Author guidelines: Final submissions following acceptance

In order facilitate smooth production of the journal, final versions of accepted papers are to be submitted according to the following guidelines.

Please take care to proof-read papers before final submission. Authors will be sent page proofs to check and correct shortly before the relevant issue of journal is printed.

(1) The submitted file should be in one of the following formats: MS Word (.doc), Rich Text Format (.rtf), Hypertext (.htm/.html). If for some reason (e.g. to display logical characters or equations) you require a different format, please discuss this in advance with one of the editors. The name of the file should comprise the surname of the author, or first author, and the document extension (for example smith.doc, or mbeki.rtf).

(2) The contents of the file should include the following items, in this exact order:

- Title
  (Any acknowledgments, including obligatory acknowledgments of funding or other support, should appear in a footnote, with the note attached to the title of the paper. There should be no full stop after a title.)

- Author name (first name(s) and surname, no title)

- Author institutional postal address

- Author email address
  (In the case of a paper with multiple authors, list the details (name, address, email address) for each in order and indicate, with a footnote attached to the end of the relevant name, which is the corresponding author.)

- Abstract (At most 250 words.)

- Main text of article

- References

(3) The following conventions should be observed:

- Quotations longer than a single sentence should be indented.

- Italics should be used for emphasis, not bold or underlining.

- Quotations in the text of the paper should appear in single quotation marks.

- Quotations in any language other than English should be supported by a translation into English in a footnote. (The converse is not required, but authors may choose to provide original language versions of texts they discuss in English translation.)

- A blank line should be left after every paragraph. For this purpose, headings should be treated as paragraphs.

- Sub-headings should either not be numbered at all, or be numbered with Arabic numerals, followed by a period, for example: '3. Conclusion'. In the printed text of papers in the journal, sequential Arabic numerals will be used for sub-headings.

- 10, 11 or 12 point type should be used throughout the final version, and no use should be made of any paragraph styles.

- No running headers or footers of any sort (including page numbers) should be used.

- There should be no page breaks, or section breaks, at any point in the file.

- Any notes should appear as footnotes, and not as endnotes.

- Any cross references to other parts of the paper should refer to numbered section, or to relative location (such as 'three paragraphs above') and not to page numbers.

(4) Submissions should include references in the Harvard format for every work cited. In particular references to other works should appear in the body of the text in the following format (author [space] date of publication: page number(s)) [e.g. (Habermas 1998: 36)]. All such references should be accompanied by a full bibliographic reference which should appear at the end of the article in a separate list of references – for example:

References

Habermas, J. 1998. *Postmetaphysical thinking*. Oxford: Polity Press.

Ramose, M.B. 2000. 'African Renaissance: a northbound gaze', *Politeia* 19(3), 47 – 63.

All other references should appear in footnote (*not* endnote) format.

Additional notes on references

When more than one work is cited at the same time, references should be separated by a semi-colon. [e.g. (Habermas 1998; Ramose 2000).]

When a work has two authors, both surnames should appear in references. When a work has more than two, the first surname followed by 'et al.' should be used in the text, with all names detailed in the list of references.

For references to more than one work by the same author, give the surname once and list years separated by a comma. [e.g. Quine 1969, 1974).] If the same author is responsible for more than one work in the same year, then distinguish them with lower case letters starting with 'a'. [e.g. (Quine 1969a, b).]

Page references to books or journals appear without a single 'p.' or double 'pp.' for page/pages [e.g. (Ramose 2000: 49; Habermas 1998: 40).]