

## south african journal of education

### Guidelines for Contributors

#### Editorial policy

The South African Journal of Education (SAJE) publishes original research articles reporting on research that fulfils the criteria of a generally accepted research paradigm; review articles, intended for the professional scientist and which critically evaluate the research done in a specific field in education; book reviews, i.e. concise evaluations of books that have recently appeared; and letters in which criticism is given of articles that appeared in this Journal.

Indicate the relevance of the study for education research where the education system is characterised by transformation, and/or an emerging economy/development state, and/or scarce resources. Research articles of localised content, i.e. of interest only to specific areas or specialists and which would not appeal to the broader readership of the Journal, should preferably not be submitted for consideration by the Editorial Committee.

Ethical considerations: A brief narrative account/description of ethical issues/aspects should be included in articles that report on empirical findings.

All articles will be submitted to referees (national and/or international). The consulting editors/referees will have documented expertise in the area the article addresses. When reviews are received, an editorial decision will be reached to either accept the article, reject the article, request a revision (in some cases for further peer review), or request arbitration. As a rule not more than one article per author or co-author will be accepted per year for refereeing and possible publication.

Authors bear full responsibility for the accuracy and recency of the factual content of their contributions. A signed declaration in respect of originality must accompany each manuscript. On submission of the manuscript, the author(s) must present a written undertaking that the article has not been published or is not being presented for publication elsewhere.

Plagiarism entails the use of ideas that have been published previously and is prohibited. Word-for-word copying of the work of others should be indicated by means of double quotation marks. When quoting, always provide the author's surname, year of publication and the page number, e.g. (Brown, 1997:40-48). Redundancy/self-plagiarism is unacceptable. It may occur in the following ways:

- 1) Authors reproduce sections of their previously published papers without quotation.
- 2) Authors create several papers slightly differing from each other, submitting them to different journals without acknowledging this.<sup>1</sup>

In cases where redundancy is suspected, the Editor will investigate the matter, in collaboration with the Editorial Board.

Plagiarism and redundancy/self-plagiarism will be dealt with as follows:

- 1) With regard to papers already published: a formal notice of redundant publication will be issued to readers in the next issue of the journal. The Editor has the right to refuse to accept submissions from such authors for a certain period of time.<sup>2</sup>
- 2) In cases of major concern, authors will be denied the privilege of publishing the relevant paper in the *South African Journal of Education*.
- 3) In cases of minor concern, authors will be asked to rephrase the duplicated sentences.

It is expected of authors to cite materials that overlap with their work within the manuscript. Upon request by the Editor, the information shall be made available where applicable.<sup>3</sup>

The author(s) must ensure that the language in the manuscript is suitably edited and the name and address of the language editor must be supplied.

Copyright of all published material is vested in the Education Association of South Africa (EASA).

#### Processing charges

Article processing charges (APCs): Authors will be invoiced for the required charges upon acceptance of a manuscript for publication. These charges are reviewed annually. The APC charged is aligned with charges for the year of acceptance.

The 2016 approved APC is ZAR 4,725 per article for South African and USD \$525 for international authors.

The 2017 approved APC is ZAR 5,500 per article for South African and USD \$525 for international authors.

Total number of pages should preferably not exceed 17 pages ( $\pm$  6,000 words).

### Preparation of manuscripts

The manuscript, including abstract, figure captions, tables, etc. should be typed on A4 paper and the pages numbered consecutively. Manuscripts should be typed in Microsoft Word format with text in Arial font, 12 point, and 1.5 line spacing. Margins should be 2.54 cm all around.

The title should be brief (max. 15 words), followed by the author(s) name(s), affiliation(s) (Department and University), and an e-mail address for the corresponding author.

An abstract in English (approximately 190 words) must be provided, followed by up to 10 keywords, presented alphabetically.

The text of the article should be divided into unnumbered sections (e.g. Introduction, Method, Results, Discussion, Acknowledgements, References, Appendix, in that order). Secondary headings may be used for further subdivision. Footnotes, if any, will be changed to endnotes.

Figures should be clear, black/white originals, on separate pages — not embedded in the text. Grey or coloured shading must NOT be used. Tables/figures should be numbered consecutively, with a brief descriptive heading/caption. Information should not be duplicated in text and tables. Each table/figure must be referred to in the text by number. Authors must use the decimal point in all numbers, in the text and tables, and not the decimal comma.

### References

References are cited in the text by the author(s) name(s) and the year of publication in brackets (Harvard method), separated by a comma, e.g. (Brown, 1997).

If several articles by the same author and from the same year are cited, the letters a, b, c, etc. should be added after the year of publication, e.g. (Brown, 1977a).

Page references in the text should follow a colon after the date, e.g. (Brown, 1997:40-48). In works by three or more authors the surnames of all authors should be given in the first reference to such a work. In subsequent references to this work only the name of the first author is given, followed by the abbreviation et al., e.g. (Ziv et al., 1995).

If reference is made to an anonymous item in a newspaper, the name of the newspaper is given in brackets, e.g. (Daily News, 1999).

For personal communications (oral or written) identify the person and indicate in brackets that it is a personal communication, e.g. (M Smith, pers. comm.).

### List of references

Only sources cited in the text must be listed, in alphabetical order, after the article. References should be presented as indicated in the following examples. Special attention should be paid to the required punctuation.

#### Journal articles:

Johnson DW & Johnson RT 1999. Gifted students illustrate co-operative learning. *Educational Leadership*, 50:60-61.

#### Books:

Van Zyl R (ed.) 1994. *Recent advances in classroom research*. San Diego, CA: McGraw-Hill.

#### Chapters in books:

Dukzec S 1988. Gender issues. In D Hicks & J Brown (eds). *Education for peace*. London: Routledge.

#### Unpublished theses or dissertations:

Squelch J 1991. Teacher training for multicultural education in a multicultural society. MEd dissertation. Pretoria: University of South Africa.

#### Anonymous newspaper references:

*Citizen* 1996. Education for all, 22 March.

#### Electronic references:

##### *Published under author's name:*

Wilson J 2000. The blame culture. *British Educational Research Journal*, 26. Available at <http://www.govsources/gtp%access>. Accessed 20 April 2005.

##### *Website references: No author:*

These references are not archival and are therefore subject to change in any way and at any time. If it is essential to present them, they should be included in a numbered endnote and not in the reference list.

**Submission of manuscripts for publication:**

Manuscripts may be submitted electronically by e-mail or via the internet. Manuscripts should be submitted in MS Word format.

Authors who submit manuscripts for the first time should submit their manuscripts by means of e-mail to [Estelle.Botha@up.ac.za](mailto:Estelle.Botha@up.ac.za). Once the Editorial Committee decides to accept the manuscript for review, users will be registered as authors.

**E-mail submissions:**

Manuscript and covering letter must be e-mailed to [Estelle.Botha@up.ac.za](mailto:Estelle.Botha@up.ac.za)

**Internet submissions:**

Website: <http://www.sajournalofeducation.co.za>

Use the "Register as Author" link to register and submit an article. This will enable you to track the status of your article on the website.

**For inquiries** contact [Estelle.Botha@up.ac.za](mailto:Estelle.Botha@up.ac.za)

**Notes**

- <sup>1</sup> Information adapted from *Code of Ethics for the Journal of International Business Studies* (n.d.). Available at [http://www.palgrave-journals.com/jibs/author\\_instructions.html#Ethical-guidelines](http://www.palgrave-journals.com/jibs/author_instructions.html#Ethical-guidelines). Accessed 20 March 2013.
- <sup>2</sup> Information adapted from *Redundant Publication: The Editorial Policy Committee of the Council of Science Editors* (n.d.). Available at [http://natajournals.org/userimages/ContentEditor/1256771128861/redundant\\_pub.pdf](http://natajournals.org/userimages/ContentEditor/1256771128861/redundant_pub.pdf). Accessed 20 March 2013.
- <sup>3</sup> Information adapted from *Code of Ethics for the Journal of International Business Studies* (n.d.). Available at [http://www.palgrave-journals.com/jibs/author\\_instructions.html#Ethical-guidelines](http://www.palgrave-journals.com/jibs/author_instructions.html#Ethical-guidelines). Accessed 20 March 2013.