New Contree

Reference guidelines for writing an article

FOOTNOTES

Only the footnote method for references is accepted in articles for New Contree. Footnote references should appear at the bottom of each page. Footnotes should be numbered sequentially throughout the article and starting with 1. No other numerical system is allowed. Archival sources/published works/authors referred to in the text should be cited in full in the first footnote of each new reference. Thereafter it can be reduced to a shorter footnote reference. Do not refer to the exact same source and page numbers in footnotes that follow each other.

No exact repetition of a footnote reference on the same page is allowed. For example, if you refer to Y Krone's source as in footnote 1 and then also in footnote 2, the page references must at least differ. They can’t reference the same pages.

The use of the Latin word “Ibid” is not allowed. Rather refer to the actual reference again (or in its shortened version) on the rest of a page(s) in the footnote section.

The titles of books, articles, chapters, theses, dissertations and papers/manuscripts should NOT be capitalised at random. Only the names of people and places (and in some instances specific historic events) are capitalised. For example:


NOT


PLEASE NOTE: Referencing journal titles imply that every word of the journal must start with a capital letter, example: Yesterday & Today Journal.

Only the first letter of the surname of authors should be capitalized, not the complete surname. No names of authors, in full, is allowed. The following practical examples will help:

Avoid punctuation between initials IN footnotes (and in the article text).
Examples of an article in a journal


Example of a shortened version of an article in a journal

From:


To:


[Please note: ONLY the title of the article is shortened and not the finding place]

Examples of a reference from a book


JJ Buys, Die oorsprong en migrasiebewegings van die Koranna en hulle rol in die Transgariep tot 1870 (Universiteit van die Vrystaat, Bloemfontein, 1989), pp. 33-34.

[Please note the reference variety to page numbers used]

Example of a shortened version of a reference from a book

From:


To:

Example of a reference from a chapter in a book


Shortened version:


Example of a reference from an unpublished dissertation/thesis


Examples of a reference from a newspaper


or


Archival references:

• Interview(s)

Provide at least key details such as: Name of interviewee and profession; the interviewer and profession and date of interview

• Example of interview reference

K Rasool (Personal Collection), interview, K Kotzé (CEO, Goldfields, Johannesburg Head Office)/E Schutte (researcher, NWU, School of Basic Science), 12 March 2006.

or

K Rasool (Personal Collection), interviews, R Vahed (housewife, Gugulethu)/S Dlamini (researcher), 13 August 1948; JA Conforti (policeman, Vaalwater)/S Dlamini (researcher), 13 August 1948.
• **Example of shortened interview reference (after it has been used once in article)**

K Rasool (Personal Collection), interview, K Kotzé/E Schutte, 12 March 2006.

• **Example of an Electronic Mail - document or letter**

E-mail: W Pepler (Bigenafrica, Pretoria)/E van Eeden (Researcher), 22 October 2006.

• **National archives (or any other archive)**

National Archive (NA), Pretoria, Department of Education (DoE), Vol.10, Reference 8/1/3/452: Letter, K Lewis (Director General) / P Dlamini (Teacher, Springs College), 12 June 1960.

**[Please note: After the first reference to the National Archives or Source Group for example, it can be abbreviated to e.g. NA or DE]**

A source accessed on the Internet


**[Please note: Always to be referenced in full. No shortened version acceptable.]**

A source from conference proceedings

**First reference to the source:**


**Shortened version:**

GENERAL

Submission requirements

Articles finally submitted to the New Contree for publication, after approval, must be editorially revised and a submission must be accompanied by a letter of confirmation from a qualified language practitioner. No article will be published without such an official letter of language editing done.

Illustrations

Photographs, sketches, tables, diagrams; graphics, maps etc should all be referred to as Images (Eg. Image 1-6). The appropriate positioning of the illustration should be indicated in the text. Original copies should be clearly identified on the back. High quality scanned versions are always welcome.

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