Editorial Policy

Aims and Scope

The Journal of Economic and Financial Sciences (JEF) is a research journal hosted by the Faculty of Economic and Financial Sciences, University of Johannesburg, South Africa, and it is published semi-annually in April and October.

The JEF publishes theoretical and empirical research in the field of Economic and Financial Sciences. Manuscripts published in the JEF fall mostly in the areas of auditing, corporate finance, corporate governance, economics, econometrics, financial accounting, financial management, financial planning, investment management, management accounting and taxation in the emerging market field.

Opinions expressed in the JEF are those of the authors and do not necessarily reflect those of the Faculty of Economic and Financial Sciences or those of the University of Johannesburg.

Submission of Manuscripts

Manuscripts should ONLY be submitted electronically in Microsoft® Office Word 2003 or later format as an attachment via email to the JEF Secretariat at elsien@uj.ac.za. The submission of manuscripts in PDF format is not permitted. Please do not fax any submissions to the editorial committee.

Please refer to the section Instruction for authors for other very important and specific requirements when preparing and submitting manuscripts for review.

Authorship

All individuals listed as an author of a manuscript should have participated in conceptualising the research or content of the manuscript, in writing or critically editing the manuscript, and/or in the analysis of data presented in the manuscript. All authors should be thoroughly familiar with the substance of the final manuscript and be able to defend its conclusions. Individuals who have made subsidiary contributions may be listed in a section called Acknowledgments.

Originality

All manuscripts must be original. No manuscript will be considered which has already been published or is being considered by another journal. When work described in conference proceedings is substantially revised and extended, it will however be considered for publication. By submitting a manuscript, the author(s) certify that the article is not being considered for publication nor has it been published elsewhere.

Review Process

All manuscripts will be sent for blind peer reviewing to two anonymous reviewers. A decision about acceptance, revision or rejection is sent to the corresponding author. Original artwork, photographs or other illustrations will not be returned unless the author specifically requests this when submitting a manuscript. Manuscripts that are neither accepted nor rejected may be
returned to the author(s) with suggestions for revision. Such manuscripts may require revisions before a decision is made regarding acceptability for publication.

PAGE FEES

On acceptance of a manuscript, authors will be required to pay page fees of ZAR150 per 580 words. This is payable in advance. For more information, please contact the JEF Secretariat at elsien@uj.ac.za.

COPY EDITING

After an article is accepted, it will be edited by the JEF editorial and production staff to conform to the JEF publication style and standards. Authors are responsible for all statements made and calculations provided in their published articles, including changes made in the process of copy editing. The edited manuscript will be sent to the corresponding author for a review and an approval prior to publication.

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Format manuscripts to the specifications outlined. Manuscripts that deviate from the specified format will be returned to the author(s) without being reviewed. Preparation of a manuscript in the format described will improve the likelihood that the manuscript will be rated favourably by the reviewers. In general, authors should avoid making their manuscripts stand out as different by preparing them in unusual or unconventional formats.

Manuscripts should reflect writing proficiency and the correct use of syntax, grammar, spelling and symbols to ensure the transmission of accurate information. Text should avoid sexual and racial bias, and gender-inclusive language should be used whenever possible.

USE OF REFERENCE MANAGEMENT SOFTWARE

Authors are welcome to utilise reference management software (e.g. EndNote, CiteULike, RefWorks, etc.) in the preparation of a manuscript. Prior to electronic submission, authors should however ensure that all citations and references have been converted to ordinary text.

CORRESPONDENCE

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2006
INSTRUCTIONS FOR AUTHORS

Please follow these guidelines when preparing papers for submission to the Journal of Economic and Financial Sciences (JEF). This will assist us in producing the journal more speedily and efficiently.

1. SUBMITTING MANUSCRIPTS

As previously indicated all manuscripts should ONLY be submitted electronically in Microsoft® Office Word 2003 or later format via email to the JEF Secretariat at elsien@uj.ac.za. Please note that this submission should consist of various separate electronic files: ONE electronic file consisting of author information only and another separate electronic file consisting of the body of the manuscript.

2. ELECTRONIC DOCUMENT 1: AUTHOR INFORMATION

In this separate electronic document, supply the following details in full for all authors (i.e. including co-authors):

- First name and surname, e.g. Lindi Ngwenya, Carl D Anschutz
- Designation/position, e.g. Senior Lecturer, Professor. (Note that in the case of a student author the level must be specified, i.e. PhD/Doctoral student or Master’s student.)
- Programme/department/organisation/institution, e.g. School of Accountancy, University of Pretoria, South Africa; Department of Auditing, University of Nairobi, Kenya.
- Full contact numbers (mobile and landline) and fax numbers and e-mail address.
- Where there is more than one author, highlight the corresponding author’s name with an asterisk (*) and email address.

3. ELECTRONIC DOCUMENT 2: MANUSCRIPT BODY

All manuscripts should be submitted in the following sequence: title page, abstract, keywords, text (body of manuscript), and list of references. Please ensure that this document is free of any identification of the author(s) and their affiliation(s).

- Title page: The title page of each manuscript should include the title of the manuscript, limited to 75 characters in length. Titles should be descriptive and summarise the most important point(s) of the manuscript. Should the title be longer than 50 characters, a short title (or running head) of maximum 70 characters also needs to be provided.

- Abstract & keywords: The page following the title page should include (i) the title of the manuscript; (ii) a brief, single paragraph abstract of a maximum of 150 words succinctly describing the article; and (iii) between five to seven keywords. Keywords chosen should capture the essence of the paper as these will be used as an electronic index of the paper. List the keywords in decreasing order below the abstract. Please ensure that abstracts are free of any identification of the author(s), affiliations and acknowledgements. Preferably do not include abbreviations or references in your abstract, unless essential.
Body: The body of the article should start on a new page following the abstract and keywords.

List of references: References in the text should appear as explained in section 7. The list of references should be on a separate page at the end of the body of the article and emphasis should be placed on more recent publications. It is the responsibility of the author(s) to verify the accuracy of all references.

4. TABLES AND FIGURES

When referring to figures and tables, each figure and/or table should be mentioned in the text in bold typeface and numbered consecutively.

Each figure should have a unique caption (outside and not inside the text box containing the figure) and should be numbered consecutively in bold typeface, e.g. FIGURE 1: Occupancy rates, 2001.

Tables used should be self-explanatory and concise, and should not duplicate material presented in the text. Tables should include labels and explanatory notes sufficient to permit readers to understand them without reference to the text. Each table should be numbered consecutively in bold typeface, e.g. TABLE 1: Percentage growth in GDP, 2001 – 2005.

All figures and tables should be rendered clearly (in black-and-white only) so as to yield attractive, readable copies.

Acknowledge the source below a table or figure. If created by the author(s), please indicate as such.

When using mathematical expressions (e.g. formulae) in the manuscript, these should be typed exactly as they should appear in print. Mathematical expression should be numbered and these appear in parentheses (bold typeface) flush with the right margin. (Also refer to the section on the layout of manuscripts.)

Maps should contain essential information only and be as clear as possible. Details and features should not be cramped or too small. Use only high resolution *.jpeg or *.tiff files.

5. LENGTH OF MANUSCRIPTS

Manuscripts written in only English should not exceed twenty-five (25) pages, including the abstract and keywords list, tables, figures and references. Manuscripts longer than 25 pages will be returned to the author for revision. In exceptional cases, and at the Managing Editor's discretion, longer articles will be considered if they make an original or major contribution to the field.

6. LAYOUT OF MANUSCRIPTS

Abbreviations – please keep the use of abbreviations to a minimum. Abbreviations must be explained when they first appear, after which they may be used without an explanation. The normal language rules pertaining to abbreviations apply, but no full stops are used. If an organisation's name appears only once in the document, there is no need to give the abbreviation or acronym.

Automatic numbering – please do not use any automatic numbering or links. (Also see section headings below.)

Capital letters – use lower case as far as possible (e.g. parliament, government, state, president, director-general, regional council), except in specific, direct references to specific people. Use lower case for the first letter of a generic ethnic group (e.g. black, white, coloured) but upper case for the first letter of a group named according to country (e.g. African, Indian, Chinese, Swedish).
INSTRUCTIONS FOR AUTHORS

Dates – Write dates as 20 July 2005. Not as 20th, 2nd, etc.

End notes and footnotes – The use of end/footnotes are not permitted and the manuscript will be returned to the author(s) for revision.

Equations – All mathematical and statistical equations need to be typed using the built-in equation editor in Microsoft® Office Word 2007 or later. Authors should furthermore also note that equation variables referred to in the text should also be set using the same equation editor. Should mathematical or statistical equations be set as ordinary text, the editorial staff of the Journal cannot accept responsibility should any of these be set incorrectly.

Font – submit manuscripts in 12pt Times New Roman or Arial, 1.5 line spacing.

Use of bold and italics – Do not use italics, underlining or bold to emphasise points. Rather achieve the required emphasis with an effective style of writing. Note that common Latin and French terms are not italicised. For example: et al., in situ, per capita, inter alia, vis-à-vis, laissez faire. Words and phrases from other languages, e.g. isiZulu, German, are italicised. Please supply a translation of non-English words and phrases and state what language they are, e.g. kgosi (chief, Tswana).

Headers and footers – manuscripts submitted should not include a running header or footer. To ensure anonymity and facilitate a blind review process, the name of the author(s) should not appear anywhere in the manuscript document.

Justification – use full justification in manuscripts.

Lists – Use bullets for lists and not dashes, asterisks or letters of the alphabet.

Numbers – use a space, not a comma, to indicate tens of thousands etc., e.g. 10 000. Write thousands without a space, e.g. 1000, except in tables, where the space is needed to get the alignment right. For decimals use the decimal point, not comma, e.g. 3.85.

Page numbers – Page numbers should be inserted at the bottom of each page of the manuscript.

Paragraphing – Please do not use pre-formatted paragraphing or automatic numbering.

Percentages – Use the % sign and not ‘percent’ or ‘per cent’. This applies to the text as well as the tables and figures. Use percentages appropriately. If your sample size is small (especially if it is less than 100 items) round off percentages to the nearest whole number. For small data sets, and in a non-technical context, strict mathematical accuracy is not required. In the text, readability is important. Using approximate percentages or even fractions to sum up your findings is therefore acceptable.

Quote marks – Use single quote marks. Use double quote marks only for quotations within quotations. For long quotations (‘long’ generally means longer than one sentence), indent the text in a separate paragraph (using a smaller font size) and omit the quote marks.

Section headings – Number the sections of your paper, beginning with 1. INTRODUCTION. Please number the sections manually and not with the auto numbering function. All headings are in sentence case, bold (and italics for level-3 headings), and indented by way of tab-spacing e.g.

4. THE VALUE-TO-CUSTOMER FRAMEWORK

4.1 Development of the framework

4.1.1 Elements of the framework
Spacing between sentences – make a single space after a full stop, not a double space. There should be no more than one space at any point in the document.

Spelling – please use English UK spelling when preparing manuscripts, for example behaviour, not behavior and organisation, not organization. Please note that in the case of a title of a book or an article or a direct quotation one should “copy” the words exactly as in the original.

Sources – Cite only sources that are relevant to your discussion. Acknowledge all sources of ideas, statements, tables, graphs, etc. that are not your own. Where you use the exact wording from a source, you must make this clear by placing the quotation in quote marks or indenting it if it is a long quotation.

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Add a list of references at the end of your article. Note that ‘references’ means a list of the sources you have actually cited in your article.

Please ensure that all the sources you cite are listed and that all the sources you list are cited.

Use the Harvard system of referencing, i.e. citations give the author’s name and the year of publication.

All statements, opinions, conclusions, etc. taken from another author’s work should be cited, whether the work is directly quoted, paraphrased or summarised. Direct quotations from publications should be avoided and are only permissible in exceptional circumstances when the specific quotation is so succinct and vivid that the text can be materially enhanced by the quotation.

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References should be inserted in the text by indicating in brackets the name of the author(s) and the year of publication of the quotation, e.g.

... Candy (2005) states that ...

or

... for these purposes (Candy, 2005).

If reference is made to a specific page (as a result of a quotation), a colon follows the year of publication (no spaces), followed by the page number (again, no spaces), e.g.

... Candy (2005:214) states that ...

or

... for these purposes (Candy, 2005:214).

If the specific author has more than one publication in any one year, the articles are distinguished alphabetically by inserting the letters a, b, etc. after the year of publication, e.g.

... Candy (2005a:214) states that ...

In referring to a work by three or more authors, all the relevant names have to be furnished in the first reference to the work in the text, e.g.

... of the authority (Riesman, Denney & Glazer, 2008).
INSTRUCTIONS FOR AUTHORS

In later references to this work, only the first author's name is stated, and the abbreviation 'et al.' is used, e.g.

... the modern Western man (Riesman et al., 2008:40).

7.2 List of references

The reference list is not subdivided into sections for books, journals, papers, etc.

In the case of articles in academic journals, details of each article should appear in the reference list.

There are no spaces between the initials of an author should the author have more than one initial.

Below are examples of the most common types of references used:

Book


Chapter in a book


Journal article


Conference paper


Working paper


Official document


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Or, if the author is unknown:


**Thesis/dissertation**


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