom and Unity* (Dar es Salaam: Oxford University Press, 1966), 24-25.
  2. Nyerere, *Freedom and Unity*, 26.
  3. Sarah L. Smiley, “Researching Housing, Water, and Sanitation in the British and Tanzania National Archives,” *History in Africa* 40 (2013): 353-364.
  4. Smiley, “Researching Housing,” 355.
  5. Interview with a healthcare worker, March 20, 2024, Peramiho.
- No in-text citations

**vi. On length:**

- for book reviews, submissions should be between 900 and 1200 words. If necessary, book reviews may include a very limited number of footnotes.
- For essay reviews, the submissions should not be less than 3000 and not more than 4500 words long including footnotes.
- For papers coming from allied sciences of history, particularly African Archaeology, the submissions should not be less than 5000 words.
- For conventional articles, the submission should be not less than 7000 words and not more than 9000 words with footnotes and references.

viii. 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.

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

**Peer Review**

The review process for all manuscripts will begin with a desk- review. A member of the Editorial Executive will determine whether the manuscript fits the aims/scope of the journal and if it is well-written and thus readable/comprehensible. We will strive for an average time for review of eight weeks from point of submission. Articles may occasionally be rejected at this point if they do not meet any of these criteria. Following successful desk-review, manuscripts will progress to full-review.

A double-anonymous (what is commonly termed ‘double-blind’) review will be performed by at least two reviewers. Other than in exceptional circumstances, one reviewer will always be a member of the Editorial Board. Publication decisions will be made by a sub-group of the Editorial Executive. Authors may appeal a decision of Reject, once. Any final decision will rest with the Co-Chairs.

## **Contact**

### **Editor-in-Chief**

*Zamani: A Journal of African Historical Studies*

Department of History, University of Dar es Salaam, Tanzania.

E-mail: [zjahs@udsm.ac.tz](mailto:zjahs@udsm.ac.tz)

### **Principal Contact**

**Chief Editor**, Department of History, University of Dar es Salaam, Tanzania.

[zjahs@udsm.ac.tz](mailto:zjahs@udsm.ac.tz)

### **Publisher**

Dianna Bell, Project Manager, African Journals Initiative, [dianna@plutojournals.com](mailto:dianna@plutojournals.com)

Pluto Journals, [evек@plutojournals.com](mailto:evек@plutojournals.com)

### **Copyright Notice**

Authors of accepted articles grant the Journal and Pluto Journals, publisher of the Journal, the Rights to publish under [Creative Commons License \(CC BY 4.0\)](https://creativecommons.org/licenses/by/4.0/) <https://creativecommons.org/licenses/by/4.0/>. Authors will receive a Permissions Form for electronic signature upon the acceptance of the article for publication to agree to the [Pluto Journals Publishing Agreement](https://www.plutojournals.com/publishing-agreement/) <https://www.plutojournals.com/publishing-agreement/>. Moral rights will be retained by the original Author(s) and copyright will be held by the authors. Contributors are responsible for obtaining written permission to make use, in both print and electronic media, of material for which they do not hold the copyright and for ensuring that the appropriate acknowledgements are included in their manuscripts.