

GUIDELINES FOR AUTHORS



JUST AFRICA ALL AFRICA JOURNAL OF CRIMINAL JUSTICE EDITORIAL POLICY AND GUIDELINES FOR AUTHORS

JUST AFRICA is a peer-reviewed academic journal that promotes academic and professional discourse and the publishing of research results on the subject of crime and criminal justice and other crime-related phenomena in the broad Criminological Sciences and applied field of criminal justice.

An article contribution to the editor/s will be considered provided it has been edited and is **ready for processing in terms of**: Language, stylistically polished, careful proofreading and provision has been made for the technical format and referencing guidelines as provided below. Manuscripts not following the journalistic style, referencing techniques, technical format and language edited will be returned to author/s for correction and re-submission before being sent out for refereeing. In submitting an article author/s acknowledge that it is their own original work and that all content sourced from other authors and/or publications have been fully recognised and referenced according to the guidelines for authors. The Editor/s will submit article contributions to referees (in a double blind review process) for evaluation and may alter or amend the manuscript in the interests of stylistic consistency, grammatical correctness and coherence. The refereeing process is always anonymous and the identity of referees will remain confidential. It remains the prerogative of the editors to accept or reject for publication any submission and their decisions are final. They will not enter into any debate or correspondence regarding any decision made. Evaluators agreeing to referee articles are requested to provide, where possible, critical and constructive feedback on the work of their peers. They are requested to make a recommendation based on the following:

- i. Accept for publication in its present form;
- ii. Accept with minor revisions as indicated;
- iii. Resubmit with major revisions in accordance with critical and constructive feedback; or
- iv. Reject (unlikely to be accepted even after revision). In this instance it would be senseless to provide feedback and the decision of the editors would be final.

Apart from scientific shortcomings or inconsistencies, the following evaluative criteria are considered:

- The theme is academically significant (timely, important, in need of being dealt with);
- The theme contributes to an existing (professional) body of knowledge (the knowledge component is useful);
- Author/s' goals and objectives are clearly stated;
- The article addresses (unpacks) themes logically, consistently and convincingly;
- The article demonstrates an adequate understanding of the literature in the field;
- The research design is built on adequate understanding, evidence, and informational input;
- The interpretative potential of the data has been realised;
- The article demonstrates a critical self-awareness of the author's own perspectives and interests;
- Holistically, the article is properly integrated and clearly expresses its case measured against the technical language of the field (theory, data and critical perspectives are well structured and the presentation is clear);
- Conclusions are clearly stated and adequately tie together the elements of the article;
- The standard of writing (including spelling and grammar) is satisfactory.
- The reference technique as described *infra* must be consistently applied throughout the article;

- Sources consulted are sufficiently acknowledged (included in a list of references) and consistently cited to:
 - supply academically sound evidence on which the authors base their observations;
- Effective and detailed source referencing is of paramount importance. Articles will be scrutinised and checked for bibliographic references and any proven evidence of plagiarism will result in non-publication.

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1. A publication fee may be levied at the discretion of the editors for every article published in the Journal. NGOs, unaffiliated authors, international scholars, etc., who do not have access to research grants to fund expenses of this nature, may be exempted.

2. Where substantial changes are deemed necessary, contributions may be referred back to authors for finalisation. Alternatively, where articles which exceed the prescribed length are accepted for publication, an additional fee per page may be levied. In instances where submissions are not satisfactory (i.e. ready for processing) and require additional attention from the editors, an additional fee may also be levied, notwithstanding the authors' status as members.

3. Manuscripts for publication or enquiries pertaining to Just Africa should be directed to The Editor-in-Chief: Jeanette Smit at email: jsmit@sbs.ac.za

REFERENCING GUIDELINES

Notes: References and citations should be prepared in accordance with the Just Africa format (see examples of various reference listing types below). The “in-text” referencing format is followed by the Journal with full source referencing information listed under the heading: LIST OF REFERENCES (uppercase), which has to appear at the end of the article. All sources in the List of References must be listed alphabetically by authors’ surnames, according to the following examples.

The use of full stops in listing: In general each separate piece of information is standardly followed by a full stop.

LIST OF REFERENCES [EXAMPLES]

Books

Ratcliffe, J. (2008). *Intelligence-led policing*. Devon: Willan Publishing.

Chapters in books

Strydom, H. & Venter, L. (2002). Sampling and sampling methods (Pp. 56-67). In A.S. de Vos, H. Strydom, C.B. Fouche & C.S.L. Delport (eds.). *Research at grassroots: For the social sciences and human service professions*. Pretoria: Van Schaik.

Journals

Nakison, E.D. (2010). Teachers’ disciplinary approaches to students’ discipline problems in Nigerian secondary schools. *International NGO Journal*, 5(6): 144-151.

Interviews

Riekertze, M.C. (2013). Director, Security. ABC Company. Pretoria. Personal interview. 21 May.

Newspapers

Khosa, F. (2010). Zuma must reign in our cowboy police. *Sunday Times*, 10 July.

Websites

Carter, B. (2012). Clever Politics. Available from: [http://what-when-how.com/Theories of policing \(police\)](http://what-when-how.com/Theories of policing (police)). Accessed on: 28 February 2013.

Legislation

Republic of South Africa. (2001). Financial Intelligence Centre Act 38. Pretoria: Government Printers.

Case Law

Mohunram v National Director of Public Prosecutions and Another (Law Review Project as Amicus Curiae). 2007 (4) SA 222 (CC).

Notes on examples:

Source references in the text are indicated by the surname/s of the author/s and the year of publication as well as the page number from where the reference is cited/sourced, for example (Foster, 2007:7) or Foster (2007:7). If you are generally referencing some information (ideas, concepts interpretations) drawn from a publication and paraphrased them, i.e. no specific page number, this can be referenced as: (cf Porter, 2012: 57-72). It would not be acceptable to merely list this reference as (Porter, 2012) without page numbers. A reader must be able to go to the Porter's publication and see where you obtained the general information being referred to from, even if from a number of pages.

Secondary referencing: For example:Mac (1999) (as cited in Minnaar, 2001:14).... This is generally not acceptable in academic terms. Author/s should preferably go to the primary source, i.e. Mac (1999), and reference the information used directly from the relevant page numbers in the Morrison publication. However, sometimes in a newspaper or journal article a specific person is quoted, i.e. such person does not have a primary publication from which the information is being quoted but was interviewed. In such circumstances the person so quoted can be referenced accordingly by name as, for example, National Police Commissioner Phiyega (as cited in Brown, 2012) said that the SAPS must not compromise on service delivery.....

If more than three authors are used then all authors' names are to be indicated in the reference the first time it is used in the text, thereafter only the first author name and the term "et. al." For example: Botha et. al., 2009: 17. "et. al." is not used in the List of References. If no author is identified the appellation: Anon., must be used. If newspaper articles are cited, and if there is no author listed for the particular article, then the news source should then be used as the author, e.g. SAPA, Reuters or Africa Eye News, etc. In the List of References a month date is always added after the newspaper title, e.g. 22 May (year date appears after author), followed by the newspaper page number (if available) where the cited article appeared.

All multiple initials are separated by full stops without any spaces in-between. The date of publication is placed in brackets followed by a full stop. Titles of articles, chapters or documents being referenced only have the first letter of the first word (unless a proper noun) as a capital. This rule also applies to the first word after a colon in the title. However, all words in the title of a journal (except pronouns) have the first letter as a capital. Place of publication is followed by a colon and then the publisher's name. Only book, journal and newspaper titles (not chapters or article titles) are italicised. The volume and/or edition numbers are not part of the Journal title, i.e. are therefore not italicised. Note that the volume number is followed by the issue/edition number in brackets followed by a colon and the journal page numbers of the specific article. No use is made of abbreviations: Vol. or No. Journal titles are not abbreviated or given acronyms when referenced in the text for the first time, e.g. IJCJ is written out as: International Journal of Criminal Justice, the first time it is used as a reference in the text (and in the List of References) with the acronym in brackets after the full title (when used in the text), and thereafter you can use the acronym in the subsequent reference listings to this journal in the text. Please note the specific listing for a chapter in a publication, as well as the insertion after the chapter title of the page numbers in which it appears in the publication. If only one editor for the publication this is indicated in brackets as: (Ed.), while multiple editors will be the abbreviation: (eds). [small "e" and no full stop after the abbreviation, only after the bracket]. Note editor/s initials come before their surname in the listing of a chapter.

Referencing information from the Internet: This is treated exactly the same as if it is a publication, i.e. look for an author, sometimes this is merely the organisation on

whose website such information has been found; then a date for when the downloaded document was placed on the website or the report published – if none then use the appellation: (nd). You must indicate a title for the document – this can be the first heading of the document, then a publisher, usually the website organisation, e.g. Women against Drugs (WAD). No place of publication is needed unless indicated in the report/document downloaded. Then the use of the terms: „Available at:“ followed by the URL web address for the downloaded document. This is followed (in brackets) with the terms: “Accessed on:” or alternately the term “Retrieved on:” followed by the date when such Internet document was downloaded, the date should be written out as 6 March 2012 (required date format to be day, month, year). Wikipedia references are not a primary source for referencing and are not academically acceptable in this journal’s articles.

If necessary, content references in the form of footnotes/endnotes may be used to provide referencing style.

TECHNICAL AND FORMATTING REQUIREMENTS

Articles that are submitted for consideration should adhere to the following minimum standards and technical and formatting requirements before submission:

1. An **electronic copy** (document sent by e-mail (to the Editor-in-Chief) in MS Word (or Word compatible software programme).
2. **Length:** Contributions must be submitted in English and should preferably not exceed **20** typed A4 pages (electronically minimum word count should not be less than **7 000** words (approximately **15** pages) or exceed **10 000** words (approximately **20** pages). (Extra page fees will be charged if the 20 page limit is exceeded).
3. The **title** of the article (in uppercase) and the **author’s full first name and surname**, designation, institutional affiliation, address and contact email should appear on the first page.
4. A **summary/abstract** of approximately 150 to 300 words on the first page of the submitted article must also be included. The abstract should be **italicised**.
5. **Key words:** Directly below the abstract paragraph insert **Key Words** (maximum of **TEN** (10) – approximately **TWO** (2) lines.

6. If **funding** has been received from your University/Organisation or external funders for the research on which this article is based, such support funding can be acknowledged in the first footnote.

7. **Line spacing:** The document should be typed in A4 format using **SINGLE (1)** line spacing. No double spacing between words or after full stops and commas. Only single spacing throughout text.

8. Font: Arial 12

9. **Page numbers:** are also **Arial 12** font and centred in the **footer** section of each page.

10. **Spelling:** Please use (choose this as your default option) of the UK spellcheck and NOT the USA option. For example replace the “z” in organization (US spelling) with an “s” = organisation (UK spelling).

11. **Paragraphs** are indicated by a single line space before and after each paragraph (exception first paragraph after a heading, see below) and not the automated “space after a paragraph” or “space before a paragraph” function in MSWord. No indentation of the first line of paragraphs.

12. **Use of quotes and italics:** Long quotes are placed in a separate paragraph and must be indented from both sides, (see below for short quotes usage) like the following:

Quotes that are 45 words long or longer (three lines and more) should be indented from both sides (of the paragraph) as in this example. If the quote is shorter than it needs to be imbedded in the text of a paragraph and set in between double quotation marks, i.e. “inverted commas”. Quotes from published information are generally not italicised. However, actual words of interviewed respondents are recommended to be italicised.

13. **Single quotation marks:** Single quotation marks are also used for a quote within a quote, for e.g. “It was patently obvious from the research that police officers use of force was not following the regulations. As indicated by one interviewee: ‘they shoot wildly in a crime situation’. This indicated that they needed to be trained to follow the set rules” (Mistry, 2003: 6).

14. **Text justification:** Text is always full justified (squared), except for article title (left justified) and author/s name (right justified) and the heading: ABSTRACT (centred) on first page.

15. **Headings and sub-headings:** All headings and sub-headings must be bold. There is no use of numbering or underlining of headings in this journal. Only three levels of headings format to be used, namely: Main heading which is UPPERCASE (CAPS); 2nd level, i.e. sub-heading, only the first letter of the first word in the heading is a CAP unless it is a proper noun, e.g.: Crime in Cape Town's informal settlements. 3rd level sub-sub-heading is indicated in bold and italicised with the same CAPS convention for 2nd level heading. E.g. Crime findings from the Crossroads informal settlement. No headings should have a full stop at the end. Note that there is no line spacing between a heading and the immediate following paragraph.

16. **Use of dates in text:** As follows – 11 September 2001 and not September 11, 2001. Do not use abbreviations as in 1st, 2nd or 3rd just 1, 2, 3 etc. Do not use the following date format in text 11-09-2001 or 11/09/2011.

17. **Use of tables, figures, graphs and diagrams in text:** These render the layout difficult and should be used sparingly. All diagrams and tables must be numbered sequentially and referred to in the text, e.g. In Table 2 the falling statistics for the crime of murder can be discerned over the period 2000/2001 to 2005/2006. The use of such diagrams or tables must have a heading (also to be made bold) before the table or diagram and not after it.

18. **Use of bulleted lists:** when bullets (list of things or ideas not full sentences) are used, each bullet is closed with a semi-colon, except the second last one and the last one that have respectively a semi-colon followed by an "and", and a full stop at their end. In your bulleted list please use the symbol: • and not symbols such as: »,√,*,#,Δ,◇, ■, etc. If your list is numbered please use the numbering format as follows: 1. and not 1).

19. **Use of footnote/endnote numbers in text:** Please limit the use of footnote/endnote. If used, the footnote/endnote reference numbers must be placed in the text after the full stop and not before it, with no space between the two. The

same applies after a comma (in the middle of a sentence), i.e. not before but after the comma. Technically footnote/endnote text is ARIAL 10 font, single spacing, square justified with no space after the footnote text paragraph.

20. Use of numbers/figures in text: At the start of a sentence any number is also always written out, e.g. Thirty-three. Also percentages at the beginning of a sentence as: Seventy-five per cent.... Note the use of per cent and not % when a percentage is written out. Double figure numbers when written out in the text always have a hyphen, e.g. twenty-five or thirty-six or one-hundred-and-six. No comma is used to indicate thousands – only a space e.g. 100 000 or 12 000 or USD\$1 000 000 etc. and not 100,000 or 12,000 or USD\$1,000,000. Full stops are only used to indicate fractions (as in percentages) in numbers of a decimal, e.g. 76.25%. Spacing: no spacing after currency denominator, e.g. USD\$ sign and the figure (amount), e.g. \$5000 or R1250. In addition, there is no space between a number and the percentage sign (e.g. 80% and not 80 %). Other use of spaces: No space before a colon but a space after it. For e.g.: The title of the chapter is: Analysis of research findings....and NOT....The title of the chapter is : Analysis of research findings....

21. Titles of persons: if part of a person's name should be abbreviated, e.g. Lt-Gen. Gerber, and not as Lieutenant-General. Note the hyphen and the full stop at the end of the abbreviation. For abbreviations a full stop is always used unless the abbreviation ends in the same letter as the long version. E.g. Dr for Doctor; Mr for Mister; etc. Other examples: Prof. = Professor; Dir = Director; Capt. = Captain; Maj. = Major.

23. Use of abbreviations and acronyms: When used in the text for the first time they are placed in brackets after the full term, e.g. The African Union (AU). Thereafter the abbreviation or acronym can be used. All abbreviations or acronyms are uppercase. Each letter in the abbreviation or acronym does not have a full stop in between or after each letter, e.g. Not A.U.

28. A legislative Act always has a capital letter "A" even when used on its own to refer to or describe a specific Act, e.g. The Act clearly states that it is illegal to trade in illegal drugs..... First letter of Acts title also has a capital letter, e.g. The Criminal Procedure Act.

29. **Use of “and” and ampersand (&):** The ampersand symbol “&” is never used in the text. For example: According to Maason and Clerque (2011: 102) these types of crime were.....; whereas & will be used when authors are placed in brackets as a text reference, e.g.: An analysis of incidents showed that these types of crime were becoming more prominent over the last two years (Maason & Clerque, 2011: 102). The ampersand is also used when listing multiple authors in your List of References.

SUBMISSION OF MANUSCRIPTS

The Just Africa Journal welcomes the submission of articles from scholars, academicians, researchers and law students from both within Africa and abroad. The submissions may be on any contemporary national or international criminological issue in the English language.

Submissions must not have been published, submitted or accepted elsewhere. The final decision about publication is taken by Editor and Assistant-Editor and the members of its Editorial Board. The Editorial Board reserves the right to edit articles.

Electronic copies of the manuscripts must be e-mailed to jsmit@sbs.ac.za

Submissions should be between 5,000 to 7,000 words in length but shorter contributions would also be considered for publication. We may accept articles of up to 10,000 words to the satisfaction of the Editorial Board.

Authorisation to reprint or republish any articles published in the Just Africa Journal must be obtained first from the Editor.

CALL FOR CONTRIBUTIONS

Contributions to the Just Africa Journal is welcomed and can be sent to the Editor at jsmit@sbs.ac.za in electronic format, using MS Word or a word-processing program compatible with MS Word. Respected authors are earnestly requested to adhere to the guidelines set out below. Contributions that fail to do so may be returned to authors for revision before being considered for publication.

1. Authors are required to provide their names, surnames and details of their current employment.
2. Articles should be between 5000-7000 words long.
3. Articles that are submitted must not have been published elsewhere.
4. All articles are submitted to referees who will determine the suitability of articles for publication and whether they fit the scope of the journal.
5. Authors are requested to submit their articles in the style as outlined in this guidelines.
6. Headings must be in bold as outlined in the guidelines.
7. Footnotes must be used instead of endnotes.
8. All quotations should be put in double quotation marks and in italics.
9. The titles of statutes and legislations are not in italics.
10. References appear at the end of the article in the Harvard style with all relevant details such as details of publications, publishers of books, page references and years of publication.
11. An abstract of 300 words must accompany the full article and the introduction must not exceed 15 lines.

