

# NOTES FOR CONTRIBUTORS

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A structured **abstract** of 200 words in length, covering the main factual points and statement of objective or problem, method, results and conclusions, should accompany an article plus a list of at least six **keywords** for abstracting and indexing services.

All articles shall be critically **reviewed** by at least two referees.

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### References

The *Chicago Manual of Style* **author–date system** is used, that is, references are cited in the text by the author(s) name(s), the year of publication and the page number(s) in brackets, for example, (Apollonia 1973, 370), as a key to the full list of all references that appears at the end of the article. The **list of references** should include every work cited in the text. Ensure that dates, spelling and titles used in the text are accurate and consistent with those listed in the references.

### Examples: In text

(Carnoy 1996, 20–30) **book**  
(Schellinger, Hudson and Rijsberman 1998) **three-author book**  
(Secher et al. 1996, 243) (Note: *et al.* is not italicised)  
**multiple-author book**  
(Michelangelo 1999, 122–134) **a translated book**  
(UNDP 2003, 14) **organisation as author**  
(Anon. 1547) **anonymous author**  
(Garcia 1987, vol. 2) **book volume**  
(Johnson 1979, sec. 24) **section**  
(Ezedu 2001, 134–138) **chapter in a multi-author book**  
(Weber, Bulet and Abel 1928) **edition**  
(Bhabha and Viswanathan 2002, 45) **journal**  
(Wright 1968–1978, 2:241) **multivolume work**  
(Barnes 1998, 2:244–255, 3:29) **journal volume number with page reference**  
(Tulchin and Garland 2000) **series**  
(H. J. Brody, pers. comm.) **personal communication**  
(Kurland and Lerner 2000, chap. 9, doc. 3) **part of a document**  
(Fischer and Siple 1990, 212n3) **note**  
(Mampuru 2003, 14) **unpublished thesis**  
(*Sowetan* July) **newspaper article**.

### In reference list

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UNDP *see* United Nations Development Programme.  
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