

Annales d'Éthiopie **Style Guidelines**

Annales d'Éthiopie is a yearly journal published by the French Centre for Ethiopian Studies. All original manuscripts in French or in English should deal with Ethiopia or/and the Horn of Africa, and with topics such as social sciences, humanities, and environmental sciences. The journal uses a double-blind peer-review process.

Annales d'Éthiopie accepts three types of original manuscripts: articles, document editions and book reviews. The formatting of the manuscripts must follow the rules defined below. Manuscripts that would not follow these rules will be immediately sent back to the authors.

Articles should not exceed 60,000 characters including spaces. Longer manuscripts can be accepted on an exceptional basis, after discussion with the editorial board.

The submission of an article entails the transfer of copyright from the author to the French Centre for Ethiopian Studies.

Languages

The journal accepts manuscripts in French provided that a short version in English (see “normes editoriales en français”) is attached to the article.

Authors of English manuscripts must consistently use British or American English throughout the text.

Title Page

Indicate the title, the complete name of authors, with the institution or department spelled out, town, country, plus an e-mail address in a footnote.

Texts must provide an English abstract of 250 words maximum. Suggest a maximum of 10 keywords. No abstracts and keywords are required in the case of book reviews.

General Style and Format

Manuscript Organization

Title page

Main text (including figures, titles and credits)

Bibliography

Appendices

Layout

Articles are sent electronically, as Word or Open Office files (no PDF).

The layout must be limited to the essential (no line break besides required ones, no section of page breaks, no page numbering, no tabs for paragraphs).

Fonts, interline Spacing, Titles and Paragraphs

Times New Roman, 11, justified, indent every paragraph, except the first one after a heading. Interline spacing should be 1.0.

For texts written in the Ethiopic (*fidäl*) script, use the Nyala font.

Title 1: Times New Roman, bold, 11, line space above

Title 2: Times New Roman, bold and italics, 11, line space above

Title 3 : Times New Roman, roman, 11, line space above

Notes and Footnotes

A note reference is indicated by an Arabic superscript in roman, always placed after the punctuation or the quotation mark. For example: **the sentence,¹; the “...the sentence.”¹; the sentence?¹**

Avoid using footnotes in headings.

Notes are inserted as footnotes, with a continuous and automatic numbering. Fontsize should be equal to 9 points, font Times New Roman, justified, without line space.

Quotes

Short quotations should be placed within the core text, in roman, and surrounded by double quotation marks: “...”.

Lengthy quotes (50 words or more) must be presented as an autonomous indented paragraph, in roman, with a line space above and below, and without quotation marks. Font size should be one point smaller (10 points).

Ellipses are indicated through the use of three dots in square brackets [...]. Square brackets are also used to enclose an author's comment within a text, either a precision, a modification or an addition.

Typographic Rules

Abbreviations

Latin common abbreviations are not italicized: e.g., cf., et al., etc., fol., i.e.

When referring to a gap between two dates or two pages, do not abbreviate the second number. For example: the reign of Lebna Dengel (1508-1540) (and not 1508-40); 153-157 (and not 153-7).

Use periods after initials, with a space between them. For example: D. J. Spielman; I. M. Lewis; H. C. Jackson.

Apostrophes and Quotation Marks

Use curly quotes instead of straight quotes.

Short quotations are surrounded by double quotes “...”.

Use single quotes within quoted material.

Numbers

Spell numbers from one to nine (included). Above, use either numerals or letters, according to your own judgment.

Always spell numbers placed at the beginning of a sentence.

Numbers of four or more digits are split by a comma every three decimals, except for years, street address and page numbers. For example: 2,500,487 people; \$2,456.

Centuries and Decades

Centuries can be written with numerals and must be hyphenated when used as adjectives. For example: 15th century; 15th-century painting.

Decades are formulated as *the* 1970s or *the* 1980s and do not require an apostrophe before “s”.

Capitalization

Capitalize geographic regions: Western Tigray, Central Ethiopia, etc.

In titles, capitalize the first and the last word and all elements in-between, except for articles, prepositions, and coordinating conjunctions.

Capitalize civil, military, religious, professional titles when they precede a personal name. For example: President Obama; Emperor Haile Selassie.

Mark capitalized vowel with accents in French and other languages where necessary: École À Hambourg; au MoyenÂge; etc.

Dates

Dates should adopt the day-month-year format, with months spelled. For example: 23 March 1993.

Do not separate month and year with a comma.

Add the abbreviation “E.C.” when referring to the Ethiopian calendar.

Punctuation

Periods and commas are included within quotation marks, even though they are not part of the original quotation. All other quotation marks sit outside.

The comma used to separate a brief introductory phrase from the remainder of a sentence is omitted.

Serial commas are favored.

Figures and Tables

Low definition images, which do not allow proper reading, will be rejected.

Any figure must be accompanied by a title and a potential caption.

Photographs, diagrams, and maps should be numbered in their order of appearance and sent in image formats (.jpg, .png, .tif, etc.). They are labeled in the text as figures: “fig. 1,” “fig. 2,” “fig. 1 & 2.”

Tables (labeled “tab. 1,” “tab. 2,” “tab. 1 & 2” in the text) should be placed in the core text. It is the authors’ responsibility to obtain written copyright permissions to reproduce any copyright materials from other sources.

Transliteration

Authors are free to select a transcription system but must apply it consistently throughout the manuscript. However, for languages using the Ethiopian (*fidäl*) script, we recommend following the system used by *Encyclopaedia Aethiopica*.

a) The consonants													
ሀ	h	ሰ	s	ቸ	č	ኸ	k	ደ	d	ጸ	ṣ	ኸ	k ^w
ለ	l	ሸ	š	ገ	g	ወ	w	ጅ	ǰ	ፀ	ṣ	ገ	g ^w
ሐ	h	ተ	t	ነ	n	ዐ	°	ገ	g	ፈ	f		
መ	m	ቸ	č	ኸ	k	ዘ	z	ጠ	t	ፐ	p		
ሠ	s	ባ	b	አ	°	ገ	ǰ	ጫ	č	ቁ	q ^w		
ረ	r	ተ	t	ከ	k	የ	y	አ	p	ገ	h ^w		
b) The vowels													
1.	2.	3.	4.	5.	6.	7.							
ä	u	i	a	e	ə or no vowel	o							
ጠ = bā	ጡ = bu	ጢ = bi	ጣ = ba	ጤ = be	ጥ = b, bə	ጦ = bo							

Cited References and Footnotes

References must be cited **in the text** between brackets: (Schneider, 1973: 285), (Robin & De Maigret, 1998: fig. 4; Robin & De Maigret, 1998: 735).

If several titles have been issued in the same year by the same author, insert “a”, “b”, “c”, etc. (without space) after the publication date.

Beyond two authors, the cited reference should be indicated as follows: (Bernand et al., 1991).

Bibliography

The reference must be presented according to the following examples.

Conference proceedings and theses should follow the format suggested for books.

Ethiopian author names are considered in their entirety as surnames (except in the case of westernized Ethiopian names). The rule is to follow the format of the cited article or book.

Articles

SCHNEIDER R., 1973, « Deux inscriptions sudarabiques du Tigré », *Bibliotheca Orientalis*, 30 (1), 385-389.

Collective Works

AYALEW WORKNEH, PEACOCK C., ALEMAYEHU NIGATU, REDA A. & REY B., 2000, “The Characterization of Indigenous Goat Types of Ethiopia and Eritrea”, in Blench R. M. & Mac Donald K. C. (ed.), *The Origins and Development of African Livestock: Archaeology, Genetics, Linguistics and Ethnography*, London, UCL Press, 280-289.

LUSINI G., 2005, “Dərsanä Ragu’el”, in Uhlig S. (ed.), *Encyclopaedia Aethiopica*, Wiesbaden, Harrassowitz Verlag, 2, 140-141.

Books

BERNARD E., DREWES A. J. & SCHNEIDER R., 1991, *Recueil des inscriptions de l'Éthiopie des périodes pré-axoumite et axoumite*, Paris, Académie des Inscriptions et Belles-Lettres/De Boccard.

Dissertations

BACH J.-N., 2011, *Centre, périphérie, conflit et formation de l'État depuis Ménélik II : les crises de et dans l'État éthiopien (XIX^e-XX^e siècles)*, PhD dissertation, Université Bordeaux 4.

Websites

Ethiopian Tourism Organization, 2015, "Simien Mountains National Park", *Ethiopia: Land of Origins* [URL : <http://www.ethiopia.travel/attractions/simien-mountains-national-park>].

Conference Proceedings

PANKHURST A., 1997, "When the Centre Relocates the Periphery: Resettlement during the Derg", in Fukui K., Kurimoto E. & Shigeta M., *Ethiopia in Broader Perspective. Papers of the XIIIth International Conference of Ethiopian Studies. Kyoto. 12-17 December 1997*, Kyoto, Shokado Book Sellers, 2, 540-558.

Edited Sources

ÁLVARES F. (Alderley S. of, tr.; Beckingham C. F. & Huntingford G. W. B., ed.), 1961, *The Prester John of the Indies. A True Relation of the Lands of the Prester John, being the Narrative of the Portuguese Embassy to Ethiopia in 1520*, Cambridge, Cambridge University Press/Hakluyt Society.