

Style Guidelines for Authors

The *Strategic Review for Southern Africa* is a bi-annual publication of the Institute for Strategic and Political Affairs, in the Department of Political Sciences, University of Pretoria. The Institute publishes original articles in English. The *Strategic Review for Southern Africa* is listed as an accredited journal in South Africa as well as on the IBSS (international) list of accredited journals. All submissions are peer-reviewed by at least two members of the Editorial Committee and/or external reviewers. Articles published in the *Strategic Review for Southern Africa* qualify for a subsidy from the South African Department of Higher Education and Training.

Please follow our style guidelines when preparing manuscripts for submission. We reserve the right to return manuscripts if they do not meet the formal requirements. For additional enquiries you can contact the journal's editorial assistant (wilma.martin@up.ac.za) and/or the editor-in-chief (Henning.Melber@nai.uu.se).

Submissions

These can be full academic articles with a length (including references) of preferably between 6 000 and 9 000 words, analyses and reports with a word length of preferably between 3 000 and 5 000 words, book reviews (see our separate guideline for reviews) as well as debate articles and conference reports not exceeding 3 000 words. Texts should be submitted electronically in MS Word format (1½ line spacing).

Abstracts

Full articles as well as analyses and reports require a short abstract not exceeding 300 words.

Structure

Headings and sub-headings should follow a numerical structure with consecutive Arabic numbers. First degree headings are numbered 1., 2., and so on; second degree headings are numbered 1.1, 1.2, and so on.

Illustrations

Diagrams should be in high quality format and compatible with Microsoft Power Point. We reserve the right to dismiss illustrations if their reproduction lacks quality or requires too much investment.

Endnotes

Please do not use footnotes. Endnotes should be numbered consecutively (with Arabic figures), used sparsely, be concise and ought to add some explanatory remarks. In the case of specific articles, especially reports, making mainly use of newspaper articles, web-based and other similar documents, references to sources and bibliographic details can also be done through endnotes alone, without references in the text and a separate bibliography.

References to sources

These should be included in the text by inserting the name of the author(s) and year of publication in brackets, where applicable also with page number, for example (Einstein 1989: 75). In the case of more than one reference separate these by semi-colon, when there are more publications by the same author the same year, use a, b, c, etc to indicate the actual title. Use et al in shortened refs in the case of more than two authors but give all authors' names in refs list.

Newspaper articles used as sources should be cited by the newspaper and date (The Namibian, 17/9/2004). If these are longer articles with substantive analysis beyond the news item covered and published under the name of a particular journalist responsible for the analysis, however, they should be cited under the journalist's name (Discovery 2004). In the latter case (individual author as reference for a newspaper article) the source should be included in the bibliography:

Discovery, T (2004), "Where has all the money gone", *The Explorer*, 24 August.

With more than one article by a journalist in the same year the same applies as in the case of other authors of books, book chapters and journal articles: 2004a, 2004b, etc.

Authors and/or editors of books, of chapters in books and journal articles (and newspapers or other individually acknowledged titles) are all included in alphabetical order in the list of references at the end of the text. Use the following standard entries:

- Monographs:

Einstein, A (1989), *The Relativity of Truth*. Pretoria: OneWorld

- Edited volumes:

Zweistein, H (ed) (1993), *Einstein's Relativity of Truth Revisited*. London and Cape Town: TwoWorlds

- Articles in edited volumes:

Dreistein, S (2004), "Zweistein's Notion Contested", in Vierstein, E (ed), *Challenging Male Dichotomies*. Bloemfontein: Several Worlds

- Articles in journals:

Fünfstien, M and H Sechsstein (2005), "Towards A Plural Alternative", *The New World*, Vol 21, No 3, pp 14-37.

Quotations

Short quotations (less than four lines of type): run on in the text in double opening and closing quotation marks, with single quotation marks for any quotation within them. Quotation of four or more lines: indented, no quote marks at beginning or end; single quote marks within it if required.

Spelling

English spelling (except in quotes from US sources or titles of US institutions), for example, analyse, towards, colour, honour, grey, programme; 's' endings in such words as organisation, realise, etc.

Foreign words and phrases

These are spelled in Roman if in English dictionary, for example, per annum, per capita, et al, per se, inter alia; otherwise italics.

Numbers

One to nine; then 10, 11, 12; 2 million, 4 billion; 4 kilos, 7 hectares (that is, numbers in figures before unit of measurement). No superscript for ordinal numbers: 19th, 21st; not 19th, 21st

Dates

20 January 1981; 1920s (not '20s or 1920"s).

Abbreviations and contractions

No full stops: US, UK, UN; Washington, DC; Dr, Mr, Mrs etc; St (for Saint); PhD, MSc, MA.

Other abbreviations or acronyms for specific names (institutions, organisations etc) should when introduced for the first time also be written out fully.

Italics

Use for titles of all published books, periodicals, non-English words and phrases (except those in English dictionary). Italics, not bold, for emphasis; but please use sparingly.

Book Review Guidelines

The *Strategic Review for Southern Africa* is an accredited bi-annual scholarly journal published by the Institute for Strategic and Political Affairs (ISPA) in the Department of Political Sciences, University of Pretoria. Members of the editorial group are from the Department. The Journal has an International Advisory Board. The journal is a forum for scholarly exchanges, but at the same time seeks to engage in dialogue with practitioners, policy makers and civil society on issues related to social transitions and geostrategic matters in Southern Africa. Its focus includes domestic challenges as well as bi- and multilateral issues of importance for the region and the wider continent. A comparative perspective is welcome.

The Journal seeks to have a regular *book review section*, which presents relevant new publications. *Review essays* dealing with a particular thematic focus of relevance and reviewing several books are encouraged. They are considered as scholarly essays in their own right and are published ahead of the book review section with further cross references to other relevant literature and the topical debate. Like individual *book reviews*, they should have scholars, but also policy makers and practitioners in the particular field as target groups and readers.

All reviews are guided by academic standards, intellectual fairness and accuracy. They should refrain from overt polemics. While individual opinions and value judgments are welcome, these should be presented in measured tone and substantiated with arguments justifying the conclusions on the value of the publication under review. This is applicable also to overtly positive reviews, which should avoid to be viewed as unqualified praise. A review should also go beyond a mere factual summary of the content of a book and the contents of the book blurbs and cover texts, put the publication into the wider context of the current state of the art and reflect upon its scholarly as well as policy relevance.

Book reviews should on average have a length *between 700 and 1 200 words*. In exceptional cases they can exceed the upper limit. Depending on the substance and character of the publication, reviews can also be shorter and rather in the form of factual *annotations between 300 and 500 words*.

Reviewed titles should be cited as follows: Authors/editors name/first name, book title (in *Italics*), Place of publication and publisher, year of publication, pages. For example:

Frog, Padda/Tiger, Cheetah (eds), *The Survival of Nature's Diversity*.

Towards a non-Darwinist Perspective. Olifantsdorp: Fauna Press
2012, 302 pp.

Citations in the review should add the page number in brackets (p 173). The reviewer should add his/her name and institutional affiliation at the end. We kindly request reviewers to submit their reviews within three months after receiving the review copy. The reviewed book remains with the reviewer, who also receives a complimentary copy of the published journal with his/her review.

The Journal invites potential reviewers to submit proposals for the review of books or suggest review articles. Communication concerning the review section should be addressed to the journal's *review editor* Jan Mutton (jan.mutton@up.ac.za / jan.mutton@gmail.com).