

NOTES FOR CONTRIBUTORS

INTELLECTUAL PROPERTY

The *Journal of African Elections (JAE)* is a peer-reviewed journal. Papers submitted should be original and not under consideration by any other publication. If any version of your paper has been submitted to another publication, or has been or will be published elsewhere, please state this when you submit it to the *JAE*. If your paper has already been published in any form, please also state this (in such cases, the author must have permission to resubmit the article). Previous publication of an article will be acknowledged by the *JAE*. The *JAE* is not an open access journal. Once an article has been published by us, the *JAE* retains copyright over that article. With our prior permission it can be reprinted elsewhere, with acknowledgement to the *JAE*.

The author is responsible for ensuring that if any copyrighted material is used in a paper, permission has been obtained to do so. Confirmation of this permission should be supplied when the paper is submitted.

Details of the author's title, institutional affiliation, full address, telephone number (and fax if applicable), and email address should accompany the submission. The author is entitled to five free printed copies of the issue in which his or her article appears.

TECHNICAL GUIDELINES FOR AUTHORS

Please submit papers in MS Word (.doc or .docx) format. If you know how to set your document so that meta-data do not show your name, please do this. The *JAE* peer review process is 'blind', which means that reviewers and authors do not know who wrote or reviewed a paper. If you need guidelines on how to control meta-data, please contact the editor at edit.africanelections@gmail.com and we will send you detailed instructions.

Manuscripts should be between 8 000 and 10 000 words, including footnotes and references. Please use double line spacing, but leave a single character space after full-stops. Subheading styles can be set manually or automatically.

The article should start with an abstract that contains roughly 200 words. The abstract summarises the paper's main arguments, findings and conclusions. Keywords should be listed in bold font below the abstract. If there are acknowledgements, these should appear after the key words.

Diagrams, maps and graphs should be referred to as figures. Charts and tables (rows and columns of data) are tables. Please label charts and tables numerically (1, 2 rather than I, II). Give charts and tables short descriptive headings. Do not create a table if the information can simply be written into the text (e.g. a table with a single row). Each figure or table must be referred to in the text (e.g. 'Table 1 below shows the results of...').

Editing

Articles that are accepted for publication will be edited. The editor corrects grammar and spelling errors and ensures that the journal's style is followed. The editor may rewrite phrases or sentences into plainer language, or trim the word count. Editorial suggestions and queries are sent to authors if necessary, but final proof copies are not. Authors should respond promptly to the editor's communications so as to not delay publication. *Please make sure the editor always has your current contact details.*

WRITING STYLE

Spelling

The *JAE* uses British rather than American spelling. In MS Word, under the 'Review' tab, go to the 'Language' panel and select 'Set Proofing Language' and choose 'English (U.K.)'. Then click 'OK'. Examples of British spelling are democratise (not democratize), organisation (not organization), fuelled (not fueled), travelled (not traveled), labour (not labor), programme (not program, unless referring to software), licence (not license, unless a verb), and centre (not center).

However, if a book or journal title uses American spelling, do not change it. Similarly, never change a direct quote (unless you indicate your change).

Sentence length

Please do not write overly long sentences. Aim to include *only one main idea per sentence*, with clear punctuation to set off secondary phrases. A good sentence length is roughly 20 to 25 words. Papers that routinely use sentences of 35 to 50 words (or more) will be returned to the author for language revision, even if the paper has been accepted by the content reviewers. It is not always easy for a language editor to tell which phrase is the central one, and which phrases are secondary.

Numbers

- The main rule is to be consistent in how you write numbers. The JAE does not have a strict house style for numbers, because some papers are highly statistical and others are more theoretical.
- Do not start a sentence with a numeral. Either recast the sentence so that the number appears later, or write the opening number in words.
- Report all statistical results in numerals (e.g. 7 rather than seven).
- If your paper contains few or no statistics, write numbers up to ten in words. Use numerals for all numbers that would require a hyphen if written out (e.g. 23 rather than twenty-three). You may also write numbers up to twenty in words (e.g. seventeen rather than 17) and the same goes for round numbers (e.g. thirty, fifty). Whatever you choose, please apply your choice consistently.
- In thousands, use a space rather than comma: 250 000 (not 250,000). This includes currencies.
- Use decimal points rather than commas: 2.5 rather than 2,5.
- Percentages: use the symbol (%) after a numeral, and do not leave a space (25%, not 25 %).
- In the text, round up to a single decimal point (12.6%, not 12.57%). In tables, two decimal places can be shown for percentages (25.61%).
- For tables of statistical data, decimal places must be shown according to convention (e.g. $r=.67$ or $r=0.67$; $p<0.001$). In the text, state which statistical analyses were used and which software (e.g. SPSS).

Capital letters

- Use sparingly. Use capitals in people's titles (e.g. President Zuma) but not as a generic (e.g. the president called on the security forces to intervene).
- Capitalise specific institutions and the higher courts (the Constitutional Court, High Court, Supreme Court), and Parliament and Cabinet.
- Minister: capitalise a specific name (e.g. Minister Masutha) but not the generic (e.g. The ministers discussed the terms).
- Capitalise 'Constitution' (e.g. the South African Constitution), but not the adjective (e.g. a constitutional mandate).
- Bill and Act are always capitalised. Do not capitalise 'section' (in an Act).

Abbreviations

The first time a term is used, write it in full, followed by the abbreviation in brackets. On subsequent use, refer to the abbreviation only:

- The African National Congress (ANC) issued a statement that
An ANC spokesperson declined to comment further.
- Avoid starting a sentence with an abbreviation if possible. Often the insertion of 'The' avoids this problem.

Gender pronouns

Avoid using male pronouns (he, his, him) as a generic. Most sentences can be reworded to use a neutral plural pronoun (they, their, them) or to exclude gender pronouns. If gender pronouns are used, write 'he or she' (not 'he/she') and 'his or her' (not 'his/her'). Examples of acceptable use are:

- Each participant provided **his or her** opinion on the draft policy.
- Stakeholders provided **their** opinions about the draft policy.
- President Zuma stated that **he** had signed ...
- Once an incumbent is informed of **the** options, **he or she** must decide ...

Footnotes

Keep footnotes to a minimum and number them consecutively, preferably using the MS Word automatic system. Place footnotes at the bottom of pages, not as endnotes. *Do not use footnotes to provide references.* Referencing must follow the modern Harvard style (Australia). Examples are given below.

Referencing

Use the Harvard in-text citation method (Australian version). The internet offers many style guides for Harvard; please consult these. The following examples are a basic guide only, and show some of the acceptable formats used in Harvard (Australia). Note: do not italicise 'et al.'.

In-text citation

Paraphrase or summary of source material:

- According to Merton (2010), governments should ensure ...
- However, the results are often hotly contested (Merton 2010, p. 3).
- According to Merton **and** Brink (2012), governments should ensure ... **[no ampersand '&' in the main text, only in brackets]**
- Some studies have examined the role of young voters in ... (Goodall 2013; Merton & Brink 2012) **[Alphabetical order of names, not date order.** Also note the use of '&' in brackets.]

- A third of young adults are jobless (Merton, Mogale & Brink 2013, p. 56) [**first citation only: list all authors' names**; do not use et al. On later citations, use et al. – e.g. Merton et al. 2013]
- When citing a work by many **editors (not authors)**, use only the first surname and et al. from the first use.
- The above study (Merton et al. 2014) also examined the influence of funding...

Direct quotes

Quotations longer than 30 to 40 words should be blocked off from the main text, with an indentation of 1.5 cm from each margin. Blocked quotes do not take quotation marks. Quotations shorter than 30 words should be run on in the main text, inside single quote marks. Use double quote marks for a quote within a quote.

Do not italicise quotations. If italics are added for emphasis, this must be indicated (e.g. [emphasis added] or [our emphasis]).

- Merton (2010) states that 'Governments should ensure ...' (p. 4).
- Merton (2010, p. 4) states that 'Governments should ensure ...'
- According to Merton, Mogale **and** Brink (2013, p. 34), 'Governments should ensure...' [**First citation**]
- According to Merton et al. (2013), 'Governments should ensure...' (p. 34). [**Subsequent citation**. Page number may appear with the year instead.]
- **Direct quote from an online source:** as shown above, (Author 2010) or (Website 2012). Write full details in the reference list, including a paragraph number or heading if relevant, and the date on which you accessed the material. Provide a website address.

Reference style

Books

Butler, A 2004, *Contemporary South Africa*, Palgrave Macmillan, New York.

Southall, R & Petlane, T 1995, *Democratisation and demilitarisation in Lesotho: the general election of 1993 and its aftermath*, Africa Institute, Pretoria.

Bond, WR, Smith, JT, Brown, KL & George, M 1996, *Management of small firms*, McGraw-Hill, Sydney.

Edited collections

Giliomee, H & Simkins C (eds) 1999, *The awkward embrace: one party – dominance and democracy*, Tafelberg, Cape Town.

Chapters in edited collections

Richards, KC 1997, 'Views on globalization', in HL Vivaldi (ed), *Australia in a global world*, Century, North Ryde NSW.

Spence, J 2004, 'South Africa's foreign policy: vision and reality', in E Sidiropoulos (ed), *South Africa's foreign policy 1994–2004: apartheid past, renaissance future*, South African Institute of International Affairs, Johannesburg.

Journal articles

Lodge, T 2004, 'The ANC and the development of party politics in modern South Africa', *Journal of Modern African Studies* vol. 42, no. 2, pp. 13-26

Noor, A 2008, 'Ethics, religion and good governance', *Journal of Administration & Governance*, vol. 3, pp. 62-77, viewed 17 November 2009,

http://www.joaag.com/Home_Page.php

Wychick, J & Thompson, L 2005, 'Fallen for a scam lately?' *Australia Today*, 24 November, pp. 54-60.

Newspaper articles

Australian 2014, 'Greek PM calls risky election' 10 December, p. 9. [**The in-text citation here would be: Australian 10 December 2014**]

Hilts, PJ 1999, 'In forecasting their emotions, most people flunk out', *The New York Times* 16 February. Available at <<http://www.nytimes.com>>. [19 February 2000]. [**In-text citation would be: Hilts 1999**]