

Preparation and technical detail of manuscripts

Components of a manuscript

Each separate part of the manuscript begins on a new page. Arrange the different parts as follows:

- ◆ Title page
- ◆ Substantive summary (\pm 600 words) in Afrikaans if the article is in English, and vice versa. (This abstract will form part of the final article.)
- ◆ Abstract of 200 words in English. (This abstract will form part of the home page of the article.)
- ◆ Five to ten search words in English. (Please consult your librarian for suitable descriptors.)
- ◆ Text
- ◆ References
- ◆ Tables
- ◆ Figures.

1. Title page

The manuscript is sent anonymously to the reviewers, but all identifying information should appear on the title page:

- ◆ Concise title that reflects the contents of the article. (Avoid study, effect and new and use terms that are useful for information retrieval.)
- ◆ Name, current address, telephone number, fax number, e-mail address of each author. (Male authors may give only their initials if they prefer.) However, it is customary for female authors to write one first name in full. The same initials and/or name should be consistently used for publications in the JFECS to facilitate indexing.)
- ◆ Information on support the author/s received, financial or otherwise, whether the manuscript forms part of a larger project, and other relevant information
- ◆ a colour photo of all authors in .jpg or .gif format must accompany the manuscript; or they may be e-mailed to seugnet@iburst.co.za when the final manuscript is presented by the editor for publication.

2. Summary

The second page of the manuscript – numbered Page 1 – contains the title of the article and a summary of the article in Afrikaans if the article is in English, and vice versa. In a research article this abstract should present a summary of the background, purpose, design and methods (including dates of data collection, sampling, methods of data collection and analysis), results and conclusions.

For a review or other article it should cover the context of the review, the main aims/questions addressed, design and methods. The main elements of the argument, theory or model being proposed in relation to the stated aims/questions, and the main conclusions should be briefly described.

3. Abstracts and search words

An abstract, of not more than 200 words in English, that will be used on the home page of the article on the JFECS web site. Please supply five to ten search words in English that are compatible with literature database descriptors. Please consult your librarian.

4. Text

The text begins on a separate page. Manuscripts should be typed in 1,5 or double spacing on A4 paper. Leave 30 mm margins on both sides, an extra space between paragraphs and between subheadings. Number every paragraph in the left-hand margin to facilitate the task of the reviewers. Headings and subheadings: No more than three heading and subheading levels should be used. Headings and subheadings are not underlined. The three levels are dealt with as follows:

HEADING

First-level headings are typed in the upper case bold. Two spaces (three manual line breaks) are left above and two below the heading.

Second-level subheading

This subheading is typed in lower case bold. A space (two manual line breaks) is left above and below the subheading.

Third-level subheading A space (two manual line breaks) is left above the subheading. The first sentence begins on the same line, with five spaces between the subheading and the start of the sentence.

5. Writing style

Authors should use correct technical terminology and avoid unnecessary repetition and circumlocution. All numbers from one to twelve are to be written in full, except fractions, units of measurement, statistical data and symbols. When a number is inevitable at the beginning of a sentence it must be written in full. Only acknowledged abbreviations and symbols should be used. Less well-known abbreviations have to be explained. The symbols % and °C are typed next to the figure without a space (25% and 40°C). Metric terminology and symbols have to comply with the recommendations of the Metrication Department of the SABS.

6. References

The Journal uses a user-friendly adaptation of the Harvard system:

References in the text:

- ◆ Literature cited in the text are arranged unnumbered and alphabetically according to author on a separate page.
- ◆ Quotations and references to literature in the text are accompanied by the author's surname, the year of publication and the page number, in brackets (Smit, 1987:12).
- ◆ Facts or arguments that are not those of the author are supported by a source reference. When the source is an article, the author's name and the date are required. When the source is a book, the page/s are also required.
- ◆ References to literature with three or more authors require the first author's name only, followed by *et al* (Louw *et al*, 1986:34).
- ◆ Different publications by an author in the same year are indicated by a, b, etc: Brown (1998a & 1998b) found that ...
- ◆ References to different publications of the same author are made with the dates in chronological order: (Du Plessis, 1987, 1988, 1995a, 1995b & 1999).

- ◆ References to an anonymous source require the title of the publication in the place of the author's name (Fur and fur-like fabrics, 1971:15).

List of references:

References that are frequently used by authors who publish in the JFECS are illustrated below. Please note the use of punctuation marks, spaces, italics and capitals.

Books, government publications, proceedings and theses:

KINGDON, J. 1997. *The Kingdon field guide to African mammals*. San Diego. Williams. [Book with one author.]

GIBSON, R. 1997. *Prisoner of power: the Greg Blank story*. Johannesburg. Clarke. [Book with subtitle.]

ESCHLEMAN, JR. 1993. *The family. An introduction*. 7th ed. London. Allyn & Bacon. [Book with several editions.]

SWART, PJ & BLACK, JP. 1999. *A tour of South Africa*. Johannesburg. Haigen. [Book by two authors.]

LONGENECKER, JG, MOORE, CW & PETTY, JW. 1994. *Small business management: An entrepreneurial emphasis*. 9th ed. Cincinnati. South-Western.

South African Association of Family Ecology and Consumer Sciences. 2000. *Home economics in South Africa*. Pretoria. [A book published by an organisation, association or institution.]

South Africa. Department of Constitutional Development. 1993. *Negotiating a democratic South Africa*. Pretoria. Government Printer. [A government publication.]

Fifth National Congress of the South African Association for Family Ecology and Consumer Sciences. Potchefstroom. 2000. *Proceedings*. Pretoria. South African Association for Family Ecology and Consumer Sciences. [Proceedings of conferences, congresses.]

NYE, FI & BERARDO, FM (eds). 1966. *Emerging conceptual frameworks in family analysis*. 1966. London. Collier-MacMillan. [Book with an editor or compiler as author.]

McINTYRE, J. 1966. *The structure-functional approach to family study*. In Nye, FI & Berardo, FM. 1966. *Emerging conceptual frameworks in family analysis*. London. Collier-MacMillan. [Chapter by an author in a book edited by another person.]

SCHÖNFELDT, HC. 1997. *Effect of age on beef quality*. PhD thesis. Pretoria. University of Pretoria.

Articles in journals and newspapers:

ERASMUS, AC. 1998. A suggested approach to educating consumers on the purchase of electrical household appliances. *Journal of Family Ecology and Consumer Sciences* 26(2):145-151. [Article by one author.]

VILJOEN, AT & GERICKE, GJ. 1998. Methodology for the collection and application of information on food habits and food preferences in menu planning of heterogeneous groups. *Journal of Family Ecology and Consumer Sciences* 26(2):89-102. [Article by two authors.]

BOSMAN, MJC, VORSTER, HH & STEYN, HS. 1998. The effect of storage on the characteristics of high-fibre muffins with different levels of a protein-based fat substitute. *Journal of Family Ecology and Consumer Sciences* 26(2):131-144. [Article by three or more authors.]

KOTZE, NJ. 1999. The influence of residential desegregation on property prices in South Africa: the Pietersburg case study. *Journal of Family Ecology and Consumer Sciences* 27(1):48-54.

Administration of technical information groups. 1959. *Canadian Journal of Chemistry* 30(1):7-14. [Article by unknown author.]

NGWEZI, P. 2000. Flood victims near city get a helping hand. *Pretoria News* 16 February:1. [Article or news item under author's name.]

Crime down within 3 years, says Selebi. 2000. *Pretoria News* 16 February 2000:2. [Anonymous article or news item.]

Jonassen, DH. *Technology as cognitive tools: learners as designers*. Available on line. URL: <http://itech1.coe.uga.edu/itforum/paper1/paper1.html>. Accessed 15 April 1999. [Article on the Internet.]

7. Tables

Well-planned tables contribute to the value of an article. Only essential information should be included in support of the text:

- ◆ Each table has to be typed on a separate page and in single spacing.
- ◆ Tables have to be numbered and given headings that reflect the content:

TABLE 1: RANKING OF THE FIVE MOST IMPORTANT ACTIVITIES AND RESPONSIBILITIES OF HOME ECONOMISTS

- ◆ Each column should have a heading and should contain measurements of the same unit.
- ◆ No full stops are used after headings.
- ◆ Note the use of a decimal comma.
- ◆ Abbreviations (explained in a footnote under the table) may be used as space is limited.
- ◆ In the text a table is referred to by its number: Table 1 or (Table 1).
- ◆ Indicate placement of the table in the text as follows:

Place Table 1 here

8. Figures and other graphical material

Carefully selected graphs, sketches or other graphic material could facilitate understanding of the text. Bear in mind that figures have to fit into one or two columns of the Journal. Detail may be lost in the process of scaling down graphic material to fit into one or two columns:

- ◆ Design the graphics with the width of a column (75 mm) or page (170 mm) in mind. The largest size graphics is 225 mm x 170 mm.

- ◆ Text-based figures should be constructed in Microsoft Office PowerPoint XP/2003 and saved as a PowerPoint Presentation (.ppt format).
- ◆ Use Arial type-face as the base font for all text-based figures.
- ◆ Charts should be constructed in Microsoft Office Excel XP/2003 and saved as an Excel spreadsheet (.xls format).
- ◆ Use Arial type-face as the base font for all text in charts.
- ◆ Graphical material accompanying the text should be in a format that is ready for typographical processing. Additional fees will be charged for editing of incorrect graphical material.
- ◆ Photographs or maps should be clear, with sufficient contrast, but keep the pixel size of the photograph as low as possible for easy downloading from the Internet.
- ◆ Submit photographs electronically in a .jpg format.
- ◆ All photographs and graphic material are referred to as figures.
- ◆ Most of the conventions for tables apply to figures as well, except that figures have subscripts:

FIGURE 1: FACTORS THAT INFLUENCE THE FORMATION OF HABITUAL EATING HABITS OF UNIVERSITY STUDENTS

- ◆ In the text figures are referred to by their numbers: Figure 1 or (Figure 1).
- ◆ Indicate placement of the figure in the text as follows:

Place Figure 1 here
