

GUIDELINES FOR CONTRIBUTORS

Articles submitted should be original contributions and should not be under consideration for any other publication at the same time. All contributions should conform to the style and reference technique of the *Journal*. All material submitted is evaluated by the editors, editorial board and other referees. Manuscripts and disks will not be returned to authors.

The assessment of articles can take a considerable length of time, and authors are requested not to make enquiries before a period of three to four months has elapsed.

Format

If possible, articles should be prepared on a IBM DOS-compatible word-processing programme. All copy, including indented quotations and footnotes, should be in double-spaced format. Submissions on 3½" stiffy or 5¼" floppy disks should be accompanied by two hard-copy printouts.

Our preferred programme is WordPerfect. If other programmes are used, embedded codes should be avoided. For example, right-hand justification and word-breaks (hyphens breaking words at the end of the line) should not be used. Contributions should be printed in ordinary courier type; the use of different fonts should be avoided.

Length

Contributions should be *concise* and articles should not exceed 8 000 words (excluding footnotes), except with the prior approval of the editor.

Quotations

Short quotations should be indicated by single inverted commas, with double inverted commas for quotations within the main one. Quotations of more than 40 words will be printed in smaller type without inverted commas and not indented.

Numbers and Dates

Dates used in the text should be given in the form: 12 October 1936. In footnotes, however, the names of all months except May, June and July should be abbreviated as follows: 12 Oct. 1936. For indicating page numbers and dates, use the least number of numerals possible: 52-5, 181-4; 1921-5, 1921-37.

Numbers below 10 in the text should be written out in full: four, seven - *not* 4, 7. Figures should be used to indicate numbers above 10: 10, 78, 174.

Footnotes and References

If WordPerfect is used, the footnote function should be employed. In the case of other programmes, we would prefer that the footnote function should not be used: footnotes should instead be numbered consecutively in Arabic figures and placed at the end of the article as part of the text.

Upper-case style is used for the titles of books and articles.

References to books should give the initial(s) and surname(s) of the author(s), the title in full (underlined), the place of publication and the date of publication (within brackets), and the page(s) referred to. For example:

J.B. Peires, *The Dead will Arise: Nongqawuse and the Great Xhosa Cattle-Killing Movement of 1856-7* (Johannesburg, 1989), 66-7.

All subsequent references to the same book should use the surname(s) of the author(s) and a short title:

Peires, *The Dead will Arise*, 67.

References to articles in books should give the initial(s) and surname(s) of the author(s), the title of the article (within single inverted commas), followed by the full details of the book:

N. Etherington, 'The "Shepstone System" in the Colony of Natal and beyond the Borders', in A. Duminy and B. Guest, eds, *Natal and Zululand from Earliest Times to 1910: A New History* (Pietermaritzburg, 1989), 172-7.

All subsequent references to the same source should use the author's surname and a short title:

Etherington, 'The "Shepstone System"', 178.

References to articles in journals should give the initial(s) and surname(s) of the author(s), the title of the article (within single inverted commas), the title of the journal in full (underlined), and the volume, number, date and page number(s). For example:

R. Levin and M. Neocosmos, 'The Agrarian Question and Class Contradictions in South Africa: Some Theoretical Considerations', *The Journal of Peasant Studies*, 16, 2 (Jan. 1989), 230-51.

Subsequent references to the same source should use the surname(s) of the author(s) and a short title:

Levin and Neocosmos, 'The Agrarian Question', 252.

References to theses should give the initials and surname of the author, the title of the thesis (within single inverted commas), and the degree, the university where it was awarded and the date (within brackets):

M.J. Rayner, 'Wine and Slaves: The Failure of an Export Economy and the Ending of Slavery in the Cape Colony, South Africa, 1806-1834' (PhD thesis, Duke University, 1986), 260-7.

Subsequent references to the same thesis should use the author's surname and a short title:

Rayner, 'Wine and Slaves', 282.

Archival references should indicate the archival depot, library or museum, and identify the collection or group of documents or papers:

Cape Archives (hereafter CA), Colonial Office (hereafter CO) 291, Letters and Papers Received, Agents in the Interior, 1826, J. Melvill to R. Plasket, 2 June 1826.

Subsequent reference to this archival group can be made as follows:

CA, CO 291, Melvill to Plasket, 5 July 1826.

Full stops should not be used in citing archival references; for example, use CSO, *not* C.S.O.

Avoid *op. cit.* and *loc. cit.*

Reviews and Review Articles

Although in most cases reviews will be solicited, the review editor will be prepared to consider unsolicited reviews. All reviews will be submitted to members of the editorial board and, if necessary, to other referees before acceptance for publication.

The details of a book should appear at the head of the review in the following form:

Racial Segregation and the Origins of Apartheid in South Africa 1919-36. By SAUL DUBOW. London: Macmillan, 1989. ix + 250 pp. ISBN 0 333 46461 3.

A review article should be longer and more detailed than a review, and should discuss the book or books in the historiographical context of the field of study as a whole. Review articles may qualify for subsidy purposes by those attached to South African universities.

Reviewers of books on countries other than those in southern Africa should, wherever possible, indicate the relevance of such books for the study of South African history.

Books sent out for review must be reviewed by the date stipulated. If reviews are not received by that date, the review editor may request that the book or books be returned forthwith.

Maps, Diagrams and Photographs

Where maps, figures and graphs are presented, they must be professionally produced and ready for photographic reproduction.

Photographs should be submitted in the form of black-and-white prints.

Page Proofs

Corrected page proofs are to be returned to the editor by contributors within five days of receipt of them, in order not to delay the printing of the *Journal*.

Offprints

Authors will not be sent offprints of their articles, but will receive one copy of the *Journal* free of charge.

Subsidy

As the *Journal* is accredited, the cost of a local article can be recouped from the earnings on research outputs. The editorial board will request authors employed by South African universities and other tertiary institutions to subsidize their articles. Please note that authors are not expected to pay for their articles themselves, but that they should approach their university to do so on their behalf.