

# **south african journal of education**

## **Information for Contributors**

### **Editorial policy**

The South African Journal of Education (SAJE) publishes original contributions from any of the disciplines in Education in any of the official languages of South Africa. The following categories of contributions focusing on education will be published:

Research articles reporting on research that fulfils the criteria of a generally accepted research paradigm; review articles, intended for the professional scientist and which critically evaluate the research done in a specific field in education; book reviews, i.e. concise evaluations of books that have recently appeared; and letters in which criticism is given of articles that appeared in this Journal.

Research articles of localised content, i.e. of interest only to specific areas or specialists and which will not appeal to the broader readership of the Journal, should preferably not be submitted for consideration by the Editorial Committee.

Ethical considerations: A brief narrative account/description of ethical issues/aspects should be included in articles that report on empirical findings.

All articles will be submitted to referees (national and/or international). If an article is submitted in a language for which it is difficult to find suitable referees, the author can be requested to submit a translation of the article (in English) for refereeing purposes. The consulting editors/referees will have documented expertise in the area the article addresses. When reviews are received, an editorial decision will be reached to either accept the article, reject the article, request a revision (in some cases for further peer review), or request arbitration. As a rule not more than one article per author or co-author will be accepted per year for refereeing and possible publication.

Authors bear full responsibility for the accuracy and recency of the factual content of their contributions. A signed declaration in respect of originality must accompany each manuscript. On submission of the manuscript, the author(s) must present a written undertaking that the article has not been published or is not being presented for publication elsewhere.

The author(s) must ensure that the language in the manuscript is properly edited and the name and address of the language editor must be supplied.

Copyright of all published material is vested in the Education Association of South Africa (EASA).

Page charges are payable:

ZAR R180 per page. Total number of pages must preferably not exceed 15 pages (± 5 500 words).

### Preparation of manuscripts

The manuscript, including abstract, figure captions, tables, etc. should be typed on A4-size paper and the pages numbered consecutively.

The title should be brief (maximum 15 words) but specific, to facilitate discoverability, followed by the author(s) name(s) and e-mail address(es).

An abstract in English (approximately 190 words) must be provided and up to 10 keywords that characterise the article must follow the abstract.

The text of the article should be divided into unnumbered sections (e.g. Introduction, Method, Results, Discussion, Acknowledgements, References, Appendix, in that order). If necessary secondary headings may be used for further subdivision. Do not use footnotes.

Authors must observe publishing conventions and should not use terminology that can be construed as sexist or racist.

Figures should be clear, black/white originals, on separate pages — not embedded in the text. Grey or coloured shading must not be used. Tables or figures should be numbered consecutively, with a brief descriptive heading/caption. Information should not be duplicated in the text and the tables. Each table/figure must be referred to in the text by number — not 'above' or 'below'. These will be placed at a suitable position after the first reference.

### References

Authors should **cite at least three earlier articles** in SAJE that are relevant to the subject matter of their article.

References are cited in the text by the author(s) name(s) and the year of publication in brackets (Harvard method), separated by a comma: e.g. (Brown, 1997).

If several articles by the same author and from the same year are cited, the letters a, b, c, etc. should be added after the year of publication e.g. (Brown, 1977a).

Page references in the text should follow a colon after the date, e.g. (Brown, 1997:40-48).

In works by three or more authors the surnames of all authors should be given in the first reference to such a work. In subsequent references to this work only the name of the first author is given, followed by the abbreviation *et al.*: e.g. (Ziv *et al.*, 1995).

If reference is made to an anonymous item in a newspaper, the name of the newspaper is given in brackets, e.g. (Daily News, 1999).

For personal communications (oral or written) identify the person and indicate in brackets that it is a personal communication, e.g. (M Smith, pers. comm.).

### List of references

Only sources cited in the text are listed, in alphabetical order, under References. Bibliographic information should be in the language of the source document (not in the language of the article).

References should be presented as indicated in the following examples. Special attention should be paid to the required punctuation.

**Journal articles:** Name(s) and initial(s) of author(s), year of publication, title of article, unabbreviated title of journal, volume (**not** issue number), and pagination, e.g.

Johnson DW & Johnson RT 1999. Gifted students illustrate co-operative learning. *Educational Leadership*, 50:60-61.

**Books:** Name(s) and initial(s) of author(s) or editor(s), year of publication, title, volume, edition, place of publication, and publisher, e.g.

Van Zyl R (ed.) 1994. *Recent advances in classroom research*. New York: McGraw-Hill.

**Chapters in books:** Name(s) and initial(s) of author(s), year of publication, title of chapter, editor(s), title of book, place of publication, and publisher, e.g.

Dukzec S 1988. Gender issues. In: D Hicks & J Brown (eds). *Education for peace*. London: Routledge.

**Unpublished theses or dissertations:**

Squelch J 1991. Teacher training for multicultural education in a multicultural society. MEd dissertation. Pretoria: University of South Africa.

**Anonymous newspaper references:**

*Citizen* 1996. Education for all, 22 March.

**Electronic references:**

*Published under author's name:*

Wilson J 2000. The blame culture. *British Educational Research Journal*, 26. Available at EBSCO Host: Academic Search Premier. Accessed 20 April 2005.

*Website references: No author:*

These references are not archival and therefore subject to change in any way and at any time. If it is essential to present them, they should be included in a numbered endnote and not in the reference list.

**Personal communications:** Not retrievable and not listed.

**Submission of manuscripts for publication:**

Manuscripts may be submitted electronically by e-mail or via the internet. Manuscripts should be submitted in MS Word format.

*E-mail submissions:*

Manuscripts and covering letter must be e-mailed to Mrs Vorster at [nsosaje@nwu.ac.za](mailto:nsosaje@nwu.ac.za)

*Submissions via internet*

Website: <http://www.sajournalofeducation.co.za>

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