
ACTA CRIMINOLOGICA
Southern African Journal of Criminology

EDITORIAL POLICY AND REQUIREMENTS

Acta Criminologica: The Southern African Journal of Criminology, is a peer-reviewed academic journal which promotes academic and professional discourse and the publishing of research results on the subject of crime and victimisation, conflict, deviance, abuse of power and reaction to crime and other crime-related phenomena in the applied criminal justice field.

Acta Criminologica is an accredited journal approved by the South African Department of Education and Higher Training and is published regularly by the CRIMINOLOGICAL AND VICTIMOLOGICAL SOCIETY OF SOUTHERN AFRICA (CRIMSA). Annual paid-up members of CRIMSA will automatically be subscribed to *Acta Criminologica*.

An article contribution to the editor/s will only be considered provided it has been edited and is **ready for processing**, namely: language edited, stylistically polished and carefully proofread and to follow the technical format and referencing guidelines as provided below. Manuscripts not following the journal style, referencing technique, technical format and language edited will be returned to author/s for correction and re-submission before being sent out for refereeing.

Review and refereeing of submitted articles

The Editor/s will submit such a contribution to referees (in a double blind review process) for evaluation and may alter or amend the manuscript in the interests of stylistic consistency, grammatical correctness or coherence. Refereeing is always anonymous. It remains the prerogative of the editors to accept or reject for publication any submission and their decisions are final. They will not enter into any debate or correspondence regarding any decision made.

According to the Policy for Measurement of Research Output of Public Higher Education Institutions (Department of Education and Higher Training (DoHET), South Africa), research output is defined as “textual output where research is understood as original, systematic investigation undertaken in order to gain new knowledge and understanding.” Therefore, an uncritical synthesis of literature without contributing any new insight to existing knowledge falls outside the scope of this definition. Furthermore, “peer evaluation of the research is considered a fundamental prerequisite of all recognised output and is the mechanism of ensuring and thus enhancing quality.” The refereeing process is anonymous and the identity of referees will remain confidential.

Evaluators agreeing to referee articles are requested to provide, where possible, critical and constructive feedback on the work of their peers. They are requested to make a recommendation based on the following:

- Accept for publication in its present form
- Accept with minor revisions as indicated
- Resubmit with major revisions in accordance with critical and constructive feedback provided
- Reject (unlikely to be accepted even after revision). In this instance it would be senseless to provide feedback and the decision of the editors would be final.

Apart from scientific shortcomings or inconsistencies, the following evaluative criteria are considered:

- The theme is academically significant (timely, important, in need of addressing)
- The theme contributes to an existing (professional) body of knowledge (knowledge useful)
- Author/s’ goals and objectives are clearly stated
- The article addresses (unpacks) themes logically, consistently and convincingly
- The paper demonstrates an adequate understanding of the literature in the field
- The research design is built on adequate understanding, evidence, informational input
- The interpretative potential of the data has been realized

- The paper demonstrates a critical self-awareness of the author's own perspectives and interests
- Holistically, the paper is properly integrated and clearly expresses its case measured against the technical language of the field (theory, data and critical perspectives are well structured and the presentation is clear)
- Conclusions are clearly stated and adequately tie together the elements of the paper
- The standard of writing (including spelling and grammar) is satisfactory
- The APA *Acta Criminologica* adapted reference technique is consistently applied throughout the article
- Sources consulted are sufficiently acknowledged (including the bibliography) and consistently cited to:
 - supply academically sound **evidence** on which the author's observations, statements, and/or conclusions are based
 - enable readers to **consult** original sources themselves (precisely stating where and/or under which circumstances)
 - **acknowledge** the authors from whom information was taken

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Please note that the views and opinions expressed by the authors are not necessarily those of the editor or CRIMSA and do not necessarily reflect the policies or views of CRIMSA. Authors are solely responsible for the content of their articles.

1. A publication fee will be levied at the discretion of the editors for every article published in the Journal. NGOs, unaffiliated authors, international scholars, etc., who do not have access to research grants to fund expenses of this nature may be exempted. The publication fees are the following:
 - a) Paid-up CRIMSA members: R1 650,00
 - b) Non-members: R1 900,00
2. Where substantial changes are deemed necessary, contributions may be referred back to the authors for finalisation. Alternatively, where articles exceeding the prescribed length are accepted for publication, an additional fee of R200,00 per page may be levied. In the instances where submissions are not satisfactory (i.e. ready for processing) and require additional attention from the editors, a fee of R1650,00 may also be levied, notwithstanding the authors' status as members.
3. Manuscripts for publication or enquiries pertaining to *Acta Criminologica* should be directed to:
The Editor: Prof Shanta Singh E-mail: ssingh@ukzn.ac.za

Referencing

1. References and citations should be prepared in accordance with the *Acta Criminologica* adapted **APA format** – see below for examples. If necessary, content references in the form of endnotes may be used to provide additional explanation. References in the text are indicated by the surname(s) of the author(s) and the year of publication as well as the page number from where the reference is cited/sourced, for example (Nkosi, 2005: 4) or Nkosi (2005: 4). If more than three authors then all authors' names to be indicated in the reference the first time it is used in the text, thereafter only first author and the term 'et al' to be used. For example: Ammaniti et al, 2000: 12. If no author is identified the appellation: Anon., must be used. In newspaper articles cited if there is no author listed for the particular article, then the news source should then be put as the author, e.g. SAPA, Reuters or AFP, etc. A complete reference list in the APA *Acta Criminologica* adapted style must be provided, giving all relevant details. All sources must be listed alphabetically by authors' surnames, according

to the following examples and under the heading (uppercase). Please note the indenting of a reference listing when longer than one line.

Please see examples of various reference listing types below.

LIST OF REFERENCES [EXAMPLES]

- African Charter on the Rights and Welfare of the Child. (1999). Available at: <http://www.umn.edu/humanarts/africa/afchild.htm> (retrieved 14 January 2005).
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- Mashaba, S. (2008). State intensifies war against drug abuse. *Sowetan*, 23 June. Available at: <http://www.sowetan.co.za/PrintArticle.aspx?ID=1147429> (retrieved 25 June 2008).
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Interviews

- Byleveld, P. (2003). Superintendent and Commander of the Serious Violent Crime Unit, Johannesburg, South African Police Service, Johannesburg. Personal interview, 26 March 2003.

Notes: All multiple initials are separated by fullstops. Date of publication is placed in brackets followed by a fullstop. Titles of article, chapter, document being referenced only has the first letter of the first word (unless a Proper Noun) as a capital (uppercase). This rule also applies to the first word after a colon in the title. However, all words in the title of a journal (except pronouns) have the first letter as a capital. Place of publication is followed by a colon and then the publisher's name. Only book, journal and newspaper titles (not chapters or article titles) are *italicised*. Note the volume number followed by issue/edition number in brackets followed by a colon and the journal page numbers of the specific article. No use of the abbreviations: Vol. or No. Journal titles are not abbreviated or given acronyms in first time reference listing, e.g. SAJJC is written out as: *South African Journal of Criminal Justice*, the first time it is used as a reference in the text (and in the List of References) with the acronym in brackets after the full title (when used in the text), and thereafter you can use the acronym in the subsequent reference listings to this journal in the text. A month date is always added after a newspaper title. Please note the specific listing for a chapter in a publication, as well as the insertion after the chapter title of the page numbers in which it appears in the publication. One editor appears in brackets, e.g. (Ed.), while multiple editors will be the abbreviation: (eds). [small 'e' and no fullstop after the abbreviation, only after the bracket]. Note editor/s

initials before surname. The insertion of a URL web address for any reference if available and the date it was retrieved. Wikipedia references are not a primary source for referencing and are not academically acceptable in this journal's articles. Note the listing of legislative Acts and the provision of as much detail as possible. For example: Department of Justice, South Africa. [as the authoring government department and country of origin of this particular Act. Insertion of Act number in title], *Government Gazette*, [which is italicised – treated like a journal publication]. 524(31911). [the GG volume and issue no]. Pretoria: [place of publication] Government Printers [as the publishers/printers]. 18 February [date of GG and date Act assented to by the State President. All this information is available on the actual published Act document in the GG].

Technical and formatting requirements

Articles that are submitted for consideration should adhere to the following minimum standards and technical and formatting requirements before submission:

1. An **electronic copy** (computer disk or document sent by e-mail (to the editor) in MS Word (or Word compatible software programme) may be submitted. If not e-mailed, the file name of the manuscript must be specified on the accompanying computer disk.
2. The **title** of the article (in uppercase) and the **author's full first name and surname**, designation, institutional affiliation, address and contact email should appear on the first page.
3. A **summary/abstract** of approximately 300 words on the first page of the submitted article must also be included. The abstract to be **italicised**.
4. Length: Contributions must be submitted in English and should preferably not exceed **20** typed A4 pages (electronically **7 000-12 000** words of **text**).
5. Line spacing: The document should be typed in A4 format using **SINGLE (1)** line spacing. No double spacing between words or after fullstops and commas. Only single spacing throughout text.
6. Font: **Times New Roman 12**
7. Page numbers: are also **TNR 12** font and centred in the **footer** section of each page.
8. Spelling: Please make use (choose this as your default option) of the UK spellcheck and NOT the USA one. For example replace the 'z' in organization (US spelling) with an 's' = organisation (UK spelling).
9. Paragraphs: are indicated by a **single line space** before and after each paragraph (exception first paragraph after a heading, see below) and not the automated 'space after a paragraph' or 'space before a paragraph' function in MSWord. No indentation of the first line of paragraphs (see below exception for long quotes format).
10. Use of quotes and italics: Long quotes are placed in a separate paragraph and must be indented from both sides, (see below for short quotes usage) like the following:

Quotes that are **45 words** long or longer (approx. three lines and more) should be indented from both sides (of the paragraph) in this manner. If the quote is shorter then it needs to be imbedded in the text of a paragraph and set in between double quotation marks, i.e. "inverted commas". Quotes from published information are generally **not italicised**. However, actual words of interviewed respondents are recommended to be italicised. Fieldnote comments by the researcher on the respondent's responses (in the italicised responses) are not italicised but are placed in square brackets [...] – note not round brackets (...). For e.g. *"I did not commit the crime but the policeman [sic.] they abuse us foreigners because me I was just sitting down with my friends and just talking stories, suddenly the police came and arrest us."* An additional use of italics is all non-English words, for e.g. ...Another participant said: *"Ek sal dit nooit vergeet nie"*. (I will never forget it) (note the provision of an English translation after such use). All indented quotes need to end with the precise source reference placed in brackets and closed with a fullstop (Acta Editor, 2011: 2).
11. Single quotation marks: Single inverted commas are only used when you want to emphasise a term or a common saying especially when it is not a direct use of words from another author. e.g. 'Zero

Tolerance' or ... a 'live-and-let-die' approach, etc. Single quotation marks are also used for a quote within a quote, for e.g. "It was patently obvious from the research that police officers use of force was not following the regulations. As indicated by one interviewee: '*they shoot wildly in a crime situation*'. This indicated that they needed to be trained to follow the set rules (Mistry, 2003: 6).

12. Text justification: Text is always full justified (squared), except for article title (left justified) and author/s name (right justified) and the heading: *ABSTRACT* (centred) on first page.
13. Headings and sub-headings: All headings and sub-headings must be **bold**. There is **no use of numbering** or **underlining** of headings in this journal. Only three levels of headings' format to be used, namely: Main heading which is **UPPERCASE** (CAPS); 2nd level, i.e. sub-heading, only the first letter of the first word in the heading is a CAP unless it is a proper noun, e.g.: **Crime in Cape Town's informal settlements**. 3rd level sub-sub-heading is indicated in bold and italicised with the same CAPS convention for 2nd level heading. E.g. *Crime findings from the Crossroads informal settlement*. All headings do **not** to have a fullstop at the end. Note that there is no line spacing between a heading and the immediate following paragraph.
14. Use of tables, figures, graphs and diagrams in text: These render the layout difficult and should be used **sparingly**. All diagrams and tables must be numbered sequentially and referred to in the text, e.g. In Table 2 the falling statistics for the crime of murder can be discerned over the period 2000/01 to 2005/06. The use of such diagrams or tables must have a heading (also to be made bold) before the table or diagram and not after it. For e.g.

Table 2: Statistics on violent crimes during 2000-2006

CRIMES	2000/01	2001/02	2002/03	2003/04	2004/05	2005/06
Murder	21 758	21 405	21 553	19 824	18 793	18 545
Attempted Murder	28 128	31 293	35 861	30 076	24 576	20 553
Assault GBH	275 289	264 012	266 321	260 082	249 369	276 942
Robbery Aggravating	113 716	116 736	126 905	133 658	126 789	119 726
TOTAL	438 891	433 446	450 640	443 640	419 527	435 766

(SAPS, 2010: 3).

Note the following technical points in the above: a colon is inserted in the heading after the table number and before the table title. Also a line space inserted after the heading and before the actual table or diagram. Numbers/figures in column of a table are centred, as well as the heading/title of each column in which figures appear. The reference is also right justified to appear at the end of the line.

15. Use of dates in text: as follows – 11 September 2001 and not September 11, 2001. Also no use of abbreviations as in 1st, 2nd or 3rd just 1, 2, 3 etc. In the text do not use the date format of 11-09-2001 or 11/09/2011.
16. Use of bulleted lists: when bullets (list of things or ideas not full sentences) are used, each bullet is closed with a semi-colon, except the second last one and the last one that have respectively a semi-colon followed by an 'and', and a fullstop at their end. Format wise with bulleted lists, if each bullet or bullet number is only one or possibly two lines, no spacing, but if all bullets in list are consistently longer than two-three lines put in a space in between each bullet. A line space is also inserted before the whole bulleted list and after at the end to create a space between the paragraphs and the list. In your bulleted list please use the symbol:
 - and not symbols such as: », $\sqrt{\quad}$,*,#,\(\Delta\),\(\diamond\), \(\blacksquare\), etc. If your list is numbered please use the numbering format as follows: 1. and not 1).
17. Use of endnote numbers in text: Endnote reference numbers must be placed in the text after the fullstop and not before it, with no space between the two. If in the middle of a sentence then directly next to the term/piece of information or word to which it refers, also not before but after a comma in a sentence.
18. Use of numbers/figures in text: At the start of a sentence any number is also always written out, e.g. Thirty-three. Also percentages at the beginning of a sentence as: Seventy-five percent.... Note the use

of percent and not % when a percentage is written out. Double figure numbers when written out in the text always have a hyphen, e.g. twenty-five or thirty-six or one-hundred-and-six. No comma is used to indicate thousands – only a space e.g. 100 000 or 12 000 or USD\$1 000 000 etc. and not 100,000 or 12,000 or USD\$1,000,000. Commas or fullstops are only used to indicate fractions (as in percentages) in numbers of a decimal, e.g. 76,25% or 76.25%. Spacing: no spacing after currency denominator, e.g. USD\$ sign and the figure (amount), e.g. \$5 000 or R1 250. In addition, there is no space between a number and the percentage sign (e.g. 80% and not 80 %). Other use of spaces: No space before a colon but a space after it. For e.g.: The title of the chapter is: Analysis of research findings....and NOT....The title of the chapter is : Analysis of research findings....

19. Titles of persons: if part of a person's name should be abbreviated, e.g. Maj-Gen. And not Major-General. Note the hyphen and the fullstop at the end of the abbreviation. For abbreviations a fullstop is always used unless the abbreviation ends in the same letter as the long version. E.g. Dr for Doctor; Mr for Mister; etc. Other examples: Prof. = Professor; Dir = Director; Capt. = Captain; Maj. = Major.
20. Surnames like Du Plessis, De Villiers, Du Preez, Van de Merwe, Van Vuuren, etc. if used in text or as a bracketed reference without initials will have the first letter as a cap (e.g. 'd' or 'v' would be as a cap 'D' or 'V'), e.g. (Du Preez & Van der Merwe, 2008: 4-6). Or in text as: According to Du Preez and Van der Merwe (2008: 4-6) the extreme overcrowding in prisons arose when..... Double-barrelled surnames are hyphenated with both names having the first letter a cap. E.g. Baxter-Bruce or Cole-Niven. An exception to this rule is a surname like Jansen Van Vuuren.
21. Use of abbreviations and acronyms: When used in the text for the first time they are placed in brackets after the full term, e.g. The South African Police Service (SAPS); The South African Revenue Service (SARS); The Private Security regulatory Authority (PSIRA), Automated Teller Machines (ATMs), etc. Thereafter the abbreviation or acronym can be used. All abbreviations or acronyms are uppercase. Each letter in the abbreviation or acronym does not have a fullstop in between or after each letter, e.g. Not P.S.I.R.A. Also note the small 's' in the last example which indicates plural.
22. Use of the apostrophe 's': There is much confusion about the uses and what it is used for of the apostrophe (single inverted comma) 's'. E.g. ...it was the company's vehicle that was being used. In this example the apostrophe before the 's' indicates possession. The apostrophe is NOT used when it indicates numbers. For example it is: ...in the 1980s and 1990s it became common to....;many ATMs were robbed... And NOT ...in the 1980's and 1990's it became common to....;many ATM's were robbed...
23. The use of a colon and not a hyphen. The colon should ALWAYS be used in circumstances where you are listing something and not as a hyphen which indicates a break, e.g. Deter: A deterrent factor is.... and not as: Deter – a deterrent factor is....The colon is also used for instance:the following issues will be discussed, namely: ...and not:the following issues will be discussed, namely –
24. Use of e.g., i.e., etc. The use of the 'for example' abbreviation always has fullstops after each letter = e.g. The same for 'in other words' or 'that is' = i.e. In addition the abbreviation 'etc.' always has a fullstop after, irrespective of whether it occurs in the middle of a sentence or at the end. All three abbreviations have a comma before them. For example:there are many factors such as lighting, weather conditions, sun rays, small rodents, etc. that affect an alarm being activated.... ...only the first letter is uppercase (CAP) unless it is a proper noun, e.g. Cape Town, i.e. when used in a sentence.
25. A legislative Act always has a cap 'A' even when used on its own to refer to or describe a specific Act, e.g. The Act clearly states that it is illegal to prescribe such activity..... Each word in the Act's title is also a cap, e.g. The Private Security Regulatory Authority Act No 60 of 2001.
26. Use of 'and' and Ampersand (&): The ampersand symbol & is not used in the text at all. For example: According to Steyn and Jones (2010: 12) these types of crime were.....; whereas & will be used when authors are placed in brackets as a reference, e.g.: An analysis of incidents showed that these types of crime were becoming more prominent over the last two years (Steyn & Jones, 2010: 12). The & is also used when listing multiple authors in your List of References.