New Contree

Template guidelines for writing an article

1. **Font type:** Adobe Garamond Pro (throughout document)/Arial (if the first font type is unavailable).

2. **Font size in body text:** 12pt.

3. **Heading of article:** 14pt, bold.

4. **Author’s details:** **ONLY provide the following:** Title, Campus & University and E-mail address.
   - **Title:** 10pt, regular font; **Campus & University:** 10pt, italics; and **E-mail address:** 10pt, regular font. (Consult previous articles published in the New Contree journal as an example or as a practical guideline). **Example:** Pieter van Rensburg, Vaal Triangle Campus, North-West University, p.vanrensburg@gmail.com.

5. **Abstract:** The abstract should be placed on the first page (where the title heading and author’s particulars appear). The prescribed length is between a half and three quarters of a page.
   - **The abstract body:** Regular font, 10pt.
   - **The heading of the Abstract:** Bold, italics, 12pt.

6. **Keywords:** The keywords should be placed on the first page below the abstract.
   - The word ‘Keywords’: 10pt, bold, underline.
   - Each keyword must start with a capital letter and end with a semi-colon (;). **Example:** Meters; People; etc. (A minimum of six key words is required).

7. **Main headings in article:** ‘Introduction’ – 12pt, bold.

8. **Sub-headings in article:** ‘History …’ – 11pt, bold, italics.

9. **Third level sub-headings:** ‘History …’ – 10pt, bold, underline.

10. **Footnotes:** 12pt, regular font.
    - The initials in a person’s name (in footnote text) should be without any full stops. **Example:** LC du Plessis and **NOT** L.C. du Plessis.

11. **Body text:** Names without punctuation in the text. **Example:** “HL le Roux said” and **NOT** “H.L. le Roux said”.

12. **Page numbering:** Page numbering in the footnote reference text should be indicated as follows:
    - **Example:** p.space23 – p. 23. / pp. 23-29.

13. **Any lists** in the body text should be 11pt, and in bullet format. **NO numbers must be used.**

14. **Quotes from sources in the body text** must be used sparingly. If used, it must be indented and in italics (10pt). The source reference of a quote should not be in the quote.
itself but annotated in the last sentence before the quote. Quotes less than one line in a paragraph can be incorporated as part of the text via paragraph, but within inverted commas; and NOT in italics. Example: An owner close to the town stated that: “the pollution history of the river is a muddy business”.

15. **Abbreviations and titles:**

   * Abbreviations of companies and institutions are allowed after having provided the meaning BUT abbreviations as rule in the article narrative is strongly discouraged. Write words full out. Examples are:
     
   i.e.: Rather use, ‘that is’

   eg.: Rather use, ‘for example’

   s.l.; s.a; s.n.: Rather say in brackets ‘without place, publisher and date’

   * **No punctuation with titles is required in the text**, such as Dr P Moloto (in the English narrative) BUT dr P Moloto (in the Afrikaans narrative).

   * **The abundant use of Latin forms in the text and footnotes are not encouraged.** So for example is Ibid and Passim not allowed.

16. **Quotes (as part of the body text)** must be in double inverted commas: “…and she” and NOT “…and she”.

17. **Images: Illustrations, pictures, photographs, tables and figures:** Submit all pictures for an article in jpeg, tiff or pdf format in a separate folder, and indicate where the pictures should be placed in the manuscript’s body text. All visuals are referred to as Images.

   Example: **Image 1: ‘Image title’** (regular font, 10pt) in the body text.

   Sources of all images should also be included after the ‘Image title’.

   Example: **Source: ‘The source’** (regular font, 9 pt). Remember to save and name pictures in the separate folder accordingly.

   **Important note:** All the images should be of good quality (a minimum resolution of 200dpi is required; if the image is not scanned).

18. **Single and left spacing** between the sentences in the footnote.

19. **Dates:** All dates in footnotes should be written out in full. Example: **23 December 2010; NOT 23/12/2010** [For additional guidelines see the New Contree Reference guidelines].

20. Language setting in Microsoft Word as **English (South Africa); do this before starting with the word processing of the article.** Go to ‘Review’, ‘Set Language’ and select ‘English (South Africa)’.  

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