

SAJIA Style Guide

February 2013

Style guidelines

1. Articles must be written in a style that is accessible to both professionals and laypersons.
2. *Spelling*: Use standard British spelling, according to the *Concise Oxford Dictionary* (10th Edition).
3. *Avoid redundancy*. Repeating the same idea using different words does not advance your argument.
4. *Slang*: Avoid the use of slang, e.g. terms / phrases such as 'good guy', 'he doesn't have a clue', etc.
5. *Jargon*: Avoid the use of unnecessary technical jargon where possible. Where use of a technical term is essential, please provide a definition of the word(s) in an endnote.
6. *Contractions*: Do not use contractions such as 'don't' or 'can't' in an academic paper. Always write out 'do not', 'can not', and so on.
7. *Abbreviations / Acronyms*: Unless an abbreviation is so well known that it is used more often than the full name (e.g. EU, US, UN, CNN), write the words in full on first mention with the acronym in parentheses, e.g. South African Institute of International Affairs (SAIIA). Thereafter, just use the acronym.
8. *Use Gender neutral language*. For example, use 'human' instead of 'man' as a generic term, use plurals or 'one' where possible, and only apply masculine pronouns to males. For example, instead of 'A doctor knows he has to respect the patient', use 'Doctors know that they have to respect their patients'.
9. *Quotations*: Use single inverted commas for quotations; but use double inverted commas for quotes within quotes. If a quote is longer than three lines, the convention is to place it in a separate paragraph, indented, one font size smaller, and without quotation marks (unless these are used within the quotation).
10. *Italics*: Put foreign words and all but the most common Latin tags in italics. For example, use *intifada* and *inter alia*, but *de facto*, *de jure*, *ad hoc*, *perestroika*, *status quo*, and *versus*. The names of newspapers and periodicals should also be written in italics.
11. *Lists*: When lists are provided in bullet form, if each item is a full sentence with a full stop at the end, start with a capital letter; if each item is not a full sentence, start with a small letter with a semicolon at the end. The penultimate item must end with 'and' or 'or' after the semicolon, and the last item with a full stop. Bulleted items must be grammatically consistent.
12. *Dates*: Date citations should be in the following order: day, month, year, with no commas (11 September 2001). Give dates rather than 'last month', 'last year', or recently. Use '20th century', '19th-century ideas' or 'in the 1920s'. Use 'Second World War', not World War Two or WW2.
13. *Names*: The first time a person is mentioned, first name(s) and surname should be given, together with any title essential to his/her identification, e.g. President, Minister, Queen. Give accurate renderings of foreign

names (noting where the surname precedes the first name for later reference).

14. *Figures*: Never start a sentence with a figure; write the words in full. In sentences, write one to nine in words, but 10 and above in numerals. Fractions should be hyphenated, e.g. two-thirds. Million should be written out, except in tables. Use % in place of per cent, but write 'percentage'.

Tables and Figures

1. Tables and figures (diagrams, graphs, maps, etc.) should be numbered consecutively, with tables numbered separately from figures. Please indicate where they should be placed in the text.
2. Unless the author is willing to pay for colour printing of the article, all tables and figures must be submitted for black and white rendering. Where grayscale will not distinguish between differences in the graphic sufficiently, patterns can be employed. The production team at the publisher can assist with this, if necessary, once the paper is accepted for publication.
3. Figures should be clearly drawn, with all axes clearly marked and sources indicated below the figure.
4. Tables should be clearly laid out, with all rows and columns clearly labelled with appropriate headings and units. Sources and any notes must be indicated below the table.
5. Permissions for the use of tables and figures not drawn by the author must be obtained by the author prior to final publication.

References and endnotes

SAJIA employs endnotes for referencing purposes. Gives full publication details in endnotes (except in the case of *ibid* for immediately repeated references), NOT in a bibliography at the end. **SAJIA does not employ in-text referencing**, such as (Smith, 1989:233). Endnotes can also include commentary from the author, such as 'For more discussion on this topic see...'

Place the small supra-number marking the endnote after the text you wish to reference -- and after the punctuation at the end of the thought or name you are referencing. For example: In the case of John Smith¹ there are several points to note....OR The case of John Smith is instructive,¹ in that....OR The case of John Smith is instructive.¹

In any endnote reference, the aim is to be as concise, but as informative, as possible within certain conventions. In endnotes, **attention to detail is all important**, and requires accurate reproduction of the original title and author's name, punctuation, capitalisation/lower case, and spacing. The examples given below do not cover every possible publication that may have to be documented in a bibliography, but the basic principles should be clear and can be applied to almost any reference.

Please ensure your references are accurate and complete in order to avoid the copyeditor reverting with questions about details long after the paper is

written. As a general principle, when in doubt, rather include too much information than too little for any work cited.

Books

In book titles, capitalise the first letter of all words except conjunctions, prepositions and articles that are not the first word. Be aware that the length of a word has nothing to do with whether it should be capitalised or not. For example, 'Is' gets capitalised because it is a verb; pronouns (He, She, It) are also capitalised. If a preposition appears at the end of a book title, it should be capitalised. For example: *Capital Letters: When to Put Them In*.

Use the ampersand (&) in authors' names and places of publication, but not in titles of works, unless the original specifically does.

Authors' names should be spelled as they appear on the title page (book titles should reflect the contents page too). If more than one work by an author is cited and different forms of the name are given, use the form in the original. Do not use honorifics such as Dr or Prof., or affiliations. Initials have no space between them, and no full stops. For example, Alves AC

For two or more authors, reverse all author's surname and initial(s), except for the last, and separate from the other authors by using commas, but not before the ampersand (&). If there are more than three authors, use '*et al.*' after the first named author.

Include the place of publication and publisher. The place of publication should ideally be a city. A colon separates the place name from the publisher's name. Do not add the state, province, region or country. It is not necessary to add the two-letter code for US states. Exceptions are Cambridge, MA, to differentiate between Cambridge, Massachusetts and Cambridge, UK (but UK is not added to Cambridge, UK), and Washington, DC. If published in two places, use both. If co-published, it is not necessary to give two separate publishers and place names; use the first given.

In the name of the publisher, omit 'The', '& Co.', 'Inc.', 'Ltd.', 'Publishers', 'Publications' (since they are all automatically publishers of some kind), etc.

For example:

Cambridge, MA & London: Harvard University Press.

Cambridge: Polity Press.

Boulder: Lynne Rienner.

Washington, DC: World Bank (not The World Bank).

Separate page numbers using the en-rule.

For forthcoming publications, include as much information as is available, and insert 'forthcoming' instead of the date.

For example:

Potter AM, *How to Lay out an Informative Footnote: Common Authorial Errors*. Cape Town: FPP Productions, 2009, pp. 49–52.

Mills G & J Stremlau, *The Reality behind the Rhetoric: US, South Africa and Africa*. Johannesburg: SAIIA with CSIS, 2000, p. 34.

Laubscher BT *et al.*, *Does It Matter if He Won't Be In?* New York: WW Norton, 2003.

Mashoda T, *West African Politics in the Late Twentieth Century*. Johannesburg: Heinemann, forthcoming.

If the publisher and place of publication are unknown, leave them out.

Edited works and chapters in edited works

Insert (ed.) or (eds) — note no full stop after eds — in brackets after the editor's/editors' name(s). For example:

Assad MR (ed.), *Dealing with Climate Change: International Responses*. London & New York: Oxford University Press, pp. 23–24.

White L, 'The EU–SA agreement', in Mills G & J Stremlau (eds), *Global Economics: The Effect on SADC Trade*. London: Sage, pp. 201–2.

Corporate authors (organisations, companies and governments)

Always enter governments under the name of the country first, followed by government departments, committees, and so on. Spell out names in full, but abbreviations are acceptable for the United Kingdom (UK) and United States (US).

If the 'author' is an organisation with a standard abbreviation, enter the abbreviation first, with the full name in brackets immediately afterwards. This allows the abbreviation alone to be used in any subsequent endnote references, keeping such references as brief as possible. For example:

South Africa, Department of Welfare, *White Paper for Social Welfare*. Pretoria: Government Printer, 1997.

(NOTE: white papers and acts of Parliament are capitalised like a book title, but not italicised.)

FAO (Food & Agricultural Organisation), *Environmental Issues in Third World Trade*. Rome: FAO, 1992, p. 3.

UN and other organisations often give reference numbers to their documents. These should be included where available. Note that there may be a difference between the date when a UN resolution is adopted and when it is published. For example:

UNGA (UN General Assembly), *Convention on Prohibitions or Restrictions on the Use of Certain Conventional Weapons which May Be Deemed to Be*

Excessively Injurious or to Have Indiscriminate Effects ('CCW Treaty'), 10 October 1980, reproduced in UN doc. A/CONF.95/15 of 27 October 1980.

EATA (Euro-Atlantic Trade Alliance), *EATA and the Challenge of Developing Regional Trade*, EATA(P)2004/23 of 4 November 2004. Amsterdam: EATA, 2005, paras. 34–35.

Series, occasional papers, background papers and briefings

Be aware of the difference between series name and journal titles. Series can be books, or papers/working papers/policy briefs, etc. Book titles are italicised; the rest appear in quotes, as for journal articles. Series titles are not italicised, with the key words capitalised. Omit the editor of the series. The number/volume number is given as for journals. In all cases, however, place of publication and publisher should be given, unless there is only a URL.

For example:

Abaza H (ed.), *The Present State of Environmental and Resource Accounting and Its Potential Application in Developing Countries*, Environmental Economics Series, 5. New York: UN Environment Programme, 1992, pp. 100–5.

Conrad C, 'The state of Zimbabwe's agriculture, 2002', AgriZimbabwe Working Paper, 6. Harare: AgriZimbabwe, 2003.

Journals

Put the title of the article in quotation marks and the journal name in italics (capitalise as for book titles). The title of the article is in lower case except for the first letter of the first word, the first word in a subtitle after a colon, and proper names. Omit 'The' in journal names. The volume number (omitting 'vol.') follows the journal title, with a comma separating them, by the issue number, thus volume 23, number 2 becomes 23, 2. Use Arabic numbers (i.e. volume 23, not XXIII). Month or season can be added if entries for the same journal are consistent. For example:

Peters BL & JE Peters, 'Women and land tenure dynamics in Zimbabwe', *Journal of Public and International Affairs*, 9, 1998, pp. 100–3.

Peters BL & N Malan, 'Caveats for land reform in South Africa: Lessons from Zimbabwe', *South African Journal of International Affairs*, 7, 2, Winter 2000, pp. 154–55.

Newspapers

Some newspapers insist on '*The*' before their names; others prefer to omit it. It is worth checking the newspaper's website to see what a particular newspaper prefers. If the author of the item is given (i.e. if there is a byline), use that name. If there is no byline, give the newspaper's name first. If the newspaper has the same name as another in a different country, then give the country or city where it is published in brackets following the name of the paper. If the newspaper is an online publication, use the same style as for print news articles. For example:

West E, 'SA and Namibia edging towards borderline feud', *The Star*, 4 June 2001.

Dutschke M & C Smith, 'Gauging children's rights to care and protection', *Mail & Guardian Online*, 2 June 2008, <<http://www/mg/co.za/articlePage.aspx?articleid=334930&area=/insight/monitor/#>>.

Business Day, 'Rwanda aims to curb "hate" reports', 29 June 2001.

The East African (Kenya), 'The people are starving', 11 March 2000; *Sunday Times* (London),

'Celeb says "Let them eat cake"', 12 March 2001.

Polity, 'Manuel appointed to planning ministry', 28 May 2009.

Reports and papers delivered at conferences

Reports should be treated as books and italicised, unlike articles/chapters/conference papers. If the publication title page specifies this, a brief explanation of the document, such as 'Policy research report', may be given. For example:

World Bank, *Trade Blocs*, policy research report. Washington, DC: Oxford University Press, 2000.

For papers from conferences, symposia and seminars, use quotation marks for the title of the paper. The title is formatted like that of a journal article. Give the details of the name of the conference, where it was held, and the precise dates. The official conference name should be capitalised (except for prepositions, etc.), but if the information is something like 'paper presented at a seminar at King's College London', then only the name of the organisation would have caps. If a paper appears in a collection of all the papers at a particular conference, format should be as for a chapter in a book and the same type of publishing information should be given.

For example:

Andersson KP & A Agrawal, 'Equity, institutions, and the environment: Socioeconomic aspects of local forest governance', paper presented at Survival of the Commons: Mounting Challenges and New Realities, 11th Conference of the International Association for the Study of Common Property, Bali, 19–23 June 2006.

Internet sources

Authors are going on the Internet more and more for their information. References from the Internet are problematic, because the contents of a website can be very brief or extremely lengthy, but this is often not clear. Often authors will only give the most basic information, and it is impossible for an editor to query every entry or go on the Internet him-/herself to check each one.

Ideally, Internet references should take same form as those of printed publications to the greatest extent possible, depending on the availability of information. If a work is clearly of book length or is a report, italicise the title as for a book/report; if not (and this will apply to most Internet references), insert it in single quotes, with only the first word and proper nouns with initial caps. If there is no 'title', then whatever appears at the top of a website can be used as the title (in quotes); alternatively, simply 'Website' or 'Database' can be given (not in quotes).

Include the URL in angle brackets. Include 'http://' consistently in the URL. The access date is not necessary for a publication that is not likely to change with time, such as a specific book or article. However, if you know that the website no longer exists, give the access date. Also, a website that is constantly updated, such as a database, should have an 'accessed' date. If a database has a title, then give it, and state that it is a database immediately after the title.

Ideally, it is best not to include hyperlinks in a paper, as it problematises the editing process. For example, hyperlinks are underlined, but that does not allow one to see the use of _ to join elements of the URL (see examples below). In Windows, turn hyperlinks into ordinary text by right-clicking on the hyperlink and then click on 'Remove Link'; or, on a Mac, highlight the hyperlink, then click on 'Insert', 'Hyperlink', 'Remove Link'. For example:

Cox H, 'The link between security and development', *Journal of African Security*, 6, 5, 1997, <<http://www.jas.co.za>>.
UNHCR (UN High Commissioner for Refugees), 'Immigration statistics', in *Statistical Yearbook 2007: Trends in Displacement, Protection and Solutions*, 2008, <http://www.unhcr.org/cgi-bin/texis/vtx/home/opendoc.pdf?id=4981c3dc2&tbl_STATISTICS_country-territory-asylum>.

UN Comtrade (UN Commodity Trade Statistics Database), Database, accessed 3 January 2009, <<http://comtrade.un.org/db/>>.
Stats.com, 'Worldwide Trade Stats', database, accessed 27 January 2008, <http://www.world_trade_stats/stats.com/database>.

Interview references

For example:

Personal interview, Mohammed Seyed, acting director general, Research and Planning Department, South African Institute of International Affairs, Addis Ababa, 17 January 2008.

Repeat references

If the reference is the same as the one immediately before the one you are endnoting, use *ibid.*, with the page number if different from the preceding reference. For example: *Ibid.*, p. 12.

Otherwise, please repeat the full reference, with the appropriate page number noted. *Op cit* is no longer employed by the journal.

Based on SAIIA House Style and updated January 2011.