

Preparation/Submission of Papers

This guide will help you prepare your paper. Following the instructions will help us to attain consistency, and reduce the volume of correspondence

Please submit your paper via email to: amtaikaa@ufs.ac.za

All notes, citations, etc., must be complete and in proper form. Incomplete notes and citations will delay editorial decisions.

Please name your file so that the contents can be determined easily. If tables, etc., are in separate files, please merge them into the paper, if possible.

Style Sheet

- (1) Spelling – please use US spellings, rather than British as the publisher is based in the US.
- (2) Punctuation – Please use US style punctuation. The main difference between British and US punctuation that you will need to know are the following:
 - a. Commas in series – in a series of three or more elements, commas are placed after each element (except the last), including before the conjunction joining the last element.
Example: a, b, and c – not, a, b and c.
 - b. Quotation Marks, Single and Double – American usage call for double quotation marks, with single quotation marks for quotes within quotes. Certain other instances also call for single quotation marks.
 - c. Punctuation with Quotation Marks – Punctuation that is part of the material quoted is placed inside the quotation marks (inside both single and double, if they are used together). If the punctuation is not part of the quote, periods and commas are generally placed inside the quotation marks; question marks, exclamation points, colons, and semi-colons outside.
 - d. Periods with Abbreviations – Special note should be made of the following: Titles such as Mr., Paper., Dr., Prof., etc., are followed by a period.

Notes and Reference/ Bibliography: Please see below.

	<i>In text</i>	In reference list
1 author	<i>Burkey (1993)</i> <i>Burkey (1993, pp.32-33)</i> <i>Africa (1990 cited in Burkey, 1993, p.32)</i>	Burkey, S. 1993. <i>People first: a guide to self-reliant participatory rural development</i> : Manila: Kumarian Press.
Journal article from a database	<i>As above</i>	Botha, J.M. 2002. Governance proposal for the developing world: an in depth analysis. <i>African Journal of Governance and Development</i> [e-journal] 42 (6) Available through: Blackwell Science Synergy database [Accessed 14 March 2011].
Journal article on the internet	<i>As above</i>	Botha, .JM. 2008. Governance proposal for the developing world, African

		<i>Journal of Governance and Development</i> , [online] Available at:< http://www.ajogovdev1234/html > [Accessed 22 June 2009].
More than 1 author	<i>Burkey (1993) and Robinson (2009)</i>	Robinson, M. 2009. Practitioner inquiry in South African schools: what, how and why (not). <i>Educational Action Research</i> , 17 (1), 121-131. ← Journal article
2- 4 authors	<i>Buhlungu, Daniel, Southall and Lutchman (2005)</i>	Buhlungu, S., Daniel, J. Southall, R. & Lutchman, J. (Eds.). 2005. <i>State of the nation: South Africa 2005-2006</i> . Cape Town: HSRC Press.
More than 4 authors	<i>Buhlungu, et al. (2005) found ... A recent survey (Buhlungu, et al., 2005)</i>	Buhlungu, S. et al., 2005. <i>State of the nation: South Africa 2005-2006</i> . Cape Town: HSRC Press.
No author	<i>Development in Africa (Anon., 1999) ...</i>	Anon. 1993. <i>People first: a guide to self-reliant participatory rural development</i> : Manila: Kumarian Press.
No date	<i>Burkey (n.d.) provides ...</i>	Burkey, S. n.d. <i>People first: a guide to self-reliant participatory rural development</i> : Manila: Kumarian Press.
Book chapter	<i>(Burkey, 2005)</i>	Burkey, S. 2005. Africa's development. In S. Buhlungu, ed. <i>The state of Africa's development</i> . Cape Town: HSRC Press. Ch. 2.
More than 1 source by same author in the 1 year	<i>(Burkey, 1993a) Burkey, 1993b</i>	Burkey, S. 1993a. <i>People first: a guide to self-reliant participatory rural development</i> : Manila: Kumarian Press. Burkey, S. 1993b. <i>Africa first: a guide to self-reliant participatory rural development</i> : Manila: Kumarian Press.
Newspaper articles	<i>As above</i>	Buhlungu, S. 2011. Shunning good governance: new issues for lawyers. <i>Africa Times</i> , 3 Sep. p.45.