

ACTA STRUCTILIA INFORMATION FOR AUTHORS

1. An article may be submitted in Afrikaans or English. The desired length for an article is between 4 000 en 12 000 words.
2. A copy of the typed article must be submitted (authors keep the original) in electronic format (MS Word) forwarded via email (see point 24.). The format must be kept as plain as possible for extracting and printing purposes.
3. An edited (proofread) article on any relevant topic, well presented and written in easy understandable style, will be considered for publishing. Diagrams, sketches and photos (jpeg or tif format at 300 dpi) may be included.
4. The editor reserves the right to alter the article(s) where necessary with regard to the style and presentation of the publication. If extensive alterations are advised by adjudicators the article(s) will be returned to the author.
5. Copyright is transferred to *Acta Structilia* when an article is accepted for publication.
6. Article content must be written in Microsoft Word, Ariel, font size 12, single spacing.
7. Titles must be short and concise, but informative. Supply suitable headings and sub-headings where necessary. The title must be in both Afrikaans and English.
8. A short summary, in both Afrikaans and English, must be provided at the beginning of the text.
9. Applicable keywords in Afrikaans and English must be given after the summary.
10. Use Arabic numbers with full stops in between for headings and subheadings, i.e. 1. followed by 1.1 and 1.1.1 up to a maximum of three levels. After that use a) etc.
11. Source references in the text must be in the Harvard style of referencing (Author, date: pages). i. e. (Schleien, 1996: 20-40)
12. Foot- and endnotes are likewise done in the Harvard style of referencing.
13. The references list (Harvard style of referencing) should contain all the relevant information, and be listed alphabetically according to the names of the authors. i. e. Sun, M. & Howard, R. 2004. *Understanding I.T. in construction*. London: Spon Press.
14. A copy of internet documents cited in the text and listed in the references must accompany the article.
15. Quotations are not in italics and must be written in double inverted commas. Inserts in quotations are placed in block brackets. Quotations longer than three lines are indented and are placed without quotations marks.
16. Avoid uncommon abbreviations and acronyms. Abbreviations should be limited to those in general use. Names of corporations, etc are at first written out in full with the abbreviation in brackets after which the abbreviated form may be used.
17. Italics are preferred for stereotyped Latin terms such as *per se* and for words in other languages.
18. Use single inverted commas to emphasise words or phrases.
19. Details concerning the origin of the article should be indicated, i.e if it was presented at a congress. An article will only be referred to the panel of referees if the author clearly stated that it has not been submitted to other journals.
20. Authors may submit the names and addresses of three scholars (experts) in his field (not members at own place of work) as possible adjudicators.
21. The author(s) will receive two complimentary copies of the relevant issue of *Acta Structilia*.
22. The article must contain the title, qualifications and affiliations of the author(s), the address, telephone and facsimile numbers and if possible, the email address.
23. **Note that a publication fee of R30-00 per page is payable for every article published. An invoice will be sent to the main author.**
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