

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 Nomzamo Malindisa or the Editor Siphamandla Zondi through strategic.reviewsa@up.ac.za

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 bib-

liography.

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 reference 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:

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

- Articles in edited volumes:

Dreistein, S (2004), "Zweinstein'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.