

INSTRUCTIONS TO AUTHORS

GENERAL

- Articles in both Afrikaans and English are accepted.
- Both the Chicago and the Harvard methods of referencing are acceptable.
- If archival sources are used, it is recommended that authors use the Chicago method of referencing.
- Articles should not be under consideration for publication at any other journal.
- Page fees are applicable and are at the moment R120.00 per page. Since the *Journal for Contemporary History* is accredited, the cost of articles by authors attached to South African universities can be recouped from the earnings of research output.
- The length of articles, including footnotes, addenda and source lists, should be between 8 000-10 000 words.
- Maps, sketches and photos should be in black and white and of a high resolution (300dpi).
- Articles should be language-edited by a language practitioner.
- All contributions should be sent electronically to jnlcontemphist@ufs.ac.za.
- The final decision concerning publication lies with the Advisory Editors of the *Journal for Contemporary History*. No correspondence will be carried out in this regard.
- Authors will receive one copy of the journal free of charge.

GENERAL GUIDELINES REGARDING THE TEXT AND THE SOURCES

- Please ensure that your name appears under the title of the article with a footnote in which your title, position, institution and email address are given.
- Include an English abstract of between 200 and 250 words for all articles (i.e. for articles written in both Afrikaans and English).
- Provide six to eight keywords in both English and Afrikaans under the English abstract.
- Authors should ensure that the spelling of words, the punctuation and the use of upper and lower case are consistent throughout the article.
- Headings are given as:
 - 1. THE CONSTITUTION**
 - 1.1 Flaws in the Constitution**
 - 1.1.1 Human rights**
- If more than one source is used in a reference, the sources are separated by a semi-colon (;).
- Page numbers are given in full, e.g. pp. 45-46, 124-128.
- Citations should be placed in double quotation marks. Quotes within quotes should be enclosed in single quotation marks. An ellipsis [...] to indicate omitted words is placed in square brackets.
- Citations are introduced with a comma, e.g. K Jones expresses the opinion that, "all [...] given".
- Numbers up to ten should be written in words, except for measurements.
- Metric measurements are preferred.
- Percentages should be written as "%".
- Dates should be written as 23 October 2011, the 1960s and twentieth century.
- When using abbreviations in the text or in the footnotes, the full stop is omitted if the abbreviation ends on the same letter as the word eg. Mr Jones, but Rev. Jones.
- Full stops are omitted after the initials of persons. This is applicable to the text, the footnotes and the bibliographic information.
- Give only original-language titles for books and periodicals.
- Titles of publications are given in italics and, except for proper nouns and the first word of the sub-title, in lower case.

- If the author cannot be identified, use the Latin term "Anon." (anonymous).
- Provide the place and date of publication, as well as the publisher.
- The Latin abbreviation *s.l.* is used if no place of publication is provided.
- The Latin abbreviation *s.n.* denotes that the name of the publisher is not provided.
- The Latin abbreviation *s.a.* denotes that no date is given.

CHICAGO REFERENCING

- Footnote numbers are placed in superscript in the text at the end of a concept that needs to be explained or at the end of information taken from a source and to the right of the punctuation marks. The corresponding footnote is given at the bottom of the page.
- Footnotes are numbered consecutively throughout the text.
- When a source is mentioned for the first time, the full bibliographic details are presented in the footnote. Subsequent citations give only the surname(s) of the author(s) and the page numbers. Please note the punctuation in the examples given below.
- The full bibliographic information consists of: the initials and surname(s) of the author(s), *the title of the source* (the place of publication: the publisher, the date of publication). See the format of the examples below.
- If multiple publications by the same author(s) are cited, a shortened title is inserted from the first reference to the second source. Please note that the ellipsis (...) is omitted, e. g. Brown, *The war in Vietnam*, p. 55.
- The abbreviation *Ibid.* is used when a reference to the same source has been cited in the footnote immediately preceding.
- Use *passim* if a book or an article is referred to in its complete context.

EXAMPLES (PLEASE NOTE THE PUNCTUATION)

BOOKS

One author

First citation: SC Mustarde, *The sun stood still* (3rd ed., London: Lynne Rienner, 1944), pp. 99–100.

Second citation: Mustarde, p. 101.

Two authors

First citation: GC Ward and K Burns, *The war: An intimate history, 1941–1945* (New York: Brown and Co., 2007), p. 52.

Second citation: Ward and Burns, pp. 59–61.

Three authors and more

List only the first author, followed by *et al.* ("and others").

First citation: G Barnes *et al.*, *Christianity and the army* (New York: Hill and Wang, 1979), p. 87.

Second citation: Barnes *et al.*, p. 89.

Chapters

First citation: SB Spies, "Reconstruction and unification". In: T Cameron (ed.), *An illustrated history of South Africa* (Johannesburg: Jonathan Ball Publishers, 1986), p. 220.

Second citation: Spies, p. 223.

Different volumes

First citation: J Allouche *Corporate social responsibility*, Volume 1: *Concepts, accountability and reporting* (Basingstoke: Taurus, 2006), pp. 1-3.

Second citation: Allouche, Vol. 1, p. 3.

JOURNALS

Only list the specific page numbers consulted.

First citation: I Beckett, "Women and patronage in the late Victorian Army", *History* 85(279), July 2000, p. 478.

Second citation: Beckett, pp. 472–473.

NEWSPAPERS

Give the name of the newspaper, the date of publication and the relevant page(s) every time a reference is made to a report or an article.

First and subsequent citations: *Cape Times*, 12 May 2009, p. 4.

If the article was consulted online, include a URL and an access date with the first reference.

First citation: *New York Times*, 20 February 2010, <<http://www.nytimes.com/010/02/28/us/politics.html>>, accessed 28 May 2011.

Second citation: *New York Times*, 20 February 2010.

If two or more editions of the same newspaper were used, the title of the newspaper is given only once, followed by the different dates (in chronological order) and the page numbers, e.g. *Sunday Tribune*, 26 March 1978, p. 18; 17 July 1983, p. 20 and 4 August 1985, p. 3.

THESIS

First citation: AE Breytenbach, *Die slag by Donkerhoek, 11-12 Junie 1900* (MA, University of South Africa, 1980), pp. 40-45.

Second citation: Breytenbach, p. 54.

CONFERENCE PAPER

First citation: R Adelman, "Aramaic Targumim and Midrashic Tradition". Paper presented at the annual meeting of the Society of Biblical Literature, New Orleans, Louisiana, 21-24 November 2009.

Second citation: Adelman, *passim*.

WEBSITE

Include a DOI (Digital Object Identifier), if applicable. If no DOI is available, list a URL. Include an access date.

First citation: G Kossinets and DJ Watts, "Origins of an evolving social network", *American Journal of Sociology*, doi:10.1086/599247, accessed 28 February 2010.

Second citation: Kossinets and Watts, p. 439.

First citation: Google, "Google privacy policy", <<http://www.google.com/intl/en/privacypolicy.html>>, accessed 11 March 2012.

Second citation: Google, *passim*.

E-MAIL

First and subsequent citations: E-mail: J Miller to F Anderson, 2 February 2012. RE: Bloemfontein Business Chamber.

INTERVIEW

First and subsequent citations: Interview: J Miller with F Anderson, Pretoria, 2 February 2012. RE: Politics in South Africa during the 1990s.

ARCHIVAL SOURCES

Supply as much information as possible, including the name of the archive or repository, the location of the archive or repository, the name of the collection, the archival box and file number, the author or creator's name, the title of the material, the date of the document and the description of the material. See the following format examples:

First citation: The National Archives (TNA; Kew), Kitchener Papers PRO30/27: Kitchener – Broderick, 27 January 1901 (letter).

Subsequent references: TNA, Kitchener Papers PRO 30/26: Memorandum by Kitchener, 12 March 1902.

HARVARD REFERENCING

- The authors' surname, year of publication and relevant page number(s) are cited in the text in parentheses. Please note the punctuation in the examples given underneath.
- Footnotes may be included in the text for additional information and explanations.
- The full bibliographic details are included in a list of sources at the end of the article.
- The reference list should be in alphabetic order.

- Differentiate amongst several works published by the same author in the same year by adding a lower case alphabet letter directly, with no space, after the year for each item, starting with "a", e.g.
Kumar, K 2009a. *Women and civil war*. London: Boulder.
Kumar, K 2009b. *Impact of war on organisations*. London: Lynne Rienner Publishers.
In text reference: "[...] studies on civil war (Kumar 2009a:4)."
- In the case of two authors, both are referred to in the text and in the list of sources (see example).
- In the case of three or more authors, all the names are given in the list of sources, but the Latin abbreviation *et al.* ("and others") is used in the text (see example).
- All sources referred to in the text should be taken up in the list of sources at the end of the article.
- The list of sources should be in alphabetic order.

EXAMPLES OF TEXT REFERENCES (PLEASE NOTE THE PUNCTUATION)

One author

Heywood (1996:39) refers to[...]

Four South Africans were ambushed during the war (Heywood 1996:39).

Two authors

[...] indicated (Ward and Burns 2007:32-33).

More than two authors

[...] the list (Barnes *et al.* 1979:88).

GUIDELINES FOR THE LIST OF SOURCES (PLEASE NOTE THE PUNCTUATION)

BOOKS

One author

Redman, P 2006. *A social sciences guide*. 3rd Edition, London: Sage.

Two authors

White, G and A Brown 2004. *American history*. New York: Slater Publishers.

Three or more authors

Hayes, CJH, MW Baldwin and CW Cole 1963. *History of western civilization*. New York: Macmillan.

Chapters

Du Plessis, JS 1984. "Die Suid-Afrikaanse Republiek". In: CFJ Muller (ed.), *Vyfhonderd jaar Suid-Afrikaanse geskiedenis*. 3rd Revised edition, Pretoria: Academica, pp. 260-302.

Different volumes

Allouche, J 2006. *Corporate social responsibility*. Volume 1: *Concepts, accountability and reporting*. Basingstoke: Palgrave Macmillan.

JOURNALS

Boughton, JM 2002. "The Bretton Woods proposal: A brief look", *Political Science Quarterly* 42(6), August:63-64.

NEWSPAPERS

The Times 2005. "Corporate manslaughter: New issues for lawyers", 3 September.

THESIS OR DISSERTATION

Richmond, J 2009. *Customer expectations in the world of electronic banking: A case study of the Bank of Britain*. PhD, Anglia Ruskin University.

CONFERENCE PAPER

Brown, J 2005. "Evaluating Biblical commentaries". Paper delivered at the annual conference of the Society for Biblical Literature, New Orleans, Louisiana, 21-24 November.

WEBSITE

Include a DOI (Digital Object Identifier) where applicable. If no DOI is available, list a URL. Include an access date.

Kipper, D 2008. "Japan's new dawn", *Popular Science and Technology*. Online, <<http://www.popsci.com/popsci37b144110vgn/html>>, accessed 22 June 2009

EMAIL

Jones, P 2005. Email to RG Schmit, 7 June. RE: Bloemfontein Business Chamber.

INTERVIEW

Geldenhuis, P 2010. RE: Politics in South Africa during the 1990s. Interviewed by R Brits, Pretoria, 5 May.

Contact details:

Telephone number: 051 401 2365 (Department of Philosophy)

Fax number: 051 444 5803

E-mail: jnlcontemphist@ufs.ac.za

duvenagepnj@ufs.ac.za