

## INSTRUCTIONS TO AUTHORS

### General

- Only Chicago method of referencing is acceptable.
- Articles should not be under consideration for publication at any other journal.
- 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.
- The final decision concerning publication lies with the Advisory Editors of *Southern Journal of Contemporary History*. No correspondence will be carried out in this regard.

### 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 abstract of between 200 and 250 words for all articles. Provide six to eight keywords under the 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. Four-figure numbers should have a comma, thus 6,000.
- Metric measurements are preferred.
- Percentages should be written as "%".
- Dates should be written as 23 October 2011, the 1960s and twentieth century.
- Abbreviations should be explained at the first occurrence. Abbreviations, acronyms and other conventions (capitals, italics, and symbols) should be used consistently throughout the paper. 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 subtitle, 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. .
- Quotations of more than fifty words should be indented in the text and typed without quotation marks.

## 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.
- All subsequent references to the same source should use the author's surname and a short title but in the event that, it's the same author but different book or journal article there is a need to write author's details and full publication details for the first time and then surname and short title thereafter.
- 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, *The sun stood still*, 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, The war: An intimate history*, 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, "Reconstruction and unification", 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, *Corporate social responsibility*, 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), 2000, p. 478.

Second citation: Beckett, "Women and patronage in the late Victorian Army", pp. 472–473.

### NEWSPAPERS

Give the name of the newspaper and the date of publication every time a reference is made to a report or an article.

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

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), e.g. *Sunday Tribune*, 26 March 1978; 17 July 1983 and 4 August 1985.

## 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, *Die slag by Donkerhoek*, 11-12 Junie 1900, 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, "*Aramaic Targumim and Midrashic Tradition.*"

## 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, "Origins of an evolving social network", 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.

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