

Editorial requirements

General

- The article must not be under consideration by other journals or have been published previously.
- *Communitas* has a strict policy against plagiarism. It is the author's responsibility to gain permission for copyrighted material, and to acknowledge in text any material for which copyright is not owned.
- Each article must be preceded by an abstract in English (maximum 200 words) reflecting the contents of the article, including the methodology followed, in a factual and concise manner and must be suitable for separate publication and indexing.
- Articles should not exceed 7500 words in total (including abstract, acknowledgements, endnotes and references). Please include an accurate word count.
- Manuscripts for publication must be submitted to: The Editor, *Communitas*, Unit for Community Communication, Department of Communication Science, University of the Free State, P.O. Box 339, Bloemfontein 9300.
- The closing date for submissions is 1 June.

Refereeing

All submissions are subjected to strict selection criteria and peer review based on academic grounds.

Technical care

- The original typewritten manuscript (in Afrikaans or English) as well as an electronic copy in *MS Word* format on CD must be submitted.
- The author's/authors' name(s), title(s), post description(s), address(es), telephone and fax numbers and e-mail address must be indicated on a separate page.
- Type on one side of the paper only, in A4 format with 2.5 cm margins
- Spacing: 1.5
- Font: Times New Roman, 12 point
- *Communitas* uses British English and standard Afrikaans.
- Manuscripts must be proofread by a professional language editor before submission.
- Tables, figures and illustrations should be numbered according to house style and placed in the correct place if possible. Otherwise, tables, figures and illustrations should be attached on separate pages. Authors must clearly indicate where tables, etc. must be placed in the text.
- *Communitas* is published in black and white, therefore no colour illustrations, etc. will be accepted.
- Resolution is important for printing purposes. When illustrations, photographs, etc. are included, resolution must be 300dpi.

- No footnotes. If necessary, authors may make use of endnotes, but these should be limited to the minimum. Endnotes appear after the text, but before the list of references.
- No page numbers.
- Use the following headline levels:

MAIN HEADLINE

Headline

Sub-headline

- All headlines flush left, and no numbering is used. No full stops after headlines.
- Headlines should be ten words or less.

Referencing

- All references must be done according to the Harvard Method. For examples of reference style, refer to the online versions of *Communitas* at www.ufs.ac.za/communitas
- Please check the following before submitting manuscripts:
 - Are all the references in the reference list cited in the text?
 - Do all the citations in the text appear in the reference list?
 - Do the dates in the text and the reference list correspond?
 - Does the spelling of authors' names in the text and reference list correspond and do all authors have the correct initials?

Page fees

Communitas is a nationally-accredited journal and page fees are payable.