

# **JOURNAL OF AFRICAN ELECTIONS:**

## **NOTES FOR CONTRIBUTORS**

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The *Journal of African Elections* (JAE) is a peer-reviewed journal. Papers submitted should be original and not under consideration by any other publication. If any version of your paper has been submitted to another publication, or has been or will be published elsewhere, please state this when you submit it to the JAE. If your paper has already been published in any form, please also state this (in such cases, the author must have permission to resubmit the article).

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### **TECHNICAL GUIDELINES FOR AUTHORS**

Please submit papers in MS Word (.doc or .docx) format. If you know how to set your document so that meta-data do not show your name, please do this. The JAE peer review process is 'blind', which means that reviewers and authors do not know who wrote or reviewed a paper. If you need guidelines on how to control meta-data, please contact the editor at [jae@eisa.org](mailto:jae@eisa.org) and we will send you detailed instructions.

Manuscripts should be between 8 000 and 10 000 words, including footnotes and references. References should be limited to a maximum of 60, or four pages. Please use double line spacing but leave a single character space after full-stops. Subheading styles can be set manually or automatically.

Diagrams or maps must be in black and white. Avoid using tints; rather use open patterns. Graphics can be sent in a separate file if necessary (in uncompressed .tif or .jpg format). If maps and diagrams cannot be sent electronically, they should be couriered to EISA on good quality white paper.

Diagrams, maps and graphs should be referred to as figures. Charts and tables (rows and columns of data) are tables. Please label charts and tables numerically (1, 2 rather

than I, II). Give charts and tables short descriptive headings. Do not create a table if the information can simply be written into the text (e.g. a table with a single row). Each figure or table must be referred to in the text (e.g. 'Table 1 below shows the results of...').

The article should start with an abstract that contains roughly 200 words. The abstract summarizes the paper's main arguments, findings and conclusions. Key words should be listed in bold font below the abstract. If there are acknowledgements, these should appear after the key words.

## **WRITING STYLE**

### **Spelling**

The *JAE* uses British rather than American spelling. In MS Word, under the 'Review' tab, go to the 'Language' panel and select 'Set Proofing Language' and choose 'English (U.K.)'. Then click 'OK'. Examples of British spelling are democratise (not democratize), organisation (not organization), fuelled (not fueled), travelled (not traveled), labour (not labor), programme (not program, unless referring to software), licence (not license, unless a verb), and centre (not center).

However, if a book or journal title uses American spelling, do not change it. Similarly, never change a direct quote (unless you indicate your change).

### **Sentence length**

Please do not write overly long sentences. Aim to include *only one main idea per sentence*, with clear punctuation to set off secondary phrases. A good sentence length is roughly 20 to 25 words. Papers that routinely use sentences of 35 to 50 words (or more) will be returned to the author for language revision, even if the paper has been accepted by the content reviewers. It is not always easy for a language editor to tell which phrase is the central one, and which phrases are secondary.

### **Numbers**

- The main rule is to *be consistent in how you write numbers*. The *JAE* does not have a strict house style for numbers, because some papers are highly statistical and others are more theoretical.
- Do not start a sentence with a numeral. Either recast the sentence so that the number appears later or write the opening number in words.
- Report all statistical results in numerals (e.g. 7 rather than seven).
- If your paper contains few or no statistics, write numbers up to ten in words. Use numerals for all numbers that would require a hyphen if written out (e.g. 23 rather than twenty-three). You may also write numbers up to twenty in words (e.g. seventeen rather than 17) and the same goes for round numbers (e.g. thirty, fifty). Whatever you choose, please apply your choice consistently.

- In thousands, use a space rather than comma: 250 000 (not 250,000). This includes currencies.
- Use decimal points rather than commas: 2.5 rather than 2,5.
- Percentages: use the symbol (%) after a numeral, and do not leave a space (25%, not 25 %).
- In the text, round up to a single decimal point (12.6%, not 12.57%). In tables, two decimal places can be shown for percentages (25.61%).
- For tables of statistical data, decimal places must be shown according to convention (e.g.  $r=.67$  or  $r=0.67$ ;  $p<0.001$ ). In the text, *state which statistical analyses were used* and which software (e.g. SPSS).

### Capital letters

- Use sparingly. Use capitals in people's titles (e.g. President Zuma) but not as a generic (e.g. the president called on the security forces to intervene).
- Capitalise specific institutions and the higher courts (the Constitutional Court, High Court, Supreme Court), and Parliament and Cabinet.
- Minister: capitalise a specific name (e.g. Minister Masutha) but not the generic (e.g. The ministers discussed the terms).
- Capitalise 'Constitution' (e.g. the South African Constitution), but not the adjective (e.g. a constitutional mandate).
- Bill and Act are always capitalised. Do not capitalise 'section' (in an Act).

### Abbreviations

The first time a term is used, write it in full, followed by the abbreviation in brackets.

On subsequent use, refer to the abbreviation only:

- The African National Congress (ANC) issued a statement that an ANC spokesperson declined to comment further.

Avoid starting a sentence with an abbreviation if possible. Often the insertion of 'The' avoids this problem.

### Footnotes

Keep footnotes to a minimum and number them consecutively, preferably using the MS Word automatic system. Place footnotes at the bottom of pages, not as endnotes.

*Do not use footnotes to provide references.* Referencing must follow the modern Harvard style (Australia). Examples are given below.

### Gender pronouns

Avoid using male pronouns (he, his, him) as a generic. Most sentences can be reworded to use a neutral plural pronoun (they, their, them) or to exclude gender pronouns. If gender pronouns are used, write 'he or she' (not 'he/she') and 'his or her' (not 'his/her'). Examples of acceptable use are:

- Each participant provided **his or her** opinion on the draft policy.
- Stakeholders provided **their** opinions about the draft policy.
- President Zuma stated that **he** had signed...

- Once an incumbent is informed of **the** options, **he or she** must decide...

## EDITING

Articles that are accepted for publication will be edited. The editor corrects grammar and spelling errors and ensures that the journal's style is followed. The editor may rewrite phrases or sentences into plainer language or trim the word count. Editorial suggestions and queries are sent to authors if necessary, but final proof copies are not. Authors should respond promptly to the editor's communications so as to not delay publication. *Please make sure the editor always has your current contact details.*

## REFERENCING

Use the Harvard in-text citation method (Australian version). The internet offers many style guides (e.g. University of South Queensland, Monash University, University of Victoria); please consult these. The following examples are a basic guide only, and show some of the acceptable formats used in Harvard (Australia). Note: do not italicise 'et al'.

### In-text citation

*Paraphrase or summary of source material:*

- According to Merton (2010), governments should ensure...
- However, the results are often hotly contested (Merton 2010, p. 3).
- According to Merton **and** Brink (2012), governments should ensure... **[no ampersand '&' in the main text, only in brackets]**
- Some studies have examined the role of young voters in... (Goodall 2013; Merton & Brink 2012) **[Alphabetical order of names, not date order. Also note the use of '&' in brackets.]**
- A third of young adults are jobless (Merton, Mogale & Brink 2013, p. 56) **[first citation only: list all authors' names; do not use et al. On later citations, use et al. – e.g. Merton et al. 2013]**
- When citing a work by many **editors (not authors)**, use only the first surname and et al. from the first use.
- The above study (Merton et al. 2014) also examined the influence of funding...

*Direct quotes:*

Quotations longer than 30 to 40 words should be blocked off from the main text, with an indentation of 1.5 cm from each margin. Blocked quotes do not take quotation marks. Quotations shorter than 30 words should be run on in the main text, inside single quote marks. Use double quote marks for a quote within a quote. Do not italicise quotations. If italics are added for emphasis, this must be indicated – for example, [emphasis added] or [our emphasis].

### In-text citations

- Merton (2010) states that 'Governments should ensure...' (p. 4).

- Merton (2010, p. 4) states that ‘Governments should ensure...’
- According to Merton, Mogale and Brink (2013, p. 34), ‘Governments should ensure...’ [**First citation**]
- According to some scholars, governments should ensure... (Jones & Fisher 2013) – note one may use an ampersand (&) in brackets but not in the main text.
- According to Merton et al. (2013), ‘Governments should ensure...’ (p. 34). [**Subsequent citation.** Page number may appear with the year instead.]
- **Direct quote from an online source:** as shown above, (Author 2010) or (Website 2012). Write full details in the reference list, including a paragraph number or heading if relevant, and the date on which you accessed the material. Provide a website address.

**Reference list - Suggest limit this to a maximum of 60 reference, or four (4) as above. see: SA Journal of Science specs:** *The reference list should begin on a separate page. The number of references is limited to 30 for Research Letters, 60 for Research Articles and 80 for Review Articles.*

Note: Please do not cluster the references according to the type of source as shown below. This is for ease of reading the guidelines. Your reference list should just be one long list.

#### *Books*

- Butler, A 2004, *Contemporary South Africa*, Palgrave Macmillan, New York.
- Southall, R & Petlane, T 1995, *Democratisation and demilitarisation in Lesotho: the general election of 1993 and its aftermath*, Africa Institute, Pretoria.
- Bond, WR, Smith, JT, Brown, KL & George, M 1996, *Management of small firms*, McGraw-Hill, Sydney.

#### *Edited collections*

- Giliomee, H & Simkins C (eds) 1999, *The awkward embrace: one party – dominance and democracy*, Tafelberg, Cape Town.

#### *Chapters in edited collections*

- Richards, KC 1997, ‘Views on globalization’, in HL Vivaldi (ed), *Australia in a global world*, Century, North Ryde NSW.
- Spence, J 2004, ‘South Africa’s foreign policy: vision and reality’, in E Sidiropoulos (ed), *South Africa’s foreign policy 1994–2004: apartheid past, renaissance future*, South African Institute of International Affairs, Johannesburg.

#### *Journal articles*

- Lodge, T 2004, ‘The ANC and the development of party politics in modern South Africa’, *Journal of Modern African Studies* vol. 42, no. 2, pp. 13-26.
- Noor, A 2008, ‘Ethics, religion and good governance’, *Journal of Administration & Governance*, vol. 3, pp. 62-77, viewed 17 November 2009,

[http://www.joaag.com/Home\\_Page.php](http://www.joaag.com/Home_Page.php)

Wychick, J & Thompson, L 2005, 'Fallen for a scam lately?' *Australia Today*, 24 November, pp. 54-60.

*Newspaper articles*

*Australian* 2014, 'Greek PM calls risky election' 10 December, p. 9. [**The in-text citation here would be: *Australian* 10 December 2014**]

Hilts, PJ 1999, 'In forecasting their emotions, most people flunk out', *The New York Times* 16 February. Available at <<http://www.nytimes.com>>. [19 February 2000]. [**In-text citation would be: Hilts 1999**]