

Zamani: Submission Guidelines

Submission Preparation Checklist

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.

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