

GUIDELINES FOR AUTHORS

The Journal seeks to disseminate research results and to support high level learning, teaching and research in the areas of: traffic and transportation (operations, policy, planning), customer service, warehousing, inventory management, procurement, materials handling, packaging, materials handling, service support and care, reverse logistics, demand forecasting, distribution communications and information technology. Articles that fall into any of the above classifications and have not been published in an accredited journal elsewhere, will be considered for publication and reviewed by a double-blind review process.

Articles should be submitted electronically in Word compatible format to Beverley Kujawa, Department of Transport and Supply Chain Management, University of Johannesburg on beverleyk@uj.ac.za.

Technical guidelines

Articles should be typed in 12 point Arial font with 1.5 line spacing. Text should be justified with margins of 2.5cm on all sides. Text should not include any page numbers, headers or footers, numbers before headings and paragraphs, or power point slides. The suggested length is between 8 and 15 pages, which includes tables, figures and the list of references.

Articles should be submitted in UK English. Before submission of the article, language editing by a language expert and a subject specialist is strongly recommended. Final responsibility for proofreading rests with the author(s), particularly with reference to factual accuracy and permission for use of material where relevant.

Content guidelines

1. Title

In capital letters, centred and in bold:

A STUDY OF INTERMODALISM

2. Authors and institutional association

Names appear below each other, centred and in capital letters. A description of the institution is given below authors' names in italics and centred. The e-mail address of at least one author is included:

PETER KILBOURN
CRAIG VOORTMAN
pkilbourn@uj.ac.za
Department of Transport and Supply Chain Management
University of Johannesburg

3. Abstract

In capital letters, centred and in bold. The abstract should not exceed 150 words. The abstract is presented in a smaller font (11) and is indented on both sides by 1cm:

ABSTRACT

4. Introduction

This section begins directly after the abstract. Introduction is typed in capital letters, centred and in bold. Subheadings begin against the margin, typed in lower case and in bold:

INTRODUCTION

Recent research on intermodalism

5. Research strategy

The heading is typed in capital letters, centred and in bold:

RESEARCH STRATEGY

The following subheadings following on the research design can be used and appear in lower case, in bold and against the margin, as follows:

Research approach. A brief description of the research approach of the study is included here. In the case of qualitative studies, a more detailed description of the approach followed in the study is required.

Participants/respondents. The sampling procedure and sample size are provided here. This section discusses the participants/sample in terms of their biographical details.

Measuring instrument(s)/methods of data gathering. This describes the measuring instrument(s) used in the study or the way in which variables were operationalised. In the case of qualitative studies, the methods applied for collecting the data are explained. Further subheadings are in italics.

Procedure. This sets out the procedure used in the study.

Statistical analysis/treatment of the data. This section discusses the statistical procedures followed in the study. The statistical procedure can be incorporated into the presentation of the results. In the case of qualitative studies the procedures applied in the data analysis are explained.

6. Discussion

The heading is typed in capital letters, centred and in bold:

DISCUSSION

This section presents the results of the investigation on the basis of the set hypotheses (if applicable). The statistical procedure followed may also be presented in this section. This section is an interpretation of the results, in view of the existing research conducted. The importance of these findings for practical purposes may be highlighted here.

7. Conclusion

This heading is typed in capital letters, centred and in bold:

CONCLUSION

Conclusions and shortcomings as well as suggestions for further research appear in this section. It is not customary to present further captions/headings in this section. Authors are encouraged to briefly discuss the recommendations and limitations of the study.

8. Tables and figures

Tables and figures should be numbered, labelled and the source of the information acknowledged. Table headings should appear before the table and figure headings after the figure. Tables and figures are presented on a separate page after the references in numerical order, while the position of the table or figure is indicated in the text:

[Place Table 1 here]

Referencing guidelines

The Harvard System should be used. Some examples of typical references are given below:

1. In-text referencing

"Botha (2004:4) found ..." OR "...found by Botha (2004:4)..." OR "... findings (Botha, 2004:4)."
For multiple authors initially use: Buys and Van den Berg (1995) explored ... AND
thereafter: Botha, *et al.* (1995) found that ...

2. Reference list

References begin on a separate page, and are listed in alphabetical order. The heading is presented in capital letters, in bold and is centred:

REFERENCES

a) Periodical articles

Buys, L. 2004. The domino effect in supply chains. Logistics News, 10(3): 12-13.

b) Books

Van den Berg, H. 2004. Global logistics management. Cape Town: Juta.

c) Conference proceedings

Mostert, V., Prinsloo, G. & Walters, J. 2004. Transport activities. Conference proceedings of the 14th biennial conference held in Cape Town. Conducted by the Association for Transport of South Africa. Cape Town: Institute of technology.

d) For theses/dissertations

Bredell, R.D. 2004. Supply chain risk management: A logistics perspective. Unpublished doctoral thesis. Johannesburg: Rand Afrikaans University.

e) For legislation

Republic of South Africa. 2002. The Labour Relations Act, Act 66 of 1995. Government Gazette. No 23540.

f) For web articles

Another, A. 2004. *Common careers for different personality types.* Available from: <http://personality.page.com/careers.html> (accessed 23 November 2005).

