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THE HARVARD ACADEMY FOR INTERNATIONAL AND AREA STUDIES

The Harvard Academy Scholars Program 2010-2011

The Academy Scholars Program identifies and supports outstanding scholars at the start of their careers whose work combines disciplinary excellence in the social sciences (including history and law) with a command of the language, history or culture of non-Western countries or regions. Their scholarship may elucidate domestic, comparative, or transnational issues, past or present.

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Academy Scholars are appointed for 2 years by the Harvard Academy for International and Area Studies and are provided time, guidance, and access to Harvard facilities. They receive substantial financial and research assistance to undertake sustained projects of research and/or acquire accessory training in their chosen fields and areas. Some teaching is permitted but not required. The Senior Scholars, a distinguished group of senior Harvard faculty members, act as mentors to the Academy Scholars to help them achieve their intellectual potential.

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Last Revised: 1/09



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CONTRIBUTIONS AND PUBLICATION SUBSCRIPTIONS:

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History in Africa 2009 Subscription: *This publication is not a membership benefit.* \$ _____
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CONTRIBUTIONS AND PUBLICATION SUB-TOTAL \$ _____

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Materials must be postmarked on or before the deadline.

If the date falls on a holiday or a weekend, the materials are due the following business day.

January	15	Graduate Student Paper Prize deadline.
February	1	African Studies Review deadline for payment and ad submission for the April issue.
	15	Distinguished Africanist Award nomination packets are due.
March	1	ASA News deadline for text and payment and ad submission for the April issue.
	15	Annual Meeting Proposals are due. A Letter of Invitation should be requested at this time.
	15	Membership deadline for maximum benefits. Individuals who join/renew after this date risk not receiving maximum membership benefits.
April	30	Coordinate Organizations <ul style="list-style-type: none"> ▪ ASA Coordinate Organization Annual Reports are due (maximum of 5 pages) ▪ Coordinate Organization Reporting Form is due (including Business Meeting requests)
May	1	Melville J. Herskovits Award nominations are due.
	15	Deadline to cast a vote for the ASA Officers and Board of Directors Elections.
June	1	ASA News deadline for text and payment and ad submission for the July issue.
July	1	African Studies Review deadline for payment and ad submission for the September issue.
	1	History in Africa deadline for payment and ad submission for the September issue.
September	1	Annual Meeting Program deadline for payment and ad submission.
	30	Annual Meeting pre-registration deadline.
	30	Letter of Invitation Requests are due.
October	1	African Studies Review deadline for payment and ad submission for the December issue.
December	1	ASA News deadline for text and payment and ad submission for the January issue.

For more information, contact the ASA Secretariat:

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Last Revised: 3/09

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In order to ease the editor's burden, please observe the following guidelines when submitting a paper:

HA is formatted on the Macintosh platform. Mac users should send papers on 3.5" diskette in Microsoft Word 6.0 or below (this feature can be accessed through the "Save As" submenu under "File"). Articles written in WordPerfect, ClarisWorks, etc. should "Save As" and choose "Word 6.0" in the "File Format" dialogue box. If this is not possible, "Save As" a "rtf" (Rich Text File). PC users should send papers on disk in "rtf" format. E-mail users should send papers also on disk. Please be aware that conversion problems often arise between electronic platforms, especially on the PC side since PCs cannot read many Mac electronic files. Therefore, when sending material via e-mail, use the "rtf" format AND send it on a Mac disk. Special font users (e.g., Hausa, Arabic) must send the font family (TrueType or Screen and Print fonts) to the editor on disk in the Mac format.

"10%" not "ten (or 10) percent"

always use two numbers after dash in citations unless 1 (1-9) or 3 (197-205) are necessary

always write months out in full, e.g., 30 February 1917

single quotation marks (') within double (") quotation marks

ALWAYS embed notes (using the word processor's footnoting capacity)

punctuate as follows: , " and ." not ", and ".

Capitalize substantives in titles of both books and articles

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citations to articles: author, "title of article," *full title of journal* 32(1995), 25-31 (do not use p. or pp.)

whenever possible, use first names of authors, not just initials
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Use "ibid.," to repeat *immediately* preceding citation only

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Please note:

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