

The main objectives of this booklet include the following:

- To facilitate communication and understanding between authors, editors and the Publications Division at AISA. By producing a well-organised, coherent and complete manuscript, you will be making a significant contribution to the efficient and timely production of your work.
- To ensure efficient and speedy production of publications of quality both in form and content. A badly prepared manuscript is time-consuming and expensive to produce, both for the editorial and production teams. The better written the manuscript is, the more likely it is that the copy editor and typesetter will be able to do a good job.
- To assist AISA in achieving its objectives to be a centre of excellence in knowledge production on African affairs.

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# Author Guidelines

Revised and Updated Edition

# Author Guidelines

Revised and Updated Edition



**Africa Institute  
of South Africa**

*Development Through Knowledge*

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Pretoria 0001  
South Africa

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The Africa Institute of South Africa is a think tank and research organisation, focusing on political, socio-economic, international and development issues in contemporary Africa. The Institute conducts research, publishes books, monographs and a quarterly journal, and holds regular seminars on issues of topical interest. It is also home to one of the best library and documentation centres world-wide, with materials on every African country. For more information, contact the Africa Institute at PO Box 630, Pretoria.

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# Objective of this Handbook

In order for your manuscript to be published as quickly and painlessly as possible, it is essential that you follow the instructions laid out in this booklet.

Editors of journals and books with several contributors should ensure that all authors are given copies of this booklet and specific instructions for the volume to which they are contributing. The main objectives of this booklet include the following:

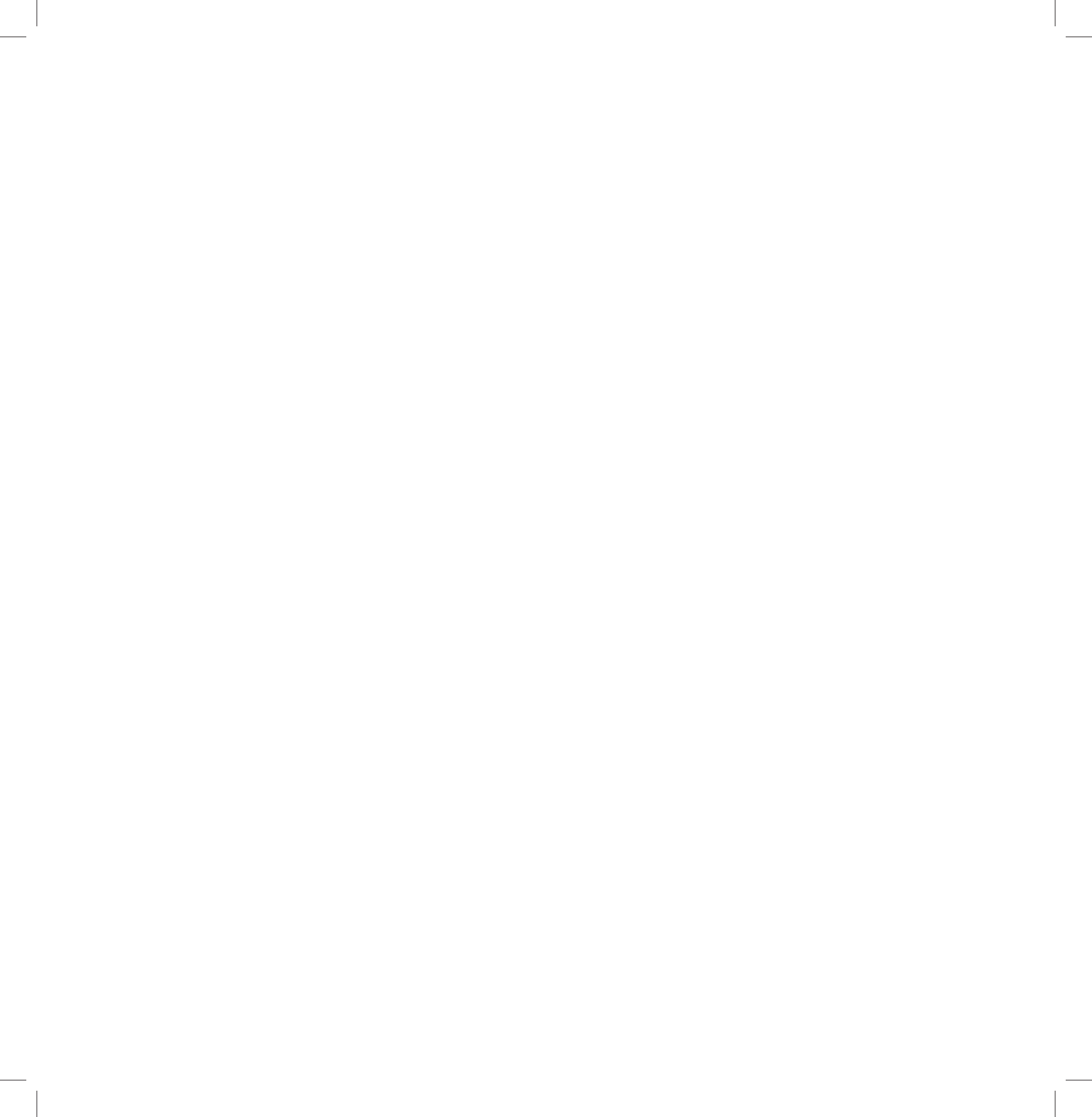
- To facilitate communication and understanding between authors, editors and the Publications Division at AISA. By producing a well-organised, coherent and complete manuscript, you will be making a significant contribution to the efficient and timely production of your work.
- To ensure efficient and speedy production of publications of quality both in form and content. A badly prepared manuscript is time-consuming and

expensive to produce, both for the editorial and production teams. The better written the manuscript is, the more likely it is that the copy editor and typesetter will be able to do a good job.

- To assist AISA in achieving its objectives to be a centre of excellence in knowledge production on African affairs.

It is in your interest to take every care over the manuscript at all stages of preparation. It is also in the interest of editors and typesetters that the publisher insists on the adequate preparation of manuscripts before these are submitted for publication to AISA.

Manuscripts that do not meet our requirements will not be accepted and will be returned for revisions, thereby delaying the evaluation and production process.



# The Publishing Process

## Peer-review

In order to achieve our objective to be a centre of excellence in knowledge production on African affairs we have set up a rigorous peer-review system.

All manuscripts, whether solicited or unsolicited, are sent out for a double-blind peer-review. The following are the review guidelines:

- Importance of the subject matter
- Originality of the approach
- Soundness of the scholarship
- Degree of interest to our readership
- Clarity and strength of the argument
- Writing style

The reviewers write reports which are then returned to you for improvement of manuscripts, whether these are to be published with minor revisions, or rejected.

## Publications

The Publications Division publishes the following:

- Books (both single authored or edited volumes)
- Monographs
- Occasional Papers
- Policy Briefs
- Journal entitled *Africa Insight*

You are welcome to submit your manuscripts via email or on disc.

It is always advisable not to include your name on the first page of the main text, or as running heads and footers. This ensures that time is not wasted to protect your anonymity before manuscripts are sent out for peer-review.

Please see Appendix 1 for a diagram of the production process.



# The Specifications

## Word count

AISA publications vary in extent, e.g.:

- Journal articles are between 4 000–6 000 words
- Monographs are between 30 000–50 000 words
- Occasional Papers are between 10 000–30 000 words
- Policy Briefs are between 2000–4000 words

The abstract for a journal article is strictly 120–125 words.

## Front- and endmatter

Book length manuscripts should include the front- and endmatter.

Front-matter is also referred to as prelims and includes the following:

- Half-title page
- Title page
- Copyright (imprint page)
- Dedication (if any)
- Contents page
- Preface

- Acknowledgements (if any)
- List of abbreviations
- List of figures
- Tables and so on.

The endmatter can include the following:

- Appendices
- Notes
- Bibliography
- Index

## Table of contents

Please compile a comprehensive table of contents for the project, using the various heading levels in the text. The page number on which the heading levels occur is of little importance at the beginning stage of the project. Please ensure that all the relevant chapter or section headings in the project are included in the table of contents and that they appear in the sequence that they appear in in the text.

The table of contents should contain the three numbered heading levels. Please ensure that all the heading levels are present in the table of contents. If

multiple authors have been used, the author responsible for each chapter or section must also be listed in the table of contents.

## Bias-free language

Subjective language makes your work less credible. Please ensure that the language you use is gender-neutral, free of slight allusions, assumptions or stereotypes based on race, ethnicity, religion, disability, birth, family status, etc. Please use the following:

- ‘he or she’ or ‘him or her’ in place of ‘he/she’, ‘him/her’ and ‘him’ (please check the use of the latter first).

In essence, ensure that your language is objective and of a scholarly standard. People should be treated fairly with no stereotyping of race, class, gender or age group.

## Spelling

Please use British English (-ise). We prefer spellings to conform to the most recent edition of the *Oxford English Dictionary*.

## The text

Please keep text layout simple. The most important point of style is to be consistent throughout your text: use the same spacing between words, headings, paragraphs throughout. If you wish to retain space

between paragraphs to indicate a section break, indicate this clearly on the manuscript.

Do not centre headings. Use line spaces above and below headings, and the minimum of stylistic features to indicate different levels of headings (i.e. underlining, italic, capital and lowercase letters):

## Heading levels

There are three numbered heading levels that are hierarchical (Level 1 – Level 3) and one unnumbered level (Level 4) that can be hierarchical or non-hierarchical. Please use the following guide to mark the various level heading for our typesetters:

- Level 1 – e.g. 1.
- Level 2 – e.g. 1.1
- Level 3 – e.g. 1.1.1
- Level 4 – e.g. unnumbered or bullets

Ensure that the numbering is correct in terms of sequence, levels and marking throughout. Bulleted headings can be changed to an unnumbered level (Level 4) and without a bullet if it makes more sense that way. Please refrain from heading levels that exceed Level 4.

Chapters and parts should begin on a new page.

## Paragraphs

Although this is not always possible, please ensure that paragraphs are not longer than five or six sentences. Paragraphs should never consist of only sentence. Leave a line between paragraphs.

## Indented extracts

Quoted material of more than three lines in length (about fifty words) should be set out from the text by being indented a consistent number of spaces from the left margin, with a line space above and below.

## Quotation marks

AISA uses single quotation marks for dialogue and quoted material in the text. Reserve the use of double quotation marks for quotes within quotes, e.g. ‘Korwa Adar’s idea of “the doctrine of the separation of powers” may be appealing in principle but difficult in practice’.

The full stop only falls inside the quotation mark if the material quoted is a complete sentence.

Ensure that you use this style in your submissions to AISA.

## Numbering

The numbering of the numbered heading levels should start with the chapter number, e.g.:

- 2.1, 2.2, 2.3, etc. in chapter 2
- 3.1, 3.2, 3.3, etc. in chapter 3

This is also applicable to tables, maps and figures, e.g.:

- Table 2.1, Table 2.2, Table 2.3, etc. in chapter 2
- Table 3.1, Table 3.2, Table 3.3, etc. in chapter 3

## Dates

Dates must follow the order of day, month, year without internal punctuation, i.e.:

- 17 February 2011, not the 17th of February 2011, nor February 17, 2011

In tables and figures, dates must adhere to the following format, e.g.:

- 17-02-2011

When using words and numbers together, place a comma between the day and the date, e.g.:

- Thursday, 17 February 2011

## Currency

When referring to currency you need to ensure clarity. A distinction must be made between the American Dollar, the Canadian Dollar, the Australian Dollar, the Zimbabwean Dollar, the Namibian Dollar, etc. The formats are as follows, e.g.:

- US\$
- C\$
- A\$
- Z\$
- N\$

# Notes and References

Ensure that you use endnotes and not footnotes. This implies that there should be no author-date in-text references. Place all notes at the end of the work, before the bibliography or list of references, unless your work is a book by several authors, in which case place notes at the end of each chapter.

The following is an example of an extract with incorrect referencing:

In other words, the political recognition of indigenous people, failure of development planning to achieve the desired results, growing disillusionment of Africans with the promises of the modern 'Western' science at the same time increased public awareness of the value of the cultural Heritage and that 'science' must find its locality in the social and cultural context (Nel, 2008), are some of the those new realities and developments.

## Notes and References

Nel, P. 2008. Indigenous Knowledge: Contestation, Rhetoric and Space. *Indilinga: African Journal of Indigenous Knowledge Systems*. 4 (1): 2–14.

The following is an example of an extract with correct referencing:

In other words, the political recognition of indigenous people, failure of development planning to achieve the desired results, growing disillusionment of Africans with the promises of the modern "Western" science at the same time increased public awareness of the value of the cultural Heritage and that 'science' must find its locality in the social and cultural context<sup>1</sup> are some of the those new realities and developments.

## Notes and References

1 Nel, P. 2008. Indigenous Knowledge: Contestation, Rhetoric and Space. *Indilinga: African Journal of Indigenous Knowledge Systems*. 4 (1): 2–14.

The numbers of the endnotes and the superscript numbers in the text must correspond, and they must both be numbered chronologically using the Arabic numbering system, i.e. starting at 1 in each chapter or article; not using Roman numerals. Please check that each superscript number is given in full in the endnotes.

Restrict endnotes to explanatory statements that develop an idea or expand a quotation, where to do so in the text would disturb the flow of the argument. When providing references in the endnotes, use the Harvard (author-date) reference system.

For a detailed explanation on how to insert end-notes in to your MS Word document please refer to Appendix 2.

## Referencing

- Allison, G. W. 1999. The implications of experimental design for biodiversity manipulations. *American Naturalist*. 153 (1): 26–45.
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- Sturkin, M. 1997. *Tangled memories*. Berkeley and Los Angeles: University of California Press.
- Tulchin, J. S. and A. M. Garland, eds. 2000. *Social development in Latin America: The politics of reform*. Woodrow Wilson Center Current Studies on Latin America. Boulder, CO: Lynne Rienner.
- UNDP see United Nations Development Programme.
- United Nations Development Programme. 2003. *The economic cost of AIDS*. Pretoria: University of South Africa Press.
- Weber, M. H., M. de Burlet and O. Abel. 1928. *Die Saugetiere*. 2nd ed. 2 vols. Jena: Gustav Fischer.
- Wiens, J. A. 1983. Avian ecology: An iconoclastic view. In *Perspectives in ornithology*, ed. A. H. Brush and G. A. Clark Jr, 355–403. Cambridge: Cambridge University Press.
- Wright, S. 1968–1978. Evolution and the genetics of populations. 4 vols. Chicago: University of Chicago Press.

## Is it 'Bibliography' or 'References'?

'References' refer only to the sources quoted or cited in your text. 'Bibliography' on the other hand, includes works related to the theme under investigation, which you may have used but may not have cited directly.

This distinction notwithstanding, it is commonplace to use the two labels 'references' and 'bibliography' interchangeably.

In principle however, bibliographies retain their traditional definition as lists of works on a given subject, the kind of comprehensive but focused guide to readers prepared by librarians and specialists on given disciplines and fields of study. Until recently, it was considered a mark of good scholarship and contribution to knowledge for scholars to demonstrate expertise in a given area by providing a comprehensive list or 'bibliography' of all previously published material as well. Today, emphasis seems more on expediency than

thoroughness, apart, of course, from the sheer explosion in the volume of knowledge on almost every field of human curiosity.

More and more, authors and publishers – for want of space or for other reasons – are substituting comprehensive bibliographies with lists of citations titled ‘References’ or ‘References cited’.

### Citing online works

In addition to information necessary for printed works, include the full URL location and the date that you last

accessed the work, if applicable. Website addresses should not be underlined and should start with, <http://www...>

Khumalo, F., 2009, *If you don't read this column, Dick Cheney will shoot you*. <http://www.timeslive.co.za/opinion/columnists/article174352.ece>. [Accessed 1 November 2009].

Check your work thoroughly for consistency and accuracy to avoid time-consuming queries at copy-editing stage.

# Illustrations and Permissions

## Tables

Tables are a convenient way to convey information, but they are most effective when they are not overused. Furthermore, tables add to a book's length, and they cost considerably more than text to typeset and correct; hence, they should be used to present essential data, not the type of supporting data commonly found in research papers.

Prepare tables with the minimum of horizontal rules; usually three are sufficient; one below the table number and title, one below the column heads, and one below the body of the table. If preparing on disk please set out your tables using the tab key, and avoid using the space bar to align columns. It is preferable not to use rules in manuscripts being prepared for digital typesetting. Please do not provide us with an image of a table as it becomes extremely difficult for the editor to work with the data.

Never refer to a table as 'the following table'; it may not be possible to place it in the same position as it is in the manuscript. Refer instead to the table number: 'in Table 3'. Please do not refer to a table as an image or a figure.

If there are many tables it is better to number them by chapter: For example, Table 3.1, Table 3.2, Table 4.1, Table 4.2, and so on.

Table numbers and headings should be placed above the table, but sources and notes immediately below it.

Important! If a table is taken from another publication, especially government reports, always apply for permission to reproduce it from the copyright-holder.

There is a limit to the number of columns that can be accommodated across a page. Make sure that your table will fit, perhaps by reversing the axes so that the headings at the side become the ones at the top. Be as clear and concise as you can in selecting column heads and table entries. Try to keep column heads short. Wide tables can be set sideways (landscape on the page), but avoid this if possible.

Break up long tables into several short ones. Repeat the table titles and column headings on the next page.

Check that totals add up correctly, and that figures align. All decimal points should be preceded by a digit (a zero if necessary).

If the table has notes, do not number them, as this can be confusing. For a single note you can use an

asterisk, for more than one note use letters: a, b, c, etc. Supply a list of tables to go in the prelims.

It is preferable to place tables at the end of chapters or books or as a separate file from the main manuscript and printed out. Place references within texts indicating location, e.g., '[Insert table 1 here]'. This method ensures that tables are not garbled when the manuscript is converted into a typesetting software. Type or print out each table, double-spaced, on a separate sheet of paper.

Please note that the source and notes of a table or image needs to be part of the table or image as it appears in the body of the text, and it must not appear in the endnotes or references list. A list of images and a list of tables needs to be included in the prelims if your publication is a book.

## Digital images

AISA requires that all pictures that are in digital format meet certain specifications. This is to ensure the quality of your publication once it is printed.

Please note that it is not acceptable for you to save a photograph or a logo directly off the Internet or a website. These types of images on the Internet and websites are not of sufficient quality for commercial printing. Even though quality may seem acceptable for screen display it will not be suitable for printing.

Pictures that you provide need to be at least 300 dots per inch (DPI). These pictures should also not be smaller than 100 x 150 mm or larger than 200 x 300 mm. To check the DPI of the picture in Windows, right

click on the image and select 'Properties'. Select the 'Summary' tab and then the 'Advanced' option. The DPI of the picture will be displayed under 'Image'.

Should you need to scan a photograph or picture please ensure that it is done at 600 DPI. This should guarantee that the quality of the digital image is suitable for printing.

Graphs, tables, flowcharts and diagrams do not need to meet these specifications as the typesetter will recreate these images to be suitable for print.

All images should be in JPG or TIF format. Please send the image on a disk as a separate file to the Publications Department.

If you are unsure of the specifications of your image please contact the Publications Department.

## Illustrations

These can be photographs, figures (line drawings) or maps. Supply all illustrations when you deliver your final manuscript.

Important! Obtain permission for all illustrations from the copyright-holder. This includes most photographs; figures and maps which require permission only if taken from other works (see the section on permissions).

## Photographs

For the best possible quality in printing you should supply all photographs larger than the intended reproduction size. The most suitable sizes for most



photographs are 125 x 175 mm for small subjects and 200 x 250 mm for large subjects.

Textured-surface photographs and those taken from half-tones in books or newspapers are unsuitable for reproduction. A request for an original photograph from the publisher or owner must be made. Colour transparencies and prints generally make very poor black and white plates, so avoid them if possible.

Write on the back of the photograph its number, your name, and the manuscript title in soft pencil. Some indication of relative size is often helpful. Do not write on the back (or front) of photographs in ball-point or heavy felt-tip pen, as this can damage the photo. Do not use paper clips to attach them to anything; use a tracing paper overlay, or a photocopy, if you want to indicate parts to be omitted.

Supply a separate list of captions and a list of plates to go in the prelims.

Indicate approximately where plates are to be inserted in text, if you wish them to be integrated.

Colour transparencies are the only suitable originals for colour reproduction, and printing quality is largely determined by size. Transparencies should be 125 x 100 mm or 55 mm'2' to guarantee optimum quality. Usually, however, it is not possible to include colour in publications as it is very expensive.

## Figures and maps

If you are able to supply finished artwork, please do so. For good reproduction we need a clear black-and-white

image (not a photocopy), either the same size or larger than the production size. The maximum size of the text area for a Demy format book is 100mm x 170mm; for a Royal format book it is 115mm x 185 mm (AISA will be able to tell you which format will be used for the publication, for journals check the appropriate serial).

If you supply artwork of a larger size, ensure that it can be reduced proportionally to the dimensions of the text area, and that all labels will be legible when they are reduced; use a simple solid typeface that will reproduce clearly. If in doubt try reducing the figure on a photocopier to see the result. Do not supply artwork that needs to be reduced by more than one-third of its size.

Maps may need to be produced to a larger size if they cover big detailed areas, but ensure that the labels are produced proportionally larger as well.

Avoid the use of complicated and intricate tints. They are likely to reproduce as a solid area or may not be distinguishable when printed. Instead of a tint, use dots, lines or other symbols. AISA is able to use computer-generated artwork only if a copy has been printed out on a laser printer. A dot-matrix printer does not produce sufficiently high-quality output. If you intend to supply artwork on disk please clear this with the Publications Division at AISA.

If you supply only roughs, they should not be too 'rough'. The artist must be able to read names and position them correctly without a detailed knowledge of your text. This applies particularly to maps. Indicate approximately where figures are to go in the text, and, as with tables, refer to them by number rather than

‘the figure below’. If there are more than half a dozen per chapter, number them by chapter: Figure 1.1, Figure 1.2, and so on.

Please supply a separate list of captions and list of figures to go in the prelims. Please be especially careful if you are supplying roughs that the positioning of names and places is accurate and that the spelling of names of places is consistent with the text.

Remember that with all illustrations, the quality of the finished product is dependent on the material supplied by you.

## Permissions

You need to acquire permission to reproduce two kinds of material: quotations from works in copyright, and illustrations such as photographs, line drawings, maps and graphs. All permissions must be cleared by the time the manuscript is ready for delivery.

It is your responsibility to obtain permission by writing to the publisher of the work in which the quoted material appears, who is usually empowered to grant permission on behalf of the copyright-holder. Under a convention known as ‘fair use’, permission is usually given free of charge for short extracts of not more than 400 words in one extract or a total of 800 words in a series of extracts (none to exceed 250 words), but it is wise to apply for permission even in

such cases, since there are authors and books to which this may not apply. You must also make sure that such extracts are properly acknowledged. You are encouraged to acknowledge all sources, copyrighted or not. You must also ensure that all works i.e. tables, graphs, maps, images, text, etc. that are under copyright are cited according to AISA’s house style and the Harvard (author-date) reference system in the endnotes.

Although paintings and works of art are often in themselves out of copyright, museums and art galleries usually copyright all photographs or slides taken of them. You must obtain permission for all illustrations, whether supplied by museums, agencies, or private individuals, or taken from existing publications. You may be asked for two fees: one for permission, and one for supplying a print. You should pay the cost of the print immediately.

Permission fees are usually not paid until publication; if your contract allows for this, or you have a separate written agreement with AISA, the fees can be charged against your royalty account where applicable.

When you deliver the final manuscript you should include with it all permissions correspondence (keeping a copy for yourself), with details of any items that it has not been possible to clear. Your manuscript should include an ‘acknowledgements’ page, in which you follow any specific wording requested by the publisher or copyright-holder.

# How to Contribute to AISA Publications

## Books

If you are editing a multi-author book, we expect you to take on the responsibility of briefing and liaising with your contributors throughout the writing and production of the book. If you are co-editing a volume, you and your co-editor(s) must establish at the outset who is the key contact, and inform AISA and all contributors.

If contributors are able to supply their chapters on disk(s) ask them to do so. It is easier if you all use the same word processing package, preferably the same as that which is used in-house by AISA. Indicate on your style sheet which package you will be using.

## A word on style

It is important that all contributors use the same style of spelling and punctuation and the same reference system. Ensure that they receive a copy of the AISA Author Guidelines with their contract letter. Before they begin writing, notify all contributors of the following instructions:

- Use British spelling and punctuations throughout. Watch out for words which must be only -ise:

advertise, advise, comprise, compromise, disenfranchise, enterprise, franchise, improvise, merchandise, revise, supervise, televise, etc.

- Use the Harvard (author-date) reference system in the endnotes (see p. 4).

Single-author submissions are to follow the same guidelines as above.

## Journal

To submit your manuscript to the journal *Africa Insight* you need to type it out in Ms Word using double-spacing and submit it electronically via an email attachment.

Avoid excessive formatting of the text. Camera-ready copies of maps, charts graphs are required as well as the data used in plotting the charts and graphs. Please use the Harvard (author-date) reference system for bibliographic referencing in the endnotes. It is essential that your references list every work cited by you in the text.

An abstract of 120 to 125 words stating the main research problem, major findings and conclusions

should be sent with the articles. Articles that do not follow this format will have their processing delayed.

You should indicate your full name, address (including email), your academic status and your current institutional affiliation. This should appear on a separate covering page since manuscripts will be sent out anonymously to outside readers. Manuscripts will not be returned to the authors.

Articles submitted to *Africa Insight* should be original contributions and should not be under consideration by another publication at the same time. If an article is under consideration by another publication you should inform the editor at the time of submission. You are entitled, free of charge, to two copies of the issue in which your article appears.

To submit your manuscript to AISA, email it as an attachment to [publish@ai.org.za](mailto:publish@ai.org.za).

## Author's checklist

### Manuscript

Is your manuscript complete?

- Are there any missing pages or chapters?
- Do all quotations and tables have sources?
- Are all cited references in the bibliography?
- Are level headings correct?
- Are any handwritten additions, symbols, and characters clearly marked?
- Is your entire manuscript double-spaced; including extracted quotations, notes and bibliography?
- Have you made two extra copies of your manuscript (one for you and an extra copy for AISA)?

- Have you kept a back-up copy of the disks as well as a duplicate print-out?
- Are they amended and numbered identically?
- Has any material been omitted or blurred if photocopied?
- Have you kept one copy so that you can answer queries from the copy editor and have something to check the proofs against?
- Have you sent the top copy plus a duplicate copy to us?
- Have you numbered all the pages consecutively throughout?

Does your manuscript include the following items (if relevant)?

- Half-title page
- Title page
- Dedication
- Contents page
- Lists of plates
- Figures
- Maps / tables
- Foreword / preface / acknowledgements / introduction
- Appendices
- Glossary / notes / references / bibliography

### Edited volumes

If you are the editor of a multi-author book:

- Are all contributions the final versions?
- Are all contributions complete (notes, references, illustrations)?

- Have all permissions been cleared by contributors?
- Is all punctuation and spelling consistent?
- Are all reference systems identical?
- Have all editorial cuts and amendments been cleared with contributors?
- Have you supplied a list of notes on contributors?

## Permissions

- Have you obtained permission to quote from copy-right material?
- Have you enclosed correspondence with copyright-holders?
- Is the required form of acknowledgement given in the text?
- Are any permissions still outstanding?

## Correcting proofs

Unless your book or article is complicated in layout, with many integrated illustrations, AISA will proceed directly to page proofs. Proofs will be sent to you to read against your own copy of the manuscript. Another set of proofs will be proofread against the copy-edited manuscript. Heavily corrected proofs are expensive and may result in charges to your royalty account (if applicable) and/or a delay in the schedule for the book.

Only absolutely necessary alterations will be tolerated. Do not attempt to revise the work of the copy-editor. Once your book is set, it is not possible to admit any major corrections, except for typesetter's

errors, or for essential updating where, for example, new legislation has invalidated your conclusions. All corrections and improvements to style and construction must be made before the manuscript is submitted. AISA reserves the right not to implement any proof corrections that should have been incorporated in the manuscript before typesetting. Alternatively, excess correction costs will be charged against royalty where applicable, or simply billed to the author.

Make corrections in the margin in legible handwriting, and indicate where they are to be inserted in the body of the text. Align the correction in the margin with the line of text to be corrected, especially if there are several corrections close together. Where there are two or more corrections in the same line, make the marginal marks in the order of the corrections to be made, or in the margin nearer to the correction. If there is a complicated correction, include the complete, corrected sentence somewhere on that page and encircle it. Mark corrections on the outside margins of the pages unless there are many on one line.

Where applicable, you may be asked to provide a list of keywords to assist the indexer. If you should choose to do your own index, make sure that your name and the book title are written on the first page of the index, in case it gets separated from the proofs.

## Index

If you are able to supply your index on disk, do so. Supply details of the format used with the index disk.

# Checklist for Submitting an Article

As a potential author, you are implored to adhere to these specifications which will facilitate easier processing of your manuscript. Once the Publications Division has ascertained that you have adhered to the specifications, they will then be in a position to commission peer-reviewers for the manuscript. If you fail to adhere to the specifications, the Publications Division will have to send the manuscript back to you for corrections. This will unnecessarily prolong the production process.

## Outline

- Is the article following the prescribed structure?
- Does the article compromise all the requirements as per the specific journal?
- Title
- Sub-title
- Author affiliations
- Abstract
- Introduction
- Body text
- Headings
- Sub-sections
- Conclusions
- Notes and references

## Abstract

- Be concise and precise. This is a helpful guideline of what the article is about.
- Constantly refer to your abstract to ascertain that you are writing to what your abstract alluded to.
- Length
  - *Africa Insight*: 120–125 words

## Author's biography

- Please provide your full name, your position, your institution, and the location of your institution. For example, Solani Ngobeni, Director of Publications, Africa Institute of South Africa, South Africa.
- Be sure to provide your contact details and an email address.
- Failure to deliver the requested information will result in the unnecessary prolonging of the production process.

## Introduction

- This section sets the tone for what is to follow in the body of your article.
- It is more like '*what*' you are going to do and '*how*'.
- Ensure that this section is precise and does not become an over-elaboration.

## Body text

- The reader is now engaged with your subject matter.
- This section will have levels of headings depending on extent and coverage.

## Conclusion

- This section provides a summation of the findings of the article.

- The major issues raised in the article are summarised.
- Your major conclusions are made.

## Notes and references

- This section comprises the notes and references that are found in your article.
- Please ensure that the referencing specifications of the journal, to which you wish to submit, have been adhered to.
- Some journal articles are not rejected because of the poor quality of scholarship but because the authors/writers did not adhere to the specifications.
- Familiarise yourself with the specifications before you write for a particular journal.
- Failure to do this may result in you having to re-write large portions of your work which can be demoralising.

# Glossary

## Abstract

A summary of the main argument of the text of an article or paper, covering the purpose, methods, findings and conclusions.

## Acknowledgements

May include thanks to professional bodies, colleagues, and personal friends and helpers. Where photographs are to be used in the book, include credits to the sources on the acknowledgements page.

Where permissions have been granted for the use of copyright material from other works, include them here as well. Also acknowledge ideas, discussions and input by professional colleagues and others.

## Appendices

Usually comprise material which is too detailed to be included in the main text without unbalancing the book, but which is of use to some readers.

## Bibliography/References

This is usually a list of all works relevant to or cited in the text, or merely suggested further reading. All publication details should be included: that is, author's or editor's name, including initials; book or article title; journal title; volume number; place of publication;

publisher; and page numbers for journal articles or chapters.

## Bleed

A page design in which the illustrations run off the edge of the trimmed page.

## Blurb

Descriptive promotional text on the back cover (or inside jacket flap) of a book, that serves as a foretaste of its argument and appeal.

## The copyright page

Contains the copyright notice, International Standard Book Number (ISBN) or the International Standard Serial Number (ISSN), acknowledgements of our partners, the cover artwork, typesetting and printing.

## Contributors

In multi-author works, a short note on the contributors, arranged in alphabetical order, is included and placed before the dedication if there is one.

## Dedication

A short and brief citation.



### Dot Matrix printer

A printer in which the characters are made up by closely spaced dots. It prints line by line to produce a page.

### Dots per inch (DPI)

A unit of measurement for the amount of dots of ink within an inch on the printed paper.

### Demy octavo format

A book format which is 216 x 138 mm. It is the traditional British paper size.

### Em rule

Is a unit of measurement equivalent to 4 mm. The use of an em dash is quite old-fashioned.

### En rule

This is a unit of measurement which is half the size of an em. An en dash is not the same as a hyphen. An en dash is commonly used to indicate a closed range (a range with clearly defined and non-infinite upper and lower boundaries) of values, such as those between dates, times, or numbers. Some examples of this usage:

- June–July 1967
- 1:00–2:00 p.m.
- For ages 3–5
- President Jimmy Carter (1977–1981)

The *Guide for the Use of the International System of Units* (SI) recommends that the word be used instead of an en

dash when a number range might be misconstrued as subtraction, such as a range of units. For example, ‘a voltage of 50 V to 100 V’ rather than ‘a voltage of 50–100 V’.

It is also considered inappropriate to use the en dash in place of the words to or and in phrases that follow the forms *from ... to ...* and *between ... and ...*

To insert an en dash into your MS Word document hold down the ‘Ctrl’ key and the ‘-’ key on the number pad together.

### *Relationships and connections*

The en dash can also be used to contrast values, or illustrate a relationship between two things. Some examples of this usage:

- Kansas beat Miami 31–30
- New York–London flight (though some sources say *New York to London flight* is more appropriate because New York is a single name composed of two valid words; with a dash the phrase ambiguous and could mean either *Flight from New York to London* or *New flight from York to London*).
- Mother–daughter relationship
- The Supreme Court voted 4–5 to uphold the decision.

### Foreword

The foreword, if included, is written by someone other than the author or editor and serves to recommend the book to its readers. It should be brief and meaningful. The foreword is not a substitute for the preface.

### Front-matter

See prelims

### Half-title

The half-title is a page on which the title alone appears, without any subtitle or the author's name. The back of the half-title, page ii, is often left blank, but can also include a short biography of the author, or if the title is part of a series, information about the series.

### Index

This is not prepared until proof stage, but authors need to discuss with editors on submission, if an index is necessary or not for the particular title. If an index is required and the work is accepted for publication, authors will be required to submit a preliminary word list of entries on the subject matter discussed for the indexer.

### Landscape format

A format where the width is greater than the height and the text or picture is printed across the page. Also called horizontal format.

### Laser printer

A printer which uses a laser source to print high-quality dot matrix character pattern on paper. The resolutions are much higher than the ordinary printer usually 300–1200 dpi).

### Notes

Are placed at the end of the book, before the bibliography; in a collection of chapters by different authors the notes usually go at the end of each chapter.

### A preface

Is a piece written by the author explaining how the book came to be written, or as a brief apology. A longer, detailed analysis of the subjects to be covered in the book should be treated as an introduction.

### Page proofs

Proofs of a manuscript which have been made up into pages, usually with headlines and folios.

### Perfect binding

An adhesive binding system, involving no stitching or sewing, used primarily for paperbacks and journals; pages are held together with glue along the back edge (spine) and then trimmed to size.

### Portrait format

Vertical format with the height greater than the width (as opposed to landscape format).

### Prelims

Also known as front-matter. These are pages at the beginning of the book before the actual text. The front matter includes the half-title page, title page, copyright, dedication (if any), contents, preface, acknowledgements, list of abbreviations, lists of plates, figures, tables and so on. The endmatter can include appendices, notes, bibliography and index (in order).

### Ragged text

Text with an uneven right-hand margin, flush left-hand margin. Not justified.

### **Recto**

A right-hand page. See verso.

### **Resolution**

The number of pixels per square inch on a computer-generated display; the greater the resolution, the better the picture.

### **Run on**

1. Continue on the same line rather than starting in a fresh line or new paragraph; or
2. a print 'run on' is the printing of extra copies of surplus to normal print run requirements, e.g., a 'run on' of 200 copies of a journal issue which are to be used for sample copy mailings.

### **Running head**

The heading set at the top of each page in a book or journal issue, usually indicating the title of the chapter or article.

### **Royal octavo format**

A book size which is 253 x 158 mm.

### **Saddle stitching**

A binding process in which a book's signature are stitched through the middle with wire (like staples), and secured in the centre spread. Can be used for small books up to 96 pages in length, see also perfect binding.

### **Signature**

One sheet of the printed and folded sections of a book; folded signatures (with each signature usually in 8, 16 or 32 pages) are marked with a signature mark and then assembled ready for sewing or binding; complete signatures of a book are also referred to as 'running sheets'.

### **Stet**

Instruction that the characters are to remain unaltered or to be restored if already deleted or altered (it literally means 'let it stand'). It is usually circled or marked with a row of dashes or dots below the characters.

### **Superscript**

A small letter or figure set beside and above the top of a full-size character.

### **Title page**

The title page should carry the exact final wording of the title (and subtitle, if any) and your name, as author or editor, in the form you wish it to be used. For multi-author titles, specify the lead author where applicable, otherwise we will arrange in alphabetical order.

### **The table of contents**

A list of the headings as they appear in the text. Important! Page references must agree in wording and capitalisation with the chapter headings in the text.

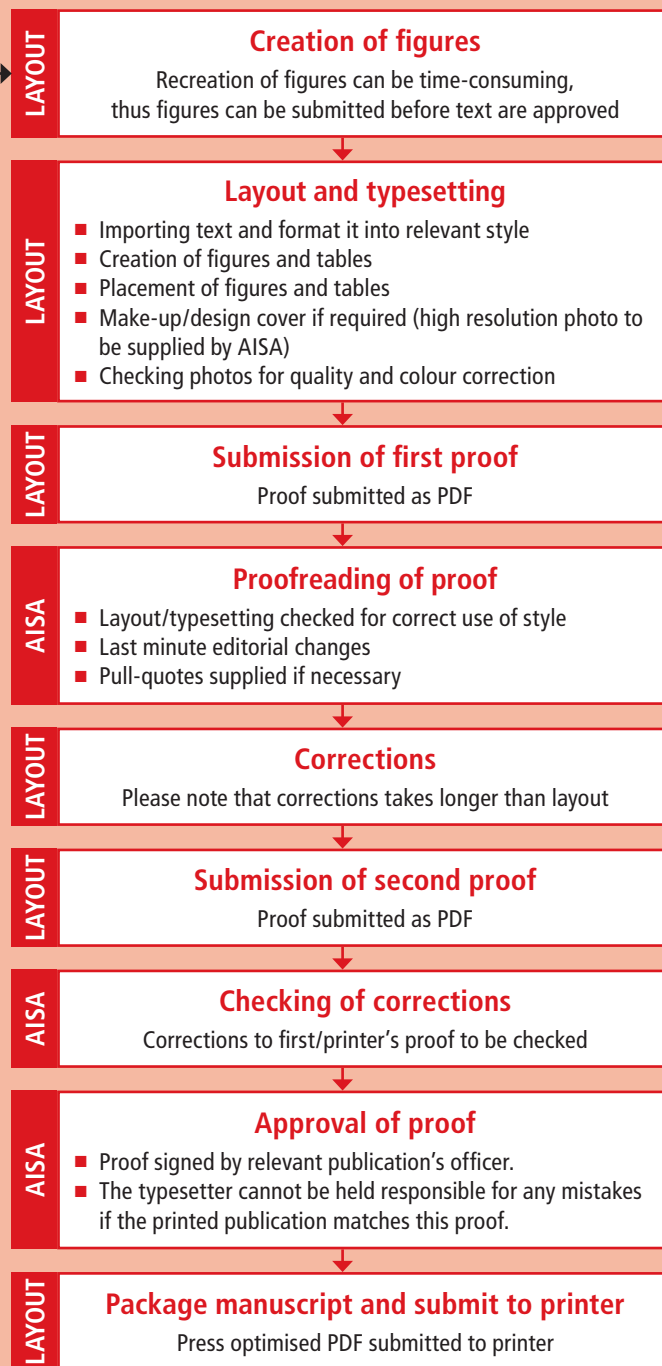
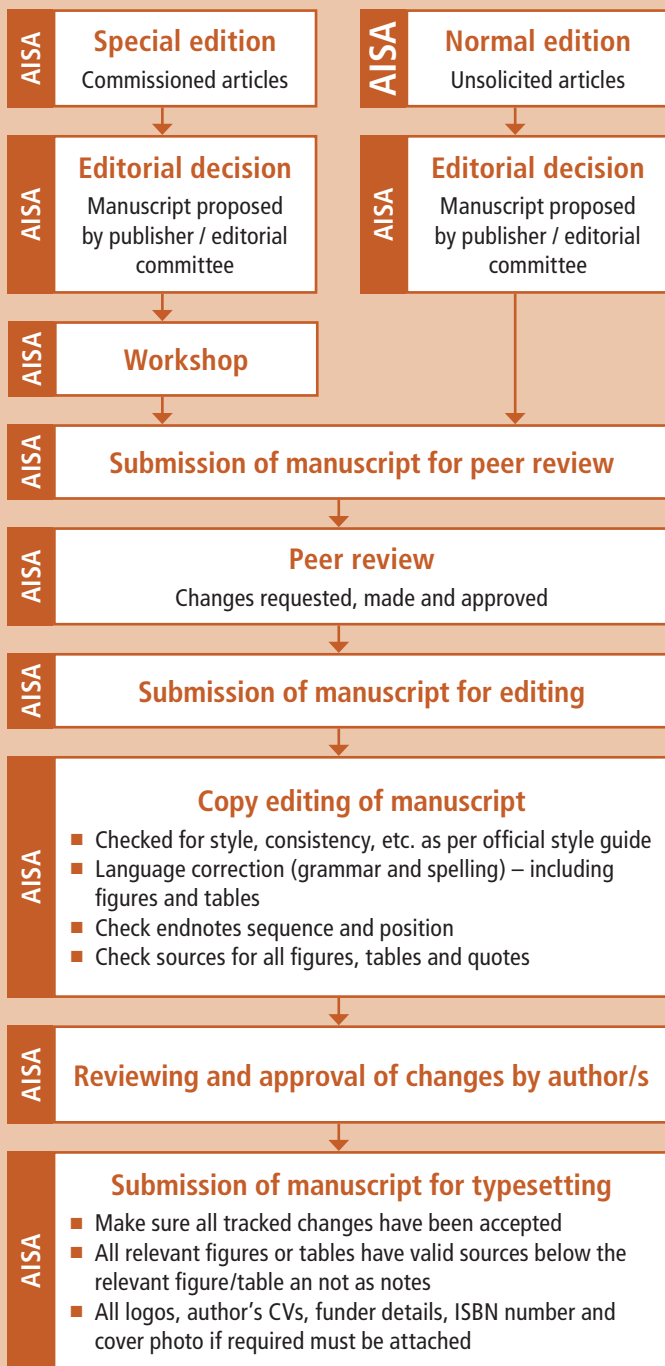
### **Verso**

A left -hand page, see also recto.

Appendix 1  
**Production  
Process**

# CONTENT PRODUCTION

# LAYOUT / TYPESETTING



# PRINTING

Printer

## Checking, impo and proofing

- Press optimised PDF checked for quality
- Creation of correct imposition scheme (sequence of pages correct for printing)
- Printer's proofs printed and quality control

AISA

## Checking of printer's proof

If final changes are required the job will be pulled and go back to the proofing stage. This will delay the publication.

AISA

## Approval of printer's proof

- After signing this proof no further corrections are allowed.
- By signing this the typesetter and the printer will not be liable for any mistakes if the printed publication matches this proof.

Printer

## Plate-making

Litho plates to be burned in correct imposition schemes as determined earlier.

Printer

## Printing

- Setup of printing press and calibration of colours.
- Printing of manuscript and cover.

AISA

## Delivery and checking printed manuscript

When printer delivers the printed manuscripts it must be checked for any irregularities.

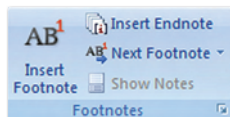
## Appendix 2

# How to Insert Endnotes

MS Word automatically numbers endnotes for you, after you specify a numbering scheme. You should use a single numbering scheme throughout a document. When you add, delete, or move notes that are automatically numbered, Word rennumbers the endnote reference marks.

If the footnotes in your document are numbered incorrectly, your document may contain tracked changes. Accept the tracked changes so that Word will correctly number the footnotes and endnotes.

1. In Print Layout view (Print Layout view: A view of a document or other object as it will appear when you print it. For example, items such as headers, footnotes, columns, and text boxes appear in their actual positions.), click where you want to insert the note reference mark.
2. On the 'References' tab, in the 'Footnotes' group, click 'Insert Endnote'.



Keyboard shortcut: To insert a subsequent endnote, press CTRL+ALT+D.

- By default, Word places endnotes at the end of the document.
3. To change the format of endnotes, click the 'Footnotes' Dialog Box Launcher, and do the following:
    - In the 'Number format' box, select the Arabic numbering format, i.e. 1, 2, 3.
  4. Click 'Insert'.
    - This will not change the existing symbols. It will only add new ones.
    - Word inserts the note number and places the insertion point next to the note number.
  5. Type the endnote text using the Harvard (author-date) reference system.
  6. Double-click the endnote number to return to the reference mark in the document.





