

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 different types of original manuscripts: articles, document editions, book reviews, field books, situation report. The formatting of the manuscripts must follow the rules defined below, from the first submission of the texts. Manuscripts that would not follow these rules will be immediately sent back to the authors.

Articles should not exceed 60,000 characters (including spaces), excluding bibliography and appendices. 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, even numeric, from the author to the French Centre for Ethiopian Studies.

General Style and Format

The articles will be modified for anonymity purpose when sent to the peer-reviewers. To make this work easier, it is asked to the authors to refer to their own previous work in a neutral way.

Articles are sent electronically, as text files (.doc, .rtf or .odt, no .pdf).

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

The text has to be written in Times New Roman, 11 points, interline spacing 1, not justified, no white empty line between paragraphs. Every paragraph starts with an indent done with a positive indentation of the first line, and not with a tabulation. Texts written in the Ethiopic (*fidäl*) script have to be converted in Times New Roman if written in another font.

Manuscript Organization

Title page

Main text (including figures call, and captions)

Bibliography

Appendices

Title Page

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

Insert the abstracts and keywords.

Abstracts in French and in English

Manuscripts must provide an English **and** a French abstract (see “Normes éditoriales en français”). Each will be of 200-300 words, and has to summarize the general structure of the manuscript, main data and interpretations.

Suggest a maximum of 10 keywords. No abstracts and keywords are required in the case of book reviews.

Fonts, Interline Spacing, Titles and Paragraphs

Titles and sub-titles are numbered according to the AFNOR numbering (1.1, 1.1.1, etc.). Start the numbering from the first paragraph (for ex.: 1. Introduction). Titles of different levels have to be written as follow, with a line space above every title, and never after:

Title 1: Times New Roman, bold, 11 points.

Title 2: Times New Roman, bold and italics, 11 points.

Title 3: Times New Roman, roman, 11 points.

Bibliographic calls

Authors have to present references **within the core text**, according to author-date system: last name of the author and then the publication date, both being separated by a comma (**author(s), date: page(s)**). For example: (Schneider, 1973: 285),

(Robin & De Maigret, 1998: fig. 4 ; Robin & De Maigret, 1998: 735).

The publication date is directly followed (no space) by an “a”, “b”, “c”, etc., if several titles of the same author, published in the same year, are quoted in the bibliography.

When more than two authors signed the title, the reference has to be written as followed: (Bernand *et al.*, 1991).

Exceptionally, references can be put in footnotes only if it necessary to comment a source.

Use the common shortened phrases when repeating references (*op. cit.*, *id.*, *ibid.*).

Notes and Footnotes

A note reference is always indicated by a superscript in roman in the same body and same font than the text, always placed after the punctuation or the quotation mark, in English. For example: **the sentence,¹; the “...the sentence.”¹; the sentence?¹**

Avoid using footnotes in headings, or in figure or tab captions.

Notes are inserted as footnotes, with a continuous and automatic numbering. Font size should be equal to 9 points, font Times New Roman, not justified, without line space.

Quotes

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

Lengthy quotes (more than four lines) must be presented as an autonomous paragraph, indented of 1 cm on the left and on the right, justified. Font size should be one point smaller (10 points).

They are note surrounded by double quotation marks.

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, which are written in roman. Quote references should always be given, or in the sentence just before or on the one just after. For example: Dupont, 1963: 25.

Figures and Tables

Figures have to be provided in a separate file when the article is submitted. Pictures can be in .jpg, .tiff, or .png format (never in .gif), in their original resolution if possible. For digitized documents, chose a 300 dpi resolution. Lined drawings (tracings, plans, cross-sections) have to be provided in vector format (.ai or .svg). For diagrams (histograms, curves), transmit in addition of the image file, the used data in a spreadsheet (.xls, .ods, or .csv). Low definition images, which do not allow proper reading, will be rejected. Every figures have to be numbered in a consistent way according to their order of appearance (for ex.: DUPONT_fig.1.jpg). Tables should be placed in the core text, without any formatting, and numbered according to their order of appearance.

Any figure and any tables have to be called in the text as followed: “(Fig. 1)”, “(Fig. 2)”, “(Fig. 1 & 2)”, “(Tab. 1)”, “(Tab. 2)”, “(Tab. 1 & 2)”, etc.

Any figure must be accompanied by a title and a potential caption. Figures captions are integrated in the body of the text, after a line break and without indent, where the figure should be placed. If the author(s) is (are) not the author(s) of the document, precise its author.

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Typographic Rules

Abbreviations

article	art.
et alii	et al.
et cetera	etc.
volume	vol.
<i>confer</i>	cf. (in roman)
Mister	Mr
Madam	Ms
number	n ^o (*)
numbers	n ^{os} (*)
first	1 ^{rst}
second	2 nd
third	3 rd

(*) With the letter « o » in exponent, and not the « ° » (degree).

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); “p. 153-157” (and not p. 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 “...” and written in roman.

Use single quotes within quoted material.

Numbers, Unit of Measurement, Dates

Spell numbers from one to nine (included). Above (ten included), 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.

Units of measurement have to conform to the international unity standards and shortened in a conventional way (par ex.: m, km, MW), with a non-breaking space between number and unit of measurement. If not preceded by a number or if preceded by spelled number, units of measurement are spelled. They are shortened if plentiful and preceded by digits.

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”. 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.

Geographic coordinates system has to be the same all along the text.

Plurial

Population names start with a capital letter and take an “s” at the end. For example: Afars, Somalis, Oromos, etc.

Italic Use

Terms written in a foreign language (Latin included), are italicized. For example: *statu quo*, *a fortiori*, *pro parte*, etc. This includes common Amharic words used by non-Amharic speakers such as *woreda* or *kebele*.

Foreign words common in English are not italicized and written in roman. For example: i.e., etc., entrepreneur, etc.

Non-breaking Spaces

Non-breaking spaces are systematically placed:

- After an em dash (–) indicating the start of an apart phrase, and before the em dash closing it;
- Between two words that cannot be separated: *op._cit.*; *a_fortiori*; F._Azaïs;
- Between a number, a letter or a sign and what is quantified: n^o_45; Yohannès_IV; XX^e_siècle;
- Between a number and a unit of measurement: 12_km; 50_birrs.

Capitalization

Other than the common grammatical rules for capitalization, it is advised to limit its use to:

- Acronyms (not separated by dots): CNRS, UMR, CFEE.
- The first letter of the first word to common nouns with a value of proper noun. For example: the Revolution, the French center for Ethiopian studies, etc.

- Geographic regions: Western Tigray, Central Ethiopia, etc.
- Civil, military, religious, professional titles when they precede a personal name. For example: President Obama; Emperor Haile Selassie.
- First letter of a work title.

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

Transliteration

For languages using the Ethiopian (*fidäl*) script, we recommend following the system used by *Encyclopaedia Aethiopica*. It is also advised to include the original text in *fidäl*.

a) The consonants													
ሀ	h	ሰ	s	ቸ	č	ኸ	ḵ	ደ	d	ጸ	ṣ	ከ	k ^w
ለ	l	ሸ	š	ገ	ḡ	ወ	w	ጸ	ḡ	ፀ	ṣ	ገ	g ^w
ሐ	ḥ	ቀ	q	ነ	n	ዐ	°	ገ	g	ፈ	f		
መ	m	ቸ	q̣	ገ	ñ	ዘ	z	ጠ	t	ፐ	p		
ሠ	ś	ቡ	b	አ	°	ገ	ž	ጠ	č	ቂ	q ^w		
ረ	r	ተ	t	ከ	k	የ	y	ጸ	p	ከ	ḥ ^w		

b) The vowels						
1.	2.	3.	4.	5.	6.	7.
ä	u	i	a	e	ə or no vowel	o
ቡ = bā	ቡ = bu	ቢ = bi	ባ = ba	ቤ = be	ብ = b, bə	ቦ = bo

For certain commonly used words, it is preferred to use the latine transcription when it exists. For example: Addis Ababa (instead of Addis Abäba), Derg (instead of Därg), Haile Selassie, Menelik, etc.

Bibliography

Make sure that any reference called in the text is presented in the bibliography, and that any reference presented in the bibliography is called in the text.

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.

Write the bibliography without any indent.

References should be presented as the following examples, according to the APA referencing style, cf **documents attached**, in English (“APA Guide.pdf”: Western Sydney University.

(2018). *American Psychological Association (Apa) Referencing Style Guide*. Retrieved from <https://library.westernsydney.edu.au>) and in French (“Normes APA.pdf”: Couture, M. (2012).

Normes Bibliographiques. Adaptation française des normes de l'APA (selon la 6e édition du Publication Manual, 2010). Récupéré sur <https://profs-perso.teluq.ca>

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Lusini, G. (2005). Dərsana Ragu'el. In S. Uhlig (ed.), *Encyclopaedia Aethiopica* (vol. 2, p. 140-141). Wiesbaden, Germany: Harrassowitz Verlag.

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Bernand, E., Drewes, A. J. and Schneider, R. (1991). *Recueil des inscriptions de l'Éthiopie des périodes pré-axoumite et axoumite*. Paris, France: Académie des Inscriptions et Belles-Lettres/De Boccard.

Dissertations

Bach, J.-N. (2011). *Centre, périphérie, conflit et formation de l'État depuis Ménelik II : les crises de et dans l'État éthiopien (XIXe-XXe siècles)* (PhD dissertation), Université Bordeaux 4, Bordeaux, France.

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Conference Proceedings

Pankhurst, A. (1997). When the Centre Relocates the Periphery: Resettlement during the *Derg*. In K. Fukui, E. Kurimoto and M. Shigeta (Eds.), *Ethiopia in Broader Perspective. Papers of the XIIIth International Conference of Ethiopian Studies. Kyoto. 12-17 December 1997* (vol. 2, p. 540-558). Kyoto, Japan: Shokado Book Sellers.

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