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- “human resource development” instead of “manpower development”
- “to operate/run the front desk instead of “to man the front desk”

- Work force or labour force” instead of “manpower”
- “Strong enough” instead of “man enough”
- “Chairperson” instead of using “Chairman for female”

General Style

- Use, 'eighteenth century' — NOT '18th century' hyphenate eighteenth-century only when it is being used as an adjective, ie, 'eighteenth-century writing'.
- Note number should go at the end of the sentence after the full stop, not immediately next to the text being cited in the footnote.
- Spell out all numbers under 100.
- Always use 'it is', NOT 'it's'.
- Always use 'there is', NOT 'there's'.
- Square brackets should only be used when it is an editorial intervention, authorial intervention should be in normal brackets ().
- There should not be a space before or after a slash used to indicate a line break when quoting poetry, // to indicate verse break.
- En-dash for sub-clauses not hyphens; use the longer Em-dash — when clause ends in a full stop, eg:
 - This was the first – if not the only – example.
 - This was the second example — following the first.

- Do not use **bold** or underline for emphasis, always use *italics*.

Abbreviations

- Abbreviations should be consistent and easily identifiable throughout.
- Do not insert an apostrophe in plurals such as MAs, 1970s.
- Omit the full point after contractions containing the last letter of a word (Dr vols Mrs Mr), and after units of measurement (cm, mm). But add full point when the last letter of contraction is not the last letter of word (vol. Sept.Oct.).
- There should be no full points in fully capitalised abbreviations (USA, NATO, UNESCO).
- ie e etc NOT i.e., e.g. and etc.

Use of italics

Italicise the following:

- Titles of published books, except the Bible (and books of the Bible) and the Quran (Koran);
- Names of books, journals, published/titled research, plays, screenplays, radio and television plays, operas, ballets, and films;
- Titles of newspapers: *New York Times*, *The Times*, *The Guardian*, *Le Monde*, *Die Welt*;
- Titles of magazines, journals, periodicals,

whether English-language or not: *Journal of Literary Translation*, *World Literature*, *Cahiers du Cinéma*, *Mundo Nuevo*;

- Titles of paintings, sculpture, and other works of art; and
- Words and short phrases in languages other than English (unless naturalised).

BUT NOT:

- Titles of chapters, essays, poems, and short stories — these should be in single quotation marks instead.

Quotations

- Quotations of less than forty words or four lines are placed in the body of the text 'in quotation marks'. Quotations of more than forty words should begin on a new line (indented). Indentation will necessarily vary, depending on manuscript style discipline. However, be consistent in style.
- Do not change the spelling or punctuation in a quotation.
- The full stop should only be inside the quotation mark if the material quoted is a complete sentence. *All other punctuation should fall outside quotation marks.*
- ellipsis should be avoided at the beginning and end of a quotation.

Do not quote directly from the Internet without properly citing the source as you would when quoting from a book. **Authors are advised to avoid the use of Wikipedia in academic writing.**

Capitalisation

- In titles, capitalise all words except articles and prepositions. Capitalise *all* first and last words of titles (regardless of their type) eg, *Noises Off*, *The Saints Go Marching In*. The first word of the subtitle should always be capitalised.
- AD and BC should be in caps, eg, 30BC–AD19. *Note: no full points in between.*

Dates and numbers

- AD and BC should be in caps, eg, 30BC–AD19. *Note: no full points in between.*
- 6 February 1957 (no commas, no th or nd or rd after numeral).
- 1990s (no apostrophe, not '90s or 90's).
- fifth century; nineteenth century (numerals), hyphenated if used adjectivally.
- In spans: 1985–1986, 1939–1945, 1914–1918, use en-dash not hyphen.
- In page references, etc, where using numerals: 9–10, 21–22, 101–02.
- Spell out numbers one to ninety-nine in continuous prose except when referring to large amounts of money with currency sign (\$8

million), or in mathematical work or measurements. Do not start sentences with numerals.

- Include a space between numbers and units in measurements, eg, 3 cm, not 3cm.
- Use a full point on the line for decimal points.
- In numbers with three or more digits, comma off the digits in threes: 100 1,000, 10,000, 100,000,000
- Spell out fractions using a hyphen: one-third; four-fifths.

Citations and Reference Style

Apart from the general rules stated above, Authors can adopt the APA, MLA, CHICAGO STYLE sheet or whatever is current in the research area so long as the style is applied consistently. Limit your sources to the most recent, or the most important books and journals, studies and research materials available in the area. **Cite websites only** if they are relatively permanent and if they add important information unavailable elsewhere. Note that many disciplines do not permit the use of website sources because of its fluid and unverified nature.

*******In-text citations, the sequence in parentheses should be, Year of publication, Works Cited/ References must align with the chosen style. Consistency is required.**

Authors should ensure that Works Cited list is alphabetized on a word-by-word basis, whether citations begin with the author's name or with an anonymous work's title.

Examples:

Achebe, Chinua. 'The Role of a Writer in a New Nation.' *African Writers on African Writing*, ed. G. D. Killam. London: Heineman, 1973.

Clayton, Cherry. 'Radical Transformations: Emergent Women's Voices in South Africa.' *English in Africa* (October, 1990): 25-36.

Davies, Carol Boyce. *Black Women, Writing and Identity: Migrations of the Subject*. London: Routledge, 1994.

FOR FURTHER ENQUIRIES CONTACT

The Editor,
Mindex Publishing Co. Ltd.
#22, Benin Technical College Road,
Ugbowo, P. O. Box 5089, Benin City, Nigeria.
Email: mindexpublishing@gmail.com,
info@mindexpublishing.com, mindexpc@yahoo.com;
Tel: +234 802.345.3848, 803.740.4398, 805.475.5695