

ICES20 Proceedings Submission Guideline:

All the researches that were ***presented*** at ICES20 can be submitted. In case you couldn't present the research but still want to publish in our proceedings, please individually contact the organizing committee.

Deadline	30 April 2019
Submission Site	http://www.ices20-mu.org/article.php (Search your article by you name or by panel; only the abstracts eligible for article submission are displayed) Submission by email is <u>NOT</u> accepted.
Format	Submit both Word (docx/doc/rtf) and PDF files. File size should be less than 25MB each. (In case there is a discrepancy, we will use the Word file as source)
Length	Between 8-18 pages, including bibliography and footnotes
Language	English or an Ethiopian language accompanied by English translation

Style Guideline:

You can also use the “sample article format”, which is sent together with this circular, and which can also be downloaded from article submission site (<http://www.ices20-mu.org/article.php>)

1. What to Include:

Title, Author(s), Institutional Affiliation (your organization), Abstract, Article with footnotes and bibliography

- (1) Please use footnotes (font size: 10 points), **NOT endnotes**
- (2) As we have done some language editing of abstracts, PLEASE take the **LATEST** abstract from the Book of Abstract or <http://www.ices20-mu.org/abstract.php> (You can edit it if needed.)
- (3) Please do **NOT** put cover page.
- (4) Please follow the **bibliography guideline** (the last topic of this guideline) for bibliography.

2. Font/Spacing:

Font: Times New Roman 12 points, 1.5 line spacing, “Normal” page margin (usual default margin of Microsoft Word, with 2.54cm margin for top/bottom/left/right.)

3. Spelling/Transliteration:

For English, both British and American spelling systems are accepted, but the spelling system must be consistent throughout the article. Please use double quotations “...” for quotations, not single quotations or « ... ». Please do NOT use small capital letters.

For Ethiopian words, in principal, please use the ITYOPIS transliteration system as described at http://www.ityopis.org/Guidelines_files/ITYOPIS-I-Transliteration.pdf. It is also acceptable to use another precise transliteration system, but please keep it consistent within an article.

4. Figures (including graphs)

Please include the figures *within* your article. Below each figure, there should be figure numbers (Fig. 1, Fig. 2...), a short description of the figure, and the source. We expect to see a maximum of 5 figures per article, though more figures can be accepted if necessary.

5. Tables

Tables should be numbered (Table 1, Table 2...). The table number and the short description should be written on top of the table.

Style of Bibliography:

These bibliographical rules are based on standards of social sciences, humanities and Ethiopian studies. Particularities are pointed out. For orientation the different styles used in ITYOPIS articles can be used for reference (www.ityopis.org).

1.) Order of names in the bibliography

The bibliography is put in alphabetical order based on the *name of address* of author or editor(s) in capitals (in the case of Westerners this is usually the family name, in the case of Ethiopians, Eritreans and others from the region usually the first name, which is the official name of address). Do not change the given order of names, we do not invert European / Westerners' names. There is no comma separating names. Keep the original order of a name as known in any respective language.

- Structure for Ethiopian names (cp. to Chinese and some others, where the name of address is also first; e.g. DEREJE Feyissa, not Dereje FEYISSA or Dereje Feyissa DORI):

MAIN NAME father's name(s) (possibly followed by grandfather's name if appearing in the author's name in the publication).

- Structure for most Westerners (be aware that even the West is not unified here, so please do check which is the name of address, e.g. Carlo CONTI ROSSINI, not Carlo Conti ROSSINI):

First name(s) FAMILY NAME(S).

2.) Style of articles and book chapters

NAME (year), “article title”, *journal title* 3, pp. 1-32.

NAME (year), “article title”, in: NAME (ed.), *book title*, vol. 1, place: publisher (if applicable title of series, volume no.), pp. 1-32.

3.) Style of books

NAME (year), *book title*, place: publisher.

NAME (ed.) (year), *book title*, place: publisher.

4.) Style of unprinted texts / manuscripts

- Text on webpage: NAME (year if known), Title of text, <http://www. ...> (full address, not partial), date of retrieval.
- Article in online journal: NAME (year), “article title”, *journal title* 3, pp. 1-32, <http://www. ...> (full address, not partial), date of retrieval.
- Unpublished article or manuscript: NAME (year of finalisation of manuscript if known), *manuscript title*, typoscript (or manuscript, if applicable), 93 pages, kept in ... (please provide complete information).

5.) Archive material

If you refer to archive material, use a consistent style of reference; name the document with the original title of the document itself or as found in the catalogue of the archive; author if known; year / date if; name of archive with place known (reference number as provided by the archive).