

Sankofa Journal Submission Guidelines

The Sankofa Pan Afrikan Journal of Nationbuilding and ReAfrikanization is an annual journal published in partnership by the Ankobea Society and NationHouse. Contributions are solicited from members and friends of those two institutions.

The Sankofa Journal encourages the submission of articles that speak directly to issues and concerns of Afrikan people at home and in the diaspora as it relates to Nationbuilding and ReAfrikanization. The discussion should be accessible to an audience across disciplines. We welcome the use of visual images, tables and charts to illustrate the text. The length of articles is normally no greater than 5,000 words. We welcome the submissions of articles, book reviews, historical pieces, poems, photo essays, etc.

Please review the following information in preparing your article for submission. If you have any questions or if you need assistance, please feel free to send an email to sankofa@ankobea.org or call 202-656-2329.

Submission Requirements

Papers should be well-written. It is important that papers be copy-edited carefully before submission. Drafts are not acceptable. If you have any questions about whether your article is appropriate for *the Sankofa Journal*, send it directly to the editor for a preliminary review. All articles will be reviewed. The decision of the editorial board is final. By using computer technology throughout, we expect that the review process will move quickly and that authors will be notified in a reasonable time. In sending work to *Sankofa Journal* for possible publication, the submitter attests that the work is original and that he or she is the author.

Formatting the Article

The article should be prepared according to the following guidelines:

- (1) The length of articles is normally no greater than 5,000 words. An article exceeding the length limit will be returned to the author.
- (2) At the beginning of the article, include the title, the author's name or any other identifying information.
- (3) Please use section headings in bold type.
- (4) All citations should be in endnotes and not in the text. Use the endnote function in your word processing program so that the notes appear at the end of the article.
- (5) Font should be 12-point Arial, whether in normal, bold, or italic, including endnotes. Please do not insert line breaks in the text or special spacing for formatting.
- (6) The paragraph break should be indicated by an extra line space which may include an indentation at the beginning of a paragraph.
- (7) Only the left hand margin should be justified.

Acceptable File Types

Please submit texts in MS Word, or Rich Text Format (RTF). Please include the file extension in the file name of your article. **PDF files are not acceptable.** Images and graphs should be embedded in the article in .jpg or .tif format. Naming files: File names should not contain spaces. They may contain letters, numbers, hyphens (-) and underscores (_). No other punctuation is allowed. Files must have the file extension identifying the file type (i.e. **.rtf, .txt .doc, .docx**), whether submitted from a Windows or Macintosh computer.

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Submitting an Article

An e-mail message with the article as an attachment to *Sankofa Journal* should be sent to sankofa@ankobea.org. Use "SJ 2014 Submission – shorten title" as the subject in the email address block. For example an article submitted might have the email subject line as “ SJ 2014 Submission – Black Education” The message should include:

- (1) the author's name,
- (2) the title of the article, and
- (3) any relevant information about the author, including institutional affiliation, mailing and e-mail addresses.

Once you have prepared your paper observing the formatting, attach it to the e-mail message and click "Send." An acknowledgement will be sent indicating that the paper has been received.