

1 EDITORIAL POLICY

Child Abuse Research a South African Journal (CARSA) has been published biannually since 2000. *CARSA* is an accredited journal approved by the South African Department of Education and Higher Training and it was SAPSE accredited in 2003 for articles published in the journal from 2004 onwards. This means that CARSA is a peer reviewed, fully accredited, professional journal and academics at higher education institutions receive credits if their articles are published in CARSA.

An article contribution to the editor(s) will only be considered provided it has been edited and is **ready for processing**, namely: language edited, stylistically polished and carefully proofread and to follow the technical format and referencing guidelines as provided below. Manuscripts not following the journal style, referencing technique, 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.

Review and refereeing of submitted articles

According to the Policy and Procedures for Measurement of Research Output of Public Higher Education Institutions, research output is defined as ***“textual output where research is understood as original, systematic investigation undertaken in order to gain new knowledge and understanding”*** (Ministry of Education, 2003: 3). Therefore, an uncritical synthesis of literature without contributing any new insight to existing knowledge falls outside the scope of this definition. Furthermore, ***“peer evaluation of the research is considered a fundamental prerequisite of all recognised output and is the mechanism of ensuring and thus enhancing quality”*** (Ministry of Education, 2003: 3-4).

The Journal also subscribes to and follows the peer review principles and guidelines as outlined in the Academy of Science of South Africa (ASSAF) document: ***National Code of Best Practice in Editorial Discretion and Peer Review for South African Scholarly Journals*** (Assaf, 2008).

Accordingly the Editorial Team will carefully examine submitted article manuscripts with a view to the selection of appropriate peer reviewers (who should be scholars who have not previously co-published extensively with the author(s), who are for this and other reasons free of known bias in relation to the subject matter, the author(s) and/or their institutions, and who can cover, from a position of authority and peer expertise, the topic(s) dealt with in the article concerned, i.e. are recognised experts in a specific specialist field in the disciplines served by this journal.

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 or 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; or
- iii Resubmit with major revisions in accordance with critical and constructive feedback provided;
- 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 addressing);
- The theme contributes to an existing (professional) body of knowledge (knowledge 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, 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 APA CARSA adapted reference technique is 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 author's observations, statements, and/or conclusions are based;
 - enable readers to **consult** original sources themselves (precisely stating where and/or under which circumstances); and
 - **acknowledge** the authors (source) from whom information was taken.

Effective and detailed source referencing is of paramount importance. Articles will be scrutinised and checked for bibliographic references and any proven evidence of plagiarism (including self-plagiarism where more than one-third of previously published work by the author(s) is being used in the author(s)' submitted article) will result in non-publication.

The authors bear full responsibility for the accuracy of the factual content of their contributions and indemnify SAPSAC or its agent against any loss, damage, cost, liability or expense, including legal and professional fees arising out of legal action against SAPSAC or its agent with reference to actual or alleged infringement of copyright or the intellectual property rights of any natural or legal person. Copyright of all published material is vested in SAPSAC. Please note that the views and opinions expressed by the authors are not necessarily those of the editor or SAPSAC and do not necessarily reflect the policies or views of SAPSAC. Authors are solely responsible for the content of their articles.

Manuscripts for publication or enquiries pertaining to CARSA should be directed to: The Editor-in-Chief: **Prof M Ovens** ovensm@unisa.ac.za

2 GUIDELINES FOR AUTHORS

Referencing guidelines

Notes: References and citations should be prepared in accordance with the *CARSA adapted APA format* (see below examples of various reference listing types). The 'in-text' referencing format is followed by the Journal with full source referencing information listed under the heading: **LIST OF REFERENCES** (uppercase), which list to be placed at the end of your article. All sources in the List of References must be listed alphabetically by author(s)' surname(s), according to the following examples. Please note the indenting of the second and additional lines of a reference listing when longer than one line. Use of full stops in listing: Generally each separate piece of information is standardly followed by a full stop. A comma only used if part of that one piece of information. Exception being the use of the colon [:] – and not a dash [-] or semi-colon [;] – in a split article or book title and after the place of publication before the name of the publisher.

List of references [examples]

African Commission on Human and Peoples' Rights, Organisation of African Unity (OAU). 1999. *African Charter on the Rights and Welfare of the Child*. Available at: http://www.childinfo.org/files/fgmc_African_Charterontherightsandwelfareofthechild.pdf (accessed on: 14 January 2005). [alternately the term: retrieved from: ... can be used in place of the term: accessed].

Alberts, C. & Meyer, J.C. 1998. The relationship between Marcia's ego identity status and selected variables in an African context. *International Journal for the Advancement of Counselling*, 20(4): 277-288.

Ammaniti, M., Van Ijzendoorn, M.H., Speranza, A.M. & Tambelli, R. 2000. Internal working models of attachment during late childhood: An exploration of stability and change. *Attachment and Human Development*, 2(3): 328-346.

Anon. 2005. Worry over training of police units. *Eastern Province Herald*, 26 August: 3.

- Arndt, H. 1989. *Children and juveniles in prisons of South Africa*. Heidelberg: Sached/Ravan.
- Babbie, E. 1990. *Survey research methods*. (2nd edn.). Belmont, CA: Wadsworth.
- Dos Reis, K.M. 2007. *The influence of gangsterism on the morale of educators on the Cape Flats, Western Cape*. Unpublished MEd dissertation, Cape Peninsula University of Technology, Cape Town.
- Gallinetti, J. Muntingh, L. & Skelton, A. 2004. Child justice concepts. (Pp. 24-38). In J. Sloth-Nielsen. (Ed.). *Child justice in Africa: A guide to good practice*. Community Law Centre, University of the Western Cape, Cape Town.
- Leedy, P.D. & Ormrod, J.E. 2005. *Practical research: Planning and design*. (8th edn.). Upper Saddle River, NJ: Pearson Prentice Hall.
- Mashaba, S. 2008. State intensifies war against drug abuse. *Sowetan*, 23 June: 5. Available at: <http://www.sowetan.co.za/PrintArticle.aspx?ID=1147429> (accessed on: 25 June 2008).
- Moffett, H. 2006. 'These women, they force us to rape them': Rape as narrative of social control in post-Apartheid South Africa. *Journal of Southern African Studies*, 32(1): 129-135.
- South African Police Service (SAPS). 2004. *Annual Report 2002/3*. Available at: <http://www.saps.gov.za/areport03/part6.htm> (accessed on: 19 November 2004).
- 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. Delpont. (Eds). *Research at grass roots: For the social sciences and human service professions*. Pretoria: Van Schaik.

Interviews

- Byleveld, P. 2003. Superintendent and Commander of the Serious Violent Crime Unit, Johannesburg, South African Police Service, Johannesburg. Personal interview, 26 March.

Legislation

- Criminal Procedure Amendment Act 65 of 2008. Department of Justice, South Africa. 2008. *Government Gazette*, 524(31911). 18 February. Pretoria: Government Printers.
- Correctional Matters Amendment Act 5 of 2011. South Africa. 2011. *Government Gazette*, 551(34315). 25 May. Pretoria: Government Printers.
- Domestic Violence Act 116 of 1998 (as amended by the Judicial Matters Second Amendment Act 55 of 2003 and the Jurisdiction of Regional Courts Amendment Act 31 of 2008). South Africa. 1998/2003/2008. Available at: <http://www.justice.gov.za/legislation/acts/1998-116.pdf>. s6(1a): 5
- Serious Organised Crime and Police Act 2005. Chapter 15. UK. Available at: http://www.legislation.gov.uk/ukpga/2005/15/pdfs/ukpga_20050015_en.pdf.
- Crime and Misconduct Act 2001. Queensland, Australia. Available at: <https://www.legislation.qld.gov.au/legisln/current/c/crimeandmisa01.pdf>.
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA Patriot Act). Public Law 107-56, 107th Congress. 26 October. USA. Available at: <http://www.gpo.gov/fdsys/pkg/PLAW-107publ56/pdf/PLAW-107publ56.pdf>.

Case Law

- Holomisa v Argus Newspapers Ltd* [1996] 1 All SA 478 (W)
- S v Makwanyane and another* 1995 (6) BCLR 665 (CC)
- S v Soci* 1986 (2) SA 14 (A)

International Case Law

- Inter-American Commission of Human Rights. 1997. *Haitian Center for Human Rights v. United States*, Case 10.675, Report No. 51/96. Doc. OEA/Ser.L/V/II.95 Doc. 7 rev. 13 March.
- International Court of Justice (ICJ). (1949). *Corfu Channel Case* (United Kingdom v Albania). Judgment 9 April. Available at: <http://www.icj-cij.org/docket/index.php?p1=3&p2=3&case=1>.
- European Court of Human Rights (ECtHR), 2010. *Medvedyev a.o.v. France*, (Appl. No. 3394/03), Judgment of 10 July 2008, confirmed by the Grand Chamber in its judgment of 29 March 2010.
- European Court of Human Rights (ECtHR). 2011a. *M.S.S. v. Belgium and Greece*, Application No. 30696/09. Grand Chamber Judgment 21 January. Available at: <http://hudoc.echr.coe.int/sites/eng/pages/>

search.aspx?i=001-103050#{"itemid": ["001-103050"]}

European Court of Human Rights (ECtHR), 2012a. *Hirsi Jamaa and Others v. Italy*. Judgment 23 February. Available at: <http://www.refworld.org/docid/4f4507942.html>.

European Court of Justice (ECJ). 2012. *European Parliament v Council of the European Union*, 5 September. Case C 355/10 (2012).

US Supreme Court. 1993. *Sale, Acting Commissioner, INS v. Haitian Centers Council*, 113 S. Ct. 2549. 21 June. Available at: <http://www.law.cornell.edu/supct/html/92-344.ZO.html>

Notes on examples

List of References: Sources in general

The sources in the list of references must be listed in alphabetical order according to the surnames of the authors. They are not numbered.

Note that all the details of a source are given in the language of the source itself. If you were to use a German book, for instance, its title would be in German [with the English translation after it in square brackets] and the place of publication might be München, not Munich.

If multiple entries for the same author, i.e. different publications/articles etc. then the author must be listed by date (oldest first) of the publication/article. If there are two or more from the same year they are indicated (again first in the year by month). For example: Jones, A. 2004a; Jones, A. 2004b; and Jones, A. 2004c... etc. In the text such additions of a, b, c, ... would then also occur in the text reference accordingly. For example:... (Jones, 2004c: 12).

If authors surnames are the same then the author listed first is the one with the first alphabetic initial, e.g. Brown, B. comes before Brown, D.

Source references in the text

These 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:... (Nkosi, 2005: 4) or Nkosi (2005: 4). If you are referencing generally some information (ideas, concepts interpretations) drawn from a publication and paraphrased them, i.e. there is no specific page number or numbers, this can be referenced as: (cf Parsons, 2011: 34-41). It would not be acceptable merely to list this reference as (Parsons, 2011) with no page numbers. A reader must be able to go to the Parsons' publication and see where you obtained the general information being referred to, even if from a number of consecutive pages. If the information is general information extracted from a whole publication then the reference does not need to have page numbers indicated.

Comma or not after author(s) name(s) in bracket

It is your choice of whether to insert a comma or not after an author(s) name in the bracketed reference. However, whichever style you choose to implement it must be applied consistently throughout your submitted article. Accordingly it can be either as follows:

... (Moffett, 2006: 129). Or: (Moffett 2006: 129).

Secondary referencing

For example: ...Morrison (1998) (as cited in Prinsloo, 2001: 7)... This is generally not acceptable in academic terms. Author(s) should go to the primary source, i.e. Morrison (1998), 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. In other words, such person does not have a primary publication from which the information is being quoted but was interviewed by the writer. In such circumstances the person so quoted can be referenced accordingly by name as, for example, ...National Police Commissioner Selebi (as cited in Mashaba, 2008) said that the SAPS must fight drug dealers on the streets....

Three or more authors for one publication: Use of 'et al.'

In the text the first time three or more authors are cited in the text then all authors' names to be indicated in the reference. Thereafter only the first author name and the term 'et al.' to be used. For example: (Ammaniti et al, 2000: 12) ('et al.' is not used in the List of References).

The term 'et al.', although a Latin term which means 'and others', is no longer italicised.

Also if there are only two authors both authors surnames are used for every in-text reference to them and not et al, in place of the second author's name.

No author identified

If no author is identified the appellation: Anon. must be used. In newspaper articles cited if there is no author listed for the particular article, then the news source should then be put as the author. For example: SAPA, Reuters or AFP. In the List of References a month date is always added after the newspaper title, e.g. 6 July (year date comes after author), followed by the newspaper page number (if available) where the cited article appeared.

Author(s) initials followed by date of publication

All multiple initials are separated by full stops, but without any spaces in-between. Date of publication follows author(s)'s surname and initials and date is itself followed by a full stop (Note: Alternate option: Date in bracket. You can place the year date in brackets, but this is your choice. Remember, whichever choice you make to apply it consistently throughout.)

Titles of article, chapter or document, place of publication and publisher's name

Titles of article, chapter, document being referenced only has the first letter of the first word (unless a Proper Noun) as a capital (uppercase). 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. Only book, journal and newspaper titles (not chapters or article titles) are *italicised*.

Place of publication is followed by a colon and then the publisher's name. Note: Little known places of publication: Sometimes the place of publication is not a well-known city/town, so either the country or state is inserted after it. For example: Cullompton, Devon, UK; Baton Rouge, FL; Seven Oaks, CA; Aberdeen, Scotland. The acronym for the American states is usually given in such cases. FL = Florida; CA = California. Sometimes because a city or town occurs in two or more countries, which country it occurs would also be provided. For example: Albany, NY, USA and Albany, UK.

Publishers: You only need to give the publishers name and not for instance 'Pty Ltd', or 'Inc.' or 'Books' or even 'Publishers' (There are a few exceptions to this rule, namely Oxford University Publishers but 'Publishers' would not be added to a publishing company, since that is their only business. For example it would only be 'Sage' and not 'Sage Publishers').

Volume and edition numbers

The volume and/or edition numbers are not part of the Journal title, i.e. are therefore not italicised. Note the volume number is followed by issue/edition number in brackets followed by a colon and the journal page numbers of the specific article. No use is made of the abbreviations: Vol. or No. Journal titles are not abbreviated or given acronyms when referenced in the text for the first time. For example: SAJJCJ is written out as: *South African 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 first time in the text), and thereafter you can use the acronym in the subsequent reference listings to this journal in the text.

Chapter in a publication

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 after the editor's surname (which has a full stop before the bracket) as: (Ed.). ... while multiple editors will be the abbreviation: (Eds). Note editor(s) initials come before their surname in the listing of a chapter. Note no full stop after the abbreviation 'Eds' and the cap 'E' in both usages and a full stop after the last bracket.

The chapter title is followed by the page numbers of the chapter in the publication. The page numbers must also be indicated in brackets immediately after the chapter title and preceded by the letters: 'Pp.'. The page numbers bracket is then closed by a full stop; hence the 'In' (in which publication the chapter appears) has a capital letter.

If a publication has a number of editions the specific edition consulted must be listed. In the example above note the edition number is not written out as 'eighth' but as 8th. Also that it is in brackets after the title full stop, as well as the closing bracket is followed by another full stop. Also 'edition' is abbreviated as 'edn.' to distinguish it from the abbreviation for 'editor' which is 'ed.'

No date or place of publication

If the date of the publication is unknown, the abbreviation of the Latin expression ‘*sine anno*’ (without a year): sa, is used in square brackets. If the place of publication is unknown, the abbreviation of the Latin expression ‘*sine loco*’ (without place): sl, is used in square brackets, for example:

According to Smith ([sa]: 12) there are...

.. in that regard (Smith [sa]: 9)...

Note: In the list of reference sources, the ‘S’ of both *sine anno* and *sine loco* is capitalised (upper case) because it introduces a new element of the entry. In the in-text reference, however, the ‘s’ is written with a small letter (lower case).

Referencing information from the internet

This is treated exactly the same as if it is a publication. In other words, look for an author. Sometimes this is merely the organisation on whose website such information has been found. Then try and establish a date for when the downloaded document was placed on the website or the report (often if in pdf format) published. If the date of the publication is unknown, then use the abbreviation ‘sa’ and no place of publication indicated then the abbreviation ‘sl’ (as above example). 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. Consumer Goods Council of South Africa (CGCSA). No place of publication (sl) needs to be inserted 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:’ (again your choice of which of these two terms to use. Also your choice whether ‘at’ and ‘on’ added to either ‘Available’ or ‘accessed’ respectively. Note: colon use after ‘at’ and ‘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: dd-mm-yy) but the format 06/03/2012 can also be used. Whichever form used that should be applied throughout the article.

Note that ‘Available’ has a cap but ‘accessed’ lower case used – and that there is no full stop after the URL web address before the bracket (accessed on: ...). But if you choose to drop the brackets for: (accessed on: ... then a CAP ‘A’ and a full stop after the web address to be inserted.

Wikipedia references are not a primary source for referencing and are not academically acceptable in this journal’s articles.

Referencing of legislative Acts

Note how legislative Acts are listed (under their own sub-heading: Legislation) with the provision of as much detail as possible. For example: **Domestic Violence Act 116 of 1998**. [the name of the Act to identify the exact piece of legislation (and add in brackets if there have been Amendment Act(s) to the original piece of legislation, i.e. the specific version consulted and quoted from; followed by the country of origin of this particular Act] **South Africa, 1998**. [date of Act’s promulgation] ***Government Gazette***, [which is italicised – treated as a journal publication] **524(31911)**. [the GG volume and issue no] **Pretoria**: [place of publication] **Government Printers** [as the publishers/printers]. **18 February** [date of GG and/or date Act assented to by the State President]. All this information is available on the actual published Act document in the *Government Gazette*. If the Act is available in pdf on a government department website this URL can be added after the listing as above.

When referencing a piece of legislation (Act) in-text the following format to be followed:

... (Domestic Violence Act (DVA), 1998: s6(1a): 5).

Note the following: The use of the name of the specific Act; first time use the acronym can be placed in brackets, thereafter the acronym can be used in the reference brackets; it is not necessary to insert the number of the Act in the reference; if the piece of information used can be identified by section (s); paragraph (1a), and a page number, then such should be inserted in the reference paragraph. The country of origin is not to be used as the identifier (author) of the reference.

South African Case Law

Case law (cases and judgments) are usually reported in various so-called (South African) Law Reports. For example:

All SA = All South African Law Reports; **BCLR** = Butterworths Constitutional Law Reports; **SA** = South African Law Reports, etc.

The examples above, if you were referencing information from them, would be listed in your List of References, as exactly as they appear above (under the heading: Case Law in your List of References and listed alphabetically). However, in your in-text referencing they would appear as follows (shortened):(*Holomisa v Argus Newspapers Ltd* [1996]) (If you have a page number from the court records – usually the judgement/decision document as appearing in the specific Law Report, then it can be inserted as part of your reference.)

Note the following: The names of the litigants in the examples of cases are *italicised*. Only first respondents surname is given. Other parties to the case are indicated as ‘and another’ or ‘and others’. The date of the above *Holomisa...* example is in square brackets – only to indicate that 1996 was when the case was first lodged in court and also indicates that [1996] is not the date – which might be a few years after – when the case was finalised and judgement given. Specific **sections** of a case are referred to with reference to either the page(s), for example 263H, where it is indicated in the reported volume, or a paragraph(s) of the judgment (as has become customary for judges in their judgements nowadays). The paragraph is identified by way of square brackets, for example [137]. The letters after the date indicate in which Law Report (e.g. Butterworths Constitutional Law Reports = BCLR) the case was reported, followed by page numbers of that specific Law Report edition followed in brackets by the Court Division in which the case was heard. The reference to the court is in the letter or letters in the last parenthesis of the citation.

International Case Law

With the digitisation of much of international (Europe, UK and USA) case law the tendency in listing such international cases has been towards more detailed referencing so that researchers can better track and find such international case law. The examples provided are from USA and Europe as preferred referencing examples to be used in this journal for international case law referencing. For example in text referencing as follows:

.... the subsequent decision of the Inter-American Court of Human Rights in the *Haitian Center for Human Rights v. United States* case (Inter-American Commission of Human Rights, 1997)...[or] the Refugee Convention and article 33 fall short of applying on the high seas, (US Supreme Court, 1993: 2549) the subsequent decision of....

Use of footnotes/endnotes

The journal style does not use references in footnotes. But, if necessary, content references in the form of footnotes/endnotes may be used to provide additional information or explanation but all source referencing follows the ‘in-text’ 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** (computer disk or document sent by e-mail (to the Editor-in-Chief) in MS Word (or Word compatible software programme) may be submitted. If not e-mailed, the file name of the manuscript must be specified on the accompanying computer disk.
- 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 (approx. **15** pages) or exceed **10 000** words of **text** (approx. **20** pages)
- 3 The **title** of the article (in uppercase) and the **author’s full first name and surname**, designation, institutional affiliation, address & contact email should appear on the first page.
- 4 A **summary/abstract** of approximately 150-300 words on the first page of the submitted article must also be included. The abstract to be **italicised**.
- 5 **Keywords:** Directly below the abstract paragraph insert **Keywords** (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 and ‘normal margins’ selected. No double spacing between words or after full stops and commas. Only single spacing throughout text. No line space to be inserted between paragraphs except between a paragraph and a heading.
- 8 **Paragraph indenting.** All paragraphs first line to be indented except for first paragraph after a heading. Please do not use the automated ‘space after a paragraph’ or ‘space before a paragraph’ function in MSWord.
- 9 **Font: Times New Roman 12.**
- 10 **Page numbers:** are also **TNR 12** font and centred in the **footer** section of each page.
- 11 **Spelling:** Please make use (choose this as your default option) of the UK spellcheck and NOT the USA one. For example replace the ‘z’ in organization (US spelling) with an ‘s’ = organisation (UK spelling).
- 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) as in the following example:
 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, then 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. Field note comments by the researcher on the respondent’s responses (in the italicised responses) are not italicised but are placed in square brackets [...], note not round brackets (...). For example:... “*I did not commit the crime but the policeman [sic.] they abuse us foreigners because me I was just sitting down with my friends and just talking stories, suddenly police came and arrest us.*” An additional use of italics is all non-English words, for e.g. ...Another participant said: “*Ek sal dit nooit vergeet nie*” (I will never forget it) (note the provision of an English translation after such use). All indented quotes need to end with the precise source reference placed in brackets and closed with a full stop (*Acta* Editor, 2013: 7).
- 13 **Single quotation marks:** Single inverted commas are only used when you want to emphasise a term or a common saying especially when it is not a direct use of words from another author. e.g. ‘Zero Tolerance’ or ... a ‘live-and-let-die’ approach. Single quotation marks are also used for a quote within a quote. For example: “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, author(s) name and the heading: *ABSTRACT* – all of which are centred – on the first page of the article. One further exception being the numerals in a table that are column centred.
- 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:
- a Main headings which are: **UPPERCASE (CAPS)**;
 - b 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, for example: **Crime in Cape Town’s informal settlements**
 - c 3rd level sub-sub-heading is indicated in bold and italicised with the same CAPS convention for 2nd level heading. For example: ***Crime findings from the Crossroads informal settlement.*** All headings do not have a full stop at the end.
- Note that there is no line spacing between a heading or sub-heading and the immediate following paragraph, a line spacing is inserted only before a heading and the preceding paragraph.
- 16 Use of **dates** in text – as follows: 11 September 2001 and not September 11, 2001. Also no use of abbreviations as in 1st, 2nd or 3rd just 1, 2, 3 etc. In the text do not use the date format of 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 2000/01

to 2005/06. 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. For e.g.:

Table 2: Statistics on violent crimes during 2000-2006

Crimes	2000/01	2001/02	2002/03	2003/04	2004/05	2005/06
Murder	21 758	21 405	21 553	19 824	18 793	18 545
Attempted murder	28 128	31 293	35 861	30 076	24 576	20 553
Assault GBH	275 289	264 012	266 321	260 082	249 369	276 942
Robbery aggravating	113 716	116 736	126 905	133 658	126 789	119 726
Total	438 891	433 446	450 640	443 640	419 527	435 766