

south african journal of education

Information for Contributors

Editorial policy

The South African Journal of Education (SAJE) publishes original contributions from any of the disciplines in Education in any of the official languages of South Africa. The following categories of contributions focusing on education will be published:

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.

Research articles of localised content, i.e. of interest only to specific areas and which will not appeal to the broader readership of the Journal, should preferably not be submitted for consideration by the Editorial Committee.

All articles will be submitted to three referees (national and/or international). If an article is submitted in a language for which it is difficult to find suitable referees, the author can be requested to submit a translation of the article (in English) for the purposes of refereeing. 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.

Authors bear full responsibility for the accuracy and recency of the factual content of their contributions.

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Page charges are payable:

Members: ZAR R140 per page, for the first fifteen (15) pages, and ZAR R180 for each additional page. Non-members: ZAR R180 per page. Total number of pages must preferably not exceed 15 pages (\pm 5 500 words).

Preparation of manuscripts

The manuscript, including abstract, figure captions, tables, etc. should be typed on A4-size paper and the pages numbered consecutively.

The title should be brief (maximum 15 words) but specific, to facilitate retrieval, followed by the author(s) name(s) and e-mail address(es).

An abstract in English (approximately 190 words) must be provided. If an article is not written in English, the abstract must commence with an English translation of the title. Such articles must also contain an extended English summary of approximately 1 000 words. Up to 10 keywords that characterise the article should follow the abstract.

The text of the article should be divided into unnumbered sections (e.g. Introduction, Method, Results, Discussion, Acknowledgements, References, Appendix, in that order). If necessary secondary headings may be used for further subdivision. Do not use footnotes.

Authors should observe the publishing conventions, e.g. using the past tense for reporting their own results found during their completed research, which indicates that their findings were valid during the research project only. The present tense is reserved for already published information that can be accepted as fact (e.g. in the literature). Authors should not use terminology that can be construed as sexist or racist.

Figures should be good-quality originals (not hand-drawn or photocopies). Clear, dark lines are required (**no fill or grey shading** may be used). Tables or figures should be numbered consecutively, with a brief descriptive heading or caption. Information should not be duplicated in the text and tables. Each table/figure must be referred to in the text. These are usually placed at a suitable position after the first reference.

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 are listed, in alphabetical order, under References. Bibliographic information should be in the language of the source document (not in the language of the article). References should be presented as indicated in the following examples. Special attention should be paid to the required punctuation.

Journal articles: Name(s) and initial(s) of author(s), year of publication, title of article, unabbreviated title of journal, volume (not issue number), and pagination, e.g.

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

Books: Name(s) and initial(s) of author(s) or editor(s), year of publication, title, volume, edition, place of publication, and publisher, e.g.

Van Zyl R (ed.) 1994. *Recent advances in classroom research*. New York: McGraw-Hill.

Chapters in books: Name(s) and initial(s) of author(s), year of publication, title of chapter, editor(s), title of book, place of publication, and publisher, e.g.

Dukzec S 1988. Gender issues. In: Hicks D & Brown J (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:

No author:

Violence and discipline problems in US schools 2001. [Online] Available url:
<http://www.nces.ed.gov/pubs98/violence/98030001.html>

Published under author's name:

Wilson J 2000. The blame culture. *British Educational Research Journal*, 26. Retrieved April 20, 2005, from Academic Search Premier.

Personal communications are not retrievable and not listed.

Submission of manuscripts for publication:

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

E-mail submissions:

Manuscripts and covering letter must be e-mailed to Mrs Vorster at nsosaje@puk.ac.za

Submissions via internet

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

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