



## Author Guidelines

Updated: July 2020

Articles submitted to the *African Journal of Non-Profit Higher Education* should be an original academic contribution and should not be under consideration for publication by any other journal at the same time. If the article you want to submit has been previously published, please consult the Journal Manager.

The following instructions will ensure that the *African Journal of Non-Profit Higher Education* has everything required so that your article can move through the peer review and publication process seamlessly. Please take the time to read and follow these instructions as doing so will ensure your article matches the journal's requirements.

Any submission must include a declaration that the article has not been published previously and is not under simultaneous review elsewhere. The Journal Editor reserves the right to refuse any article submitted, whether on invitation or otherwise, and to make suggestions and modifications before publication. To verify originality, your article will be checked by the originality detection service Turnitin.

### 1. Preparing your article

#### General formatting

All articles must be submitted electronically as Microsoft Word files.

All text must be set to 1.5 line spacing, Arial, 11 pt with 1-inch margins on all sides, and the paper size should be set to A4.

All pages must be numbered, and headings/sub-headings must be consistent. Unusual or handwritten symbols must be clearly identified (for instance in another colour or highlighted).

Add a line break (enter key) between all paragraphs. Refrain from applying any paragraph styles like hanging indents, automatic spacing after or before, etc.

Type hard spaces (shift + control + space bar) when phrases are preferred to be presented as a unit, e.g. 1\_000; Vol. 1\_ (1): \_10–20.

Refrain from using the ampersand (&) anywhere in text or citations; use “and” instead.

Use double quotation marks, except where “a quotation is ‘within’ a quotation”. When quoting more than five lines, indent and place without quotation or italics. When quoting within an indented quotation, use double inverted commas.

In text, numbers one to nine are in words; numbers 10 and above are in digits. At the start of a sentence all numbers are in words. When in text, percentages and decimals are always in digits (22% and 13.5%). Always use the % sign in text and parentheses and never in words.

Et al. is never used in italics or in the reference list. When citing a text with four or more authors, use only the first author’s name followed by “et al.” in text, but list all authors in the reference list.

## Structure

Your article should be compiled in the following order: title page; abstract; keywords; author details and biography; main text introduction, materials and/or methods, results, discussion; acknowledgments; declaration of interest statement; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figures; figure captions (as a list).

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Main section headings (e.g. method, findings, conclusion) must be indicated in bold and uppercase font, e.g. **INTRODUCTION**. Leave a line space after a main heading. Sub-headings are indicated in bold and in sentence case (e.g. **The educational sphere**). No line spaces are used after sub-headings. Should further sub-headings be required, these are to be indicated in italic font (e.g. *Investor confidence*) or numbered.

## Essential title page information

- Title – Avoid abbreviations and formulae where possible.

- Author names and affiliations – Present the authors' affiliation addresses (where the actual work was done) below the names. Provide e-mail address of each author as well as the ORCID if available.
- Corresponding author – Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that telephone and fax numbers (with country and area code) are provided in addition to the e-mail address.
- Present/permanent address – If an author has moved since the work described in the article was done, or was visiting at the time, a "Present address" (or "Permanent address") may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

### Word limit

The *African Journal of Non-Profit Higher Education* accepts articles of up to 8 000 words, including abstract, appendixes and references. A typical article for this journal should be between 4 000 and 8 000 words, inclusive of tables, references, figure captions, endnotes.

Please include a word count for your article.

## 2. Clarity and Language

Articles must be well written in clear, concise language and be free of technical jargon.

Use British/UK (-ise) spelling consistently throughout the article.

Remember you are writing for an international audience. National colloquialisms and idiomatic use of language should be avoided to the extent possible.

Ensure to use inclusive language that acknowledges diversity, respects all parties, is sensitive to differences and promotes equal opportunities. Articles should avoid making assumptions about beliefs or commitments of any reader, should not contain anything which might imply that one individual is superior to another on the grounds of race, sex, culture or any other characteristic. Also ensure that writing is free from bias, for example by using 'he or she' or 'his/her' instead of 'he' or 'his', and by making use of job titles that are free of stereotyping, for example 'chairperson' instead of 'chairman'.

## 3. Abstract

A concise and factual abstract is required (approximately 150 words). The abstract should contain the context and goal of the article, a description of the methodology used, and the main conclusions. Remember an abstract is often presented separately from the article, so it must be able to stand alone. For this reason, references should be avoided, but if

essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself, as well as in a footnote.

#### **4. Keywords**

Immediately after the abstract, provide four to ten keywords, based on the ERIC list of index descriptors (see <https://eric.ed.gov/?ti=all>). Authors may choose to include one or two "free" keywords not included on the ERIC list of descriptors if they wish to do so. These keywords will be used for indexing and to improve searchability.

Avoid general and plural terms and multiple concepts (avoid, for example, "and", "of"). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible.

#### **5. Abbreviations**

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Ensure consistency of abbreviations throughout the article.

Abbreviations that begin and end on the same letter as the word, do not get a full stop (Mr/Dr/Eds), but note that Ed. Or Rev. does get a full stop.

Degrees are used preferably without any punctuation: BA; DPhil; MSc.

#### **6. Acknowledgements**

Collate acknowledgements in a separate section at the end of the article before the references. Don't include them on the title page, as a footnote to the title or otherwise. Acknowledgements should be brief and recognise sources of financial and logistical support and permission to reproduce materials from other sources. Save a copy of documentation granting such permission. Adherence to copyright rules remains each author's sole responsibility. Also list individuals who provided help during the research.

#### **7. Formatting of funding sources**

List funding sources in this standard way to facilitate possible compliance to the funders' requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the XYZ Foundation, South Africa [grant number zzzz]; and the XYZ Institute of XYZ [grant number aaaa].

It is not necessary to include detailed descriptions on the program or type of grants and awards. When funding is from a block grant or other resources available to a university, college, or other research institution, submit the name of the institute or organisation that provided the funding.

## 8. Footnotes

Footnotes should be used sparingly. Number in Arabic numbers and consecutively throughout the article. Footnotes are typed in 10pt. font and single spacing; hanging indent.

The African Journal of Non-Profit Higher Education **does not use endnotes**.

Footnotes do not replace the alphabetical list of references at the end of the text. References in notes are regarded as text references and not bibliographic information.

## 9. Tables and Figures

Table headings appear above the tables and are numbered consecutively in accordance with their appearance in the text. Place any table notes below the table body.

Submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate pages at the end. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Try to avoid using vertical rules and shading in table cells.

Figure captions appear below the figures and are numbered. Ensure that all artwork have captions. A caption should comprise a brief title (not on the figure/artwork itself) and a description. Keep text in the illustrations or figures themselves to a minimum but explain all symbols and abbreviations used.

## 10. Artwork

### Electronic artwork

Ensure that you use uniform lettering and sizing of your artwork. Preferred fonts are Arial, Helvetica, or Symbol.

Number the illustrations according to their sequence in the article. Use a logical naming convention for your artwork files.

Please note that all figures must be provided in separate source files, and not only in the Word document itself.

## Formats

Regardless of the application used, when your electronic artwork is finalised, please 'save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

- EPS (or PDF): Vector drawings. Embed the font or save the text as 'graphics'.
- TIFF (or JPEG): Colour or grayscale photographs (halftones). A minimum of 500 dpi is required.
- TIFF (or JPEG): Bitmapped line drawings: use a minimum of 1000 dpi.
- TIFF (or JPEG): Combinations bitmapped line/half-tone (colour or grayscale). A minimum of 500 dpi is required.

Please do not:

- Supply files that are optimised for screen use (e.g., GIF, BMP, PICT, WPG); the resolution is too low.
- Supply files that are too low in resolution.
- Submit graphics that are disproportionately large for the content.

## Colour artwork

Ensure that your artwork files are in an acceptable format (TIFF, JPEG, EPS or PDF), or Microsoft Office files) and with the correct resolution. If, together with your accepted article, you submit colour figures then the publisher will ensure that these figures will appear in colour online, regardless of whether or not these illustrations are reproduced in colour in the printed version. For colour reproduction in print, please indicate if it is essential to your artwork.

## 11. Referencing

Authors should refer to Harvard for general questions of style, grammar, punctuation, usage, and form. Articles with references and/or citations in another form/style will be returned to the author. References should be given at the end of the paper in alphabetical order. In the case where two publications of an author have been cited, include the references in chronological order (the earliest first).

As a minimum, the full URL should be given as well as the date when the reference was last accessed. Any further information, if available (DOI, author names, dates, reference to a source publication, etc.), should also be given. Use of DOI's are highly encouraged but will be added by the publisher in the production stage.

Ensure that every reference cited in the text is also present in the reference list (and vice versa).

Unpublished results and personal communications are not recommended in the reference list but may be mentioned in the text. If these references are included in the reference list, they should follow the standard reference style of the *African Journal of Non-Profit Higher Education* and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'.

Citation of a reference as 'in press' implies that the item has been accepted for publication.

et al. is never used in the reference list. When citing a text with four or more authors, use only the first author's name followed by "et al." in text, but list all authors in the reference list.

### **Examples:**

Briadotti, R. (2016). *Monism and Spinoza*. Available from: <http://meeting.uct.ac.za/p5x1bnvntsa/> [Accessed 30 May 2016].

Le Grange, L. (2016). Decolonising the university curriculum. *South African Journal of Higher Education*, 30(2): 1-12. doi: 10.20853/30-2-709

Mbiti, J. (1970). *African Religions and Philosophy*. New York: Doubleday.

## **12. Third-Party Material**

Ensure to obtain the necessary permission to reuse third-party material in your article. The use of short extracts of text and some other types of material is usually permitted, on a limited basis, for the purposes of criticism and review without securing formal permission. When content is not copyrighted, that is, when it is held in the public domain, you must still attribute it properly.

## **13. Declaration of interest**

Authors must disclose any financial and personal relationships with other people or organisations that could inappropriately influence (bias) their work. Examples of potential competing interests include employment, consultancies, paid expert testimony, patent applications or registrations, and grants or other funding.

If there are no interests to declare then please state: 'Declarations of interest: none'. This summary statement will be ultimately published if the article is accepted.

For any queries or further assistance, please contact the Journal Manager, Emily Vosloo, at [journal@cornerstone.ac.za](mailto:journal@cornerstone.ac.za)