
SOUTH AFRICAN JOURNAL OF CULTURAL HISTORY

INSTRUCTIONS TO AUTHORS

Editorial policy: The Journal publishes analytical articles on original research, as well as review articles, short communications, book reviews, and comment on articles which have appeared in previous numbers of the Journal (see also the vision and focus of the SAJCH on the first pages of this issue). Authors should take note that material published elsewhere will not be considered for publication. Opinions expressed are those of the author(s) and are not necessarily those of the Editorial Board or the Society. The Journal is published twice annually. Authors from institutions receiving subsidies for the publication of articles should take note that page fees are payable to the South African Society of Cultural History (SASCH).

Submission of manuscripts: E-mail the original manuscript to the Editor. Manuscripts will be submitted to at least two referees. Manuscripts may be returned to authors if extensive revision is considered necessary. The principal of peer review will be used. Manuscripts should be submitted with 1,5-line spacing, the length between 4,000 and 8,000 words (see journal template instructions for writing an article on the last page of this issue). The presentation of an article should be in accordance with that of the last issue of the Journal.

Title page: The first page of the manuscript must contain the following:

Title: Titles must be short (not longer than 15 words), but must contain sufficient information for use in title lists or for codification with a view to information storage and retrieval.

Author: Name(s) of author(s).

Address: Name and address of the institution with which the author is associated and the author's postal address if this differs from the former.

Abstracts: Short abstract (maximum 250 words each) in both English and Afrikaans must be included. The abstract must indicate the content of the article, factually and concisely, and be suitable for separate publication and indexing. Both abstracts must commence with the title, or a translation thereof.

Key words: A list of 4-10 key words should be added after the respective abstracts.

References: The referencing technique in the latest issue of the Journal should be followed. The use of abbreviations (such as *Ibid.*) is not permitted; the complete reference must be repeated every time. References should be footnoted and numbered consecutively throughout. **Shortened references:** In the case of sources that are referred to more than once, a shortened version of the title may be used after the first reference.

Figures: All figures (photographs, sketches, tables, maps) should be numbered consecutively (e.g. **Figure 5**) and presented with a heading and the origin (photographer, artist depository, and source).

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Editorial address: Manuscripts for publication could be submitted in hard copy to: The Editor, Prof Elize S van Eeden, *South African Journal of Cultural History*, School of Basic Sciences, North-West University, PO Box 1174, Vanderbijlpark, 1900 but preferably electronically. Send to elize.vanEeden@nwu.co.za

Revised reference guidelines to be applied from the Dec 2016 SAJCH-issue

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Instructions to references and footnotes

All sources referred to in the text should be cited in the footnotes. If unsure, follow the reference technique in the latest edition of the Journal. Footnotes must be numbered sequentially in Arabic numerals and be placed at the bottom of each page. It is preferable to use the language of the source in the reference to the source.

The use of the abbreviations *ibid*; *op.cit* and *cf* is **not permitted** in the footnote references. No full stop must be used after for example “ed” or “eds” when referring to an English source, neither when using for example “red”, “reds” when an Afrikaans source is referenced. Acronyms such as “PhD” should be used without punctuation. Dates should be written as follows: 1997-05-18.

Article in a journal, a newspaper or in an Archives Year Book for South African History

Provide the author’s initials and surname, the title of the article followed by a comma, the name of the journal or newspaper or Yearbook in italics, the volume number in Arabic numerals (without the word “vol”), the number or issue in Arabic numerals, the day, month and year of the issue and the page numbers.

For example

LE Hudson & RH Jackson, Mormon pilgrimage and tourism, *Annals of Tourism Research* 19(1), 1992, p 1081.

M Lamprecht, Minister leef nie in vrees, maar is ’n man met ’n plan vir ’n veiliger SA, *Rapport*, 2014-08-03, p 4.

M Arkin, John Company at the Cape. A History of the Agency under Pringle (1794-1815), based on a study of the ‘Cape of Good Hope Factory Records’, *Archives Year Book for South African History*, 2 (Cape Town, 1960), pp 1-194.

Shortened reference

M Lamprecht, Minister leef nie in vrees ..., *Rapport*, 2014-08-03, p 4.

Book

Provide the author’s initials and surname followed by a comma, and then the title of the book, and the volume number (if applicable) in Roman numerals (without the word “vol”) in italics. In parentheses, add the place and the year of publication, separated by a comma. Lastly provide the page number(s).

Example

LJ Lickorish & AG Kershaw, *The travel trade* (London, 1958), p 18.

JA Böeseke (red), *Resolusies van die Politieke Raad I* (Kaapstad, 1957), p 218.

JE Young (ed), *The art of memory: Holocaust memorials in history* (New York, 1994), p 9.

Shortened reference

JA Böeseke (red), *Resolusies* ..., p 218.

JE Young (ed), *The art of memory* ..., p 9.

Chapter in a book

Provide the author of the chapter’s initials and surname, followed by a comma, and “in” in italics. Add the initials and surname of the author(s) or editor(s), followed by a comma, and then the title of the book in italics. In parentheses, add the place and year of publication, separated by a comma. Lastly provide the page number.

Example

HC Groenewald & S Makopo, The political song: Tradition and innovation for liberation, in E Sienaert, N Bell & M Lewis (eds), *Oral tradition and innovation: New wine in old bottles?* (Durban, 1991), p 79.

Shortened reference

HC Groenewald & S Makopo, The political song:..., in E Sienaert, N Bell & M Lewis (eds), *Oral tradition and innovation...*, p 79.

Unpublished post-graduate dissertations or theses

Provide the initials and surname of the author, the title of the dissertation in inverted commas. Then provide the qualification, and the university where the degree was awarded in parentheses, followed by a comma, the date, and the page number(s).

Example

BL Michler, “Biographical study of H.A. Junod: The fictional dimension” (MA thesis, University of Pretoria), 2003, pp 41-43.

Shortened reference

BL Michler, “Biographical study of H.A. Junod ...”, pp 41-43.

Unpublished paper

Provide the initials and surname of the presenter, followed by the title of the paper and a full stop. Add the name of the conference, the place and date where it was held, and the page number if applicable.

Example

C Hong, “Africa in Chinese ancient publications”. Unpublished paper, Conference of Blacks and Asians in Time and Space, Boston University, April 2002, p 4.

Shortened reference

C Hong, “Africa in Chinese ancient publications...”, p 4.

Archival references

Provide the name of the archive in full in the first citation followed by the word “hereafter” and the abbreviation in parentheses. This is followed by a colon, the source, series and other details of the archival record. In the case of letters, the sender should be separated from the recipient by a dash, followed by the date. In archival references the finding place can be provided in the language the author is writing, if it is also known as such in the language used.

Example

National Archives of South Africa (hereafter NASA), LA 9, 497: Letter GJT Beelaerts van Blokland – SJP Kruger, 1890-02-16.

No shortened reference**Interview**

Provide the finding place: For example C Gouws personal archive (GPA), researcher NWU Vaal Triangle campus, followed by the file name: For example Oral Archive file 1 (OA1) followed by a comma, then the initials and surname of the interviewee, his/her occupation, the place of the interview, a comma and date of the interview.

Example

Interview: C Gouws personal archive (hereafter GPA), researcher NWU Vaal Triangle campus, Oral Archive file 1 (hereafter OA1), Mrs KL Smith, Caretaker, Castle of Good Hope, Cape Town, 2006-10-24.

Shortened reference

Interview: GPA, OA1, Mrs KL Smith, Cape Town ..., 2006-10-24.

Internet

Provide all possible details such as author, a description, the URL (underlined) and the date the site was accessed, all separated by commas.

Example

Anonymous, Die kronieke van Wallmannsthal II, <http://www.repository.up.ac.za/bitstream/handle/2263/1>, viewed 2013-04-28.

J Oosthoek, Environmental history: A transatlantic perspective, conclusion, podcast interview with Donald Worster, podcast 22, 2009-05-26, <http://www.eh-resources.org/podcast/podcast2009.html>, viewed 2010-05-07.

No shortened reference