

INSTRUCTIONS TO AUTHORS

- Articles should not be under consideration for publication at any other journal.
- Page fees are at the moment R120,00 per page.
- The length of articles should be between 15 and 25 printed pages (5 000-8 000 words), including footnotes, addenda and source lists.
- Maps, sketches, etc. should be in black and white and of a high resolution, 300dpi. It should be sent electronically as a separate document and not as part of the text.
- **Articles should be language-edited.**
- Both the Chicago and the Harvard methods of referencing are acceptable.
- The final decision concerning publication lies with the subcommittee of the editorial board. No correspondence will be carried out in this respect.
- All contributions should be sent electronically to jnlcontemp@ufs.ac.za
- Please ensure that your name appears under the title with a footnote in which your title, position and institution are given.
- Include an abstract in English of approximately 200 words for all articles (i.e. for articles written in both Afrikaans and English).
- Provide eight keywords in both English and Afrikaans under the abstract.
- Authors should ensure that the punctuation, spelling and the use of upper and lower case are consistent throughout the article.
- Citations should be placed in double quotation marks. It is introduced with a comma, e.g. K Jones expresses the opinion that, "all ... given". Quotes within quotes should be enclosed in single quotation marks.
- 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 (no apostrophe) 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.
- Both in the text and in the bibliographic information full stops are omitted after the initials.
- Titles of publications are given in italics and, except for proper nouns, in lower case.
- If the author cannot be identified, use "Anon" (anonymous). The abbreviation *s.l.* is used if no place of publication is provided and the abbreviation *s.a.* denotes that no date is given.
- When citing material found on a website, identify the authorship of the website. This may be an author, an organisation or a company.
- Give only original-language titles for books and periodicals.
- **If archival sources are used, it is recommended that authors use the Chicago method of referencing.**

THE CHICAGO METHOD OF REFERENCING

This style makes use of footnotes for additional information and the acknowledgement of sources. 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 and subsequent citations give only the surname(s) and the page numbers. If multiple publications by the same author(s) are cited, use the surname(s) and the page number until the second publication is cited. Insert a shortened title, without ellipsis, with each reference afterwards to indicate the relevant source, 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 OF REFERENCES

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.

Editor, translator, or compiler

First citation: F Pretorius (ed.), *Verskroeide aarde* (Cape Town: Tafelberg, 2001), p. 15.

Second citation: Pretorius (ed.), pp. 16–18.

First citation: R Lattimore (trans.), *The Iliad of Homer* (Chicago: Chicago University Press, 1951), pp. 91–92.

Second citation: Lattimore (trans.), p. 24.

First citation: G Kelly (comp.), *Cholera* (London: Chatham House, 1988) p. 7.

Second citation: Kelly (comp.), p. 9.

Different volumes

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

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

Electronic book

For books consulted online, list a URL and an access date. If no fixed page numbers are available, you can include a section title or a chapter number.

First citation: P Kurland and R Lerner (eds), *The Founders' Constitution* [e-book] (Chicago: Chicago University Press, 1987), chap. 10, <<http://press-pubs.uchicago.edu/>>, accessed 28 February 2010.

Second citation: Kurland and Lerner (eds), chap. 10.

JOURNALS

Journal article in a printed journal

List the specific page numbers consulted, if any.

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.

Journal article in an online journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. 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* [online], doi:10.1086/599247, accessed 28 February 2010.

Second citation: Kossinets and Watts, p. 439.

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.

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.

THESIS OR DISSERTATION

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 for the Society of Biblical Literature, New Orleans, Louisiana, 21-24 November 2009).

Second citation: Adelman.

WEBSITE

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

Second citation: Google.

E-MAIL

First and subsequent citations: E-mail: J Miller - F Anderson, 2 February 2012.

INTERVIEW

Relevant information regarding the interview or the interviewee is provided in the footnote with the first citation.

First and subsequent citations: Interview: J Miller - F Anderson, Pretoria, 2 February 2012.

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.

THE HARVARD METHOD OF REFERENCING

In the Harvard system, the authors' surname, year of publication and page number(s) are cited in the text in parentheses. The full bibliographic details are included in a reference list at the end of the article. Footnotes may be included in the text for additional information and explanations.

Differentiate among 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)."

If archival sources are used, it is recommended that authors use the Chicago method of referencing.

TEXT REFERENCES

One author

Heywood (1996:39) refers to four South Africans ...

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

Two authors

(Ward & Burns 2007:32-33)

More than two authors

(Barnes *et al.* 1979:88)

REFERENCE LIST

The reference list should be in alphabetic order. In the case of more than one author, all the names must be provided. Titles of publications are given in full.

BOOKS

One author

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

Two authors

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

Three or more authors

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

Editor, translator, or compiler

Keene, E ed. 1988 *Natural language*. Cambridge: Cambridge University Press.

Silverman, DF and Propp, KK eds. 1990 *The active interview*. Beverly Hills, CA: Sage.

Lattimore, F trans. 1951 *The Iliad of Homer*. Chicago: Chester Publishers.

Kelly, K comp. 1988 *Cholera* London: Macmillan.

Different volumes

Allouche, J 2006 *Corporate social responsibility*. Volume 1: *concepts, accountability and reporting*.

Basingstoke: Palgrave Macmillan.

Electronic book

For books consulted online, list a URL and an access date.

Fishman, R 2005 *The rise and fall of suburbia*. [e-book] Chester: Castle Press.
<<http://libweb.anglia.ac.uk>>, accessed 5 June 2005.

JOURNALS

Journal article in a printed journal

Boughton, JM 2002 The Bretton Woods proposal: a brief look, *Political Science Quarterly* 42(6), August 2009, pp. 63-64.

Journal article published electronically

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. 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.

NEWSPAPERS

The Times 2005 Corporate manslaughter: new issues for lawyers. 3 September.

If the newspaper was consulted online, give a URL and an access date.

New York Times, 20 February 2010, Implications of Sino-Saudi deals [online] <<http://www.nytimes.com/2010/02/28/us/politics.html>>, accessed 28 May 2011.

THESIS OR DISSERTATION

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

CONFERENCE PAPER

Brown, J 2005 Evaluating surveys of transparent governance. Paper delivered at UNDESA (United Nations Department of Economic and Social Affairs), *6th Global forum on reinventing government: towards participatory and transparent governance*. Seoul, Republic of Korea 24-27 May.

WEBSITE

NHS Evidence 2003 *National Library of Guidelines* [online]
<<http://www.library.nhs.uk/guidelinesFinder>>, accessed 10 October 2009.

EMAIL

Jones, P 2005 *Mobile phone developments*. Email to RG Schmit, 7 June.

INTERVIEW

Geldenhuys, P 2010 Topic: politics in South Africa during the 1990s. Interviewed by R Brits, Pretoria, 5 May.