

## INSTRUCTIONS TO AUTHORS

### General

- Only the Chicago method of referencing is acceptable.
- Articles should not be under consideration for publication in any other journal.
- The length of articles, including footnotes, addenda, and source lists, should be between 8 000-10 000 words.
- Maps, sketches, and photos should be in black and white and of a high resolution (300dpi).
- The paper's topic and methodology should be in line with the scope of the journal (see the section "about the journal" on the website).
- Articles should be language-edited by a language practitioner.
- The journal uses British English Spelling.
- Please remove your name (s) from the manuscript before submission.
- The final decision concerning publication lies with the Advisory Editors of the *Southern Journal for Contemporary History*. No correspondence will be carried out in this regard.

### GENERAL GUIDELINES REGARDING THE TEXT AND THE SOURCES

- Please make sure your name doesn't appear anywhere on the manuscript. Remove your name from the manuscript before submission.
- Include an abstract of between 200 and 250 words for all articles. Provide six to eight keywords under the abstract.
- Authors should ensure that the spelling of words, punctuation, and upper and lower case are consistent throughout the article.
- Headings are given as:
  - 1. THE CONSTITUTION.**
    - 1.1 Flaws in the Constitution**
      - 1.1.1 Human rights**
- If more than one source is used in a reference, the sources are separated by a semi-colon (;).
- Page numbers should appear as, p. 10 or pp. 45-46, 124-128.
  - Citations should be placed in double quotation marks. Quotes within quotes should be enclosed in single quotation marks. An ellipsis [...] is placed in square brackets to indicate omitted words.
  - Citations are introduced with a comma, for example, Jones expresses the opinion that "all [...] given".

- Numbers up to ten should be written in words, except for measurements. Four-figure numbers should have a space in between, for example, 6 000.
- Metric measurements are preferred.
- Percentages should be written as, per cent, for example, 30 per cent.
- Dates should be written as 23 October 2011, the 1960s and twentieth century.
- Abbreviations should be explained at the first occurrence then abbreviations only thereafter. Abbreviations, acronyms and other conventions (capitals, italics, and symbols) should be used consistently throughout the paper. When using abbreviations in the text or in the footnotes, the full stop is omitted if the abbreviation ends in the same letter as the word eg. Mr Jones, but Rev. Jones.
- Full stops are omitted after the initials of persons. This is applicable to the text, the footnotes and the bibliographic information.
- Give only original-language titles for books and periodicals.
- Titles of publications are given in italics and, except for proper nouns and the first word of the subtitle, in lower case.
- If the author cannot be identified, use the Latin term "Anon." (anonymous).
- Provide the place and date of publication and the publisher.
- Quotations of more than fifty words should be indented in the text and typed without quotation marks.

## CHICAGO REFERENCING

- Footnote numbers are placed in superscripts in the text at the end of a concept that needs to be explained or at the end of information taken from a source and to the right of the punctuation marks. The corresponding footnote is given at the bottom of the page.
- Footnotes are numbered consecutively throughout the text.
- When a source is mentioned for the first time, the full bibliographic details are presented in the footnote. Subsequent citations give only the surname(s) of the author(s) and the page numbers.
- The full bibliographic information consists of the initials and surname(s) of the author(s), *the title of the source* (the place of publication: the publisher, the date of publication). See the format of the examples below.
- If multiple publications by the same author(s) are cited, a shortened title is inserted from the first reference to the second source. Please note that the ellipsis (...) is omitted, for example, Brown, *The war in Vietnam*, p. 55.
- **All subsequent references to the same source should use the author's surname and a short title but if, it's the same author but a different book or journal article there is a need to write the author's details and full publication details for the first time and then the surname and short title thereafter.**

## EXAMPLES (PLEASE NOTE THE PUNCTUATION)

### BOOKS

#### One author

First citation: SC Mustarde, *The sun stood still*, 3rd ed. (London: Lynne Rienner, 1944), pp. 99– 100.

Second citation: Mustarde, *The sun stood still*, p. 101.

#### Two authors

**First citation:** GC Ward and K Burns, *The war: An intimate history, 1941–1945* (New York: Brown and Co., 2007), p. 52.

**Second citation:** *Ward and Burns, The war: An intimate history*, pp. 59–61.

#### Three authors and more

List only the first author, followed by *et al.* ("and others").

First citation: G Barnes *et al.*, *Christianity and the army* (New York: Hill and Wang, 1979), p. 87.

Second citation: Barnes *et al.*, p. 89.

### Chapters

First citation: SB Spies, "Reconstruction and unification". In: T Cameron (ed.), *An illustrated history of South Africa* (Johannesburg: Jonathan Ball Publishers, 1986), p. 220.

Second citation: Spies, "Reconstruction and unification", p. 223.

#### Different volumes

First citation: J Allouche, *Corporate social responsibility*, Volume 1: *Concepts, accountability, and reporting* (Basingstoke: Taurus, 2006), pp. 1-3.

Second citation: Allouche, *Corporate social responsibility*, Vol. 1, p. 3.

### JOURNALS

Only list the specific page numbers consulted.

First citation: I Beckett, "Women and patronage in the late Victorian Army", *History* 85 (279), 2000, p. 478.

Second citation: Beckett, "Women and patronage in the late Victorian Army", pp. 472–473.

### NEWSPAPERS

Give the newspaper's title, the newspaper's name, and the date of publication every time a reference is made to a report or an article. For example, "in case the title of a newspaper article is cited in full, this should go before the name of the newspaper and then at the end, there should be

the date like so: "Bulawayo chamber of traders said to be doing well", *The African Daily News*, 19 December 1956.; in case the title of the article is not cited then the name of the newspapers should come first and then the date: *The African Daily News*, 18 May 1962.)

First citation: "Title", *New York Times*, 20 February 2010  
<http://www.nytimes.com/010/02/28/us/politics.html>, accessed 28 May 2011.

Second citation: *New York Times*, 20 February 2010.

## **THESIS**

First citation: AE Breytenbach, *Die slag by Donkerhoek, 11-12 Junie 1900* (MA, University of South Africa, 1980), pp. 40-45.

Second citation: Breytenbach, *Die slag by Donkerhoek, 11-12 Junie 1900*, p. 54.

## **CONFERENCE PAPER**

First citation: R Adelman, "Aramaic Targumim and Midrashic Tradition". Paper presented at the annual meeting of the Society of Biblical Literature, New Orleans, Louisiana, 21-24 November 2009.

Second citation: Adelman, "*Aramaic Targumim and Midrashic Tradition.*"

## **WEBSITE**

Include a DOI (Digital Object Identifier), if applicable. If no DOI is available, list a URL. Include an access date.

First citation: G Kossinets and DJ Watts, "Origins of an evolving social network", *American Journal of Sociology*, doi:10.1086/599247, accessed 28 February 2010.

Second citation: Kossinets and Watts, "Origins of an evolving social network", p. 439.

First citation: Google, "Google privacy policy", <<http://www.google.com/intl/en/privacypolicy.html>>, accessed 11 March 2012.

## **E-MAIL**

First and subsequent citations: E-mail: J Miller to F Anderson, 2 February 2012. RE: Bloemfontein Business Chamber.

## **INTERVIEW**

First and subsequent citations: Interview: author with F Anderson, Pretoria, 2 February 2012. RE: Politics in South Africa during the 1990s.

## **ARCHIVAL SOURCES**

Supply as much information as possible, including the name of the archive or repository, the location of the archive or repository, the name of the collection, the archival box and file number, the author or creator's name, the title of the material, the date of the document and the description of the material. See the following format examples:

First citation: The National Archives (TNA; Kew), Kitchener Papers PRO30/27: Kitchener – Broderick, 27 January 1901 (letter).

Subsequent references: TNA, Kitchener Papers PRO 30/26: Memorandum by Kitchener, 12 March 1902.

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