

# Guidelines to authors

The *Journal of Humanities/Tydskrif vir Geesteswetenskappe* publishes original research and review articles in the following subject fields: theology, languages, art and culture, social, economic and educational sciences, as well as book reviews, chronicles and poems. Articles or contributions that have been published elsewhere will not be considered. Two complimentary copies of the edition that contains an author's contribution, will be mailed to each author free of charge. More copies may be ordered from the publications office at the set price.

The following regulations apply for submitted manuscripts:

- If contributions are sent only by **post**, please submit three copies. We prefer that contributions are submitted via e-mail to [publikasies@akademie.co.za](mailto:publikasies@akademie.co.za) - in which instance it is not necessary to send three copies by postage. Manuscripts must be typed in double spacing Arial 12 with a 25 mm left margin. Manuscripts must be **edited and according to the technical specifications of the journal**.
- Authors must submit written proof that the manuscript has been edited by a knowledgeable language practitioner.
- Contributions are limited to **6 000** words.
- Please submit an abridged curriculum vitae in Afrikaans and English (100–200 words) and a photograph (JPEG) of each author.
- Manuscripts must contain a summary of **100-250** words in Afrikaans, Dutch, German or French, plus an English abstract of 600-1000 words. The English abstract should start with a **translation of the title**.
- A list of approximately 10 – 20 key terms in Afrikaans and English must be given after the summary.
- **Illustrations or drawings** must have suitable captions placed below the graphic, and should be in a size appropriate to the format of the journal.
- Guidelines for headings:

**1. MAIN HEADINGS** are in capital letters and bold. Leave a space between the heading and the text.

**1.1 Headings** are in lower case and bold. Leave a space between the heading and the text.

**1.1.1 Sub-headings** are in italics. Leave a space between the heading and the text.

Headings may be numbered if preferred. Do not put full stops after headings.

**Table headings:**

**TABLE 2:** Economic development according to demographic groups

**Captions** of figures:

*Figure 3: Systemic interdependence.*

**Please insert the illustration in the correct position within the texts.**

- **Quotations** are not in italics – even when in another language. Quotations that exceed **three** lines should be indented and do not get quotation marks. Any insert to a quotation is between square brackets. See examples in the printed journal.
- **Abbreviations** must be avoided if at all possible.
- **Corrections** after final copy has been approved will be charged as author's corrections.
- **Bibliographic references** are based on the abbreviated Harvard method, with some variation for certain subjects.

**Examples:**

**Book:** Olivier, D.V. 1996. *Die nag van die vlieë*. Kaapstad: Blackwell.

**Article from journal or magazine:** Van Wyk, B. 1993. Vesel voorkom hartsiektes. *SA Tydskrif vir Dieetkunde*, 19(3):56-59.

**Chapter in a book:** Elphick, R. & Malherbe, V.C. 1989. In Elphick & Giliomee (eds.). *The shaping of South African society 1652 – 1840*. Cape Town: Maskew Miller Longman.

**Internet source:**

Gries, H.B. 1996. Experimental learning. *Education online*, 21(1). <http://www.edu.learning.html> [14 October 2004].

**OR IN AFRIKAANS:**

Mc Farlane, L.R. 2004. Afrikaans en die media. *SA Akademie vir Wetenskap en Kuns*, <http://www.akademie.co.za> [14 Oktober 2004].

If the source is Afrikaans, all bibliographic detail is in Afrikaans, or vice versa in English.

**References in the text:**

Volgens Swan (1996:45) ...

OR: ... (Swan 1996:45) ...

OR: ... (Swan 1996:45). (at the end of a sentence)

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