Muntu Institute Press

GUIDELINES FOR DRAFTING ARTICLES/BOOK CHAPTERS/BOOKS

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LENGTH OF TEXT:

- **Articles or book chapters.** They must use the Times New Roman font, 12 points (for text, including titles), 1.5 line spacing, justified, with a positive first-line indentation of 0.5 cm. Margins should be 2.5 on all sides (left, right, down, up). 8,000 to 12,000 words, including references

- **Books.** They must use the Times New Roman font, 12 points (for text, including titles), 1.5 line spacing, justified, with a positive first-line indentation of 0.5 cm. Margins should be 2.5 on all sides (left, right, down, up). 40,000 words minimum, including references.

QUOTATIONS: Quotes on more than three lines are collected (Times New Roman font, 10 points with 1 point shift to the right).

NOTES AND REFERENCES

We recommend the use of Endnotes. Likewise, the bibliography or reference list is placed at the end of each chapter/article immediately after the notes.

Notes should exclusively be used for explanations that develop an idea or comment on a quote, in case they might unbalance the body of the text. When giving references, please, use the Harvard system (author-date). You mention, in parentheses, the name of the author, the date of publication and the reference page following the quote, eg:

« This article seeks to interrogate the issue of youth agency and the instrumentality of social media in the mobilization and organization of the protests. » (Akor 2017: 109).

We invite you to separate, with the help of a semicolon, the publications written by different authors (Akor 2017, Ombati 2017); a comma, the different publications by the same author (Boyomo 2012, 2016). In the list of references or the bibliography, all the works cited in the text must be mentioned. For two or more texts written by an author in the same year, differentiate them by using alphabetical letters (eg Mokua 2013a, 2013b, etc.).

BIBLIOGRAPHY OR LIST OF REFERENCES

Present the bibliography or reference list in the following order: Name of the author, initials of the given name, date, title, place of publication, publisher.

- Books

Soja, E.W., 1989, *Postmodern Geographies: The Reassertion of Space in Critical Social Theory*, London: Verso.

Thioune, Ramata, ed., 2003, *Technologies de l'information et de la communication pour le développement en Afrique. Volume 1 : Potentialités et défis pour le développement communautaire,* Ottawa et Dakar, CRDI et CODESRIA.

- Journals

Give full references for quotations from journals, periodicals, or series.

Examples:

Mokua, O., 2013, The Centrality of Local Peacebuilding Methods in Kenyas Sotik / Borabu Border, Horn of Africa Bulletin 25 (3): 812.

Mueller, S., 2008, The Political Economy of Kenyas Crisis, Journal of Eastern African Studies 2 (2): 185210.

- Work Quotation Online

In addition to information about written works, you must add the full URL address, as well as the last consultation date of the book.

Adeya, N., 2001, *Information and Communication Technologies in Africa: A Review and Selective Annotated Bibliography.* (http://www.inasp.org.ik/pubs/ict/index.html). 30 mai 2003.

When a publication is available both in printed and electronic form, provide all the elements related to the edition, and add this: "Available in electronic version at the following address: [URL].

Example: Exemple : Kasozi, A.B.K., 2016, *The National Council for Higher Education and the Growth of the University Sub-sector in Uganda, 2002–2012*, Dakar : CODESRIA. Disponible sur : http://codesria.org/IMG/pdf/a.b.k._kasozi_nche_and_the_growth_of_university_sub-sector_in_uganda-2.pdf?8654/e2deb5639b7a5f58dbb5f734e68fd52fc8dbd6da