

Instructions to Authors

Authorship

All authors, including the co-authors, should be responsible for a significant part of the manuscript. All authors and co-authors should have taken part in writing the manuscript, reviewing it, and revising its intellectual and technical content. Any author whose name appears on a paper assumes responsibility and accountability for the results presented. MILA shall not assume responsibility for erroneous interpretation of the data by the author(s).

Generally three types of manuscripts are accepted for publication in MILA. The manuscripts of interest to the journal are listed below: (1) Original articles based on original research data that makes a contribution to anthropological knowledge on the area of the author(s) research; (2) Theoretical reflections that offer new insights into anthropology; and (3) Book reviews.

Preparation of the manuscript

All manuscripts must be prepared following the American Anthropologist format. Type manuscripts should be double spaced on regular A4 using a font of 11 or 12 point. Leave ample margins on the sides, top, and bottom of pages. Submit the original, two copies and a matching electronic copy in MS Word including illustrations and tables. The order of items in the manuscript is: title page, abstract, text, acknowledgments, references, legends, and tables. Each page, including the title page, must be numbered in the lower right-hand corner. Number pages consecutively. Due to limitations of space, manuscripts should contain 2,000 to 4,000 words, excluding front matter, references, and tables and figures.

Title Page. The title page should include the contributors' names with affiliations, and a running head of about 45 characters. Please also indicate on the title page the name, complete mailing address, **phone number**, **fax number**, and **E-mail address** of the

author to whom correspondence should be addressed.

Abstract. The second page should consist of an abstract of not more than 250 words, which should be self-explanatory without reference to the text. It should be double spaced, be no more than 250 words, and should summarize the purpose of the study, the main findings, and the principal conclusions.

Text. In General, the text (which must be double spaced) should be organized under the headings: Introduction, Methods, Results, Discussion, and Conclusions. Use only standard abbreviations. At first usage, spell out terms and give abbreviations in parentheses. Thereafter, use only abbreviations. It is not necessary to spell out standard units of measure, even at first usage.

Acknowledgments. The author should acknowledge only those people and their institutions that have made significant contributions to the study.

References. References must be typed double spaced and following the American Anthropologist referencing style. List all authors when there are six or less. When there are more than six, list the first three, followed by *et al.* If references to personal communications or unpublished data are used, they are not to be in the list of references. They should be referred to in the text in parentheses: (e.g. P. Nkwi, personal communication). Include, among the references, papers accepted but not yet published; designate the journal, and add "In Press."

Sample references. All the components are required:

Book chapter:

Porter RJ, Melly BS. (1995). Providing medical abortion. In: Bloom BL (editor). *Improving Abortion Services*. London: SRH Publishers, p.361-80.

Journal article:

Nyamongo IK (1999). Home case management for malaria: An ethnographic study of lay people's classification of drugs. *Tropical Medicine and International Health*, 4(11), 736-743.

Internet:

Milne RE (1985). The re-birth of journals. *Reproductive Health Matters*, 310:1387-90. At: <www.rhmjournal.org.uk >. Accessed 26 September 1996.

Dissertations, thesis:

Adaw E (1986). *Education for Pastoral Nomads of Northern Kenya: An Alternative Approach for Basic Education*. M.Ed. Dissertation. Institute of Education, University of London.

Legends. Type legends for illustrations double spaced on a separate sheet. In the legend, provide explanations for any abbreviations, arrows, etc. on the art work. If the illustration is taken from a copyrighted publication, credit must be given in the legend.

Tables. Type tables double spaced, each on a separate sheet, and provide a title for each table. Cite tables in sequence in the text. Explain abbreviations used in the body of the table in footnotes. If the table is taken from a copyrighted publication, credit must be given in a footnote.

Illustrations. Cite figures consecutively in the manuscript within parentheses. *Example:* The school dropout rates for girls and boys (Fig. 1) show that girls are substantially disadvantaged. For hard copy submission of

figures, original glossy photographs for all illustrations must be supplied with the manuscript. (Photocopies cannot be accepted.) All illustrations should be numbered and labeled with the first author's name on the back. The top of the illustration should be indicated. A legend should be supplied for each illustration, and all legends numbered consecutively and provided (double spaced) on a separate page. Figures should be numbered in the order cited in the text. A complete set should be submitted with each copy of the manuscript. Keep in mind that the figures will be reduced, so please do not submit large figures/graphs that contain small type, as the text within the figure will not be readable after reduction.

Ethical considerations. Contributors are required to follow the procedures in their countries that govern involvement of human or animal subjects. In this regard the *Declaration of Helsinki* represents the minimum requirement. For human subjects in a research survey, consent must be secured from participants in the survey. For photographs, a letter of consent from the person (people) appearing must accompany any photographs intended for publication which the possibility of identification exists.

SUBMISSION: Articles prepared as specified above may be submitted to the Editor at *mila.journal@uonbi.ac.ke*. Submissions must be accompanied by a declaration that the submitted article is not under review elsewhere for publication and that it shall not be submitted for publication while under review by MILA.

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