

## AUTHOR MANUSCRIPT PREPARATION GUIDELINES

### SUBMISSION OF ARTICLE MANUSCRIPTS

- Manuscripts should be in .doc format and uploaded via <https://upjournals.up.ac.za/index.php/historia/about/submissions>
- Authors must declare in writing that the article has not been published elsewhere or submitted to another journal for possible publication.
- Submissions should be edited for language usage and adhere to the *Historia* guidelines.
- Opinions expressed and conclusions drawn are those of the author/s and should under no circumstances be considered the opinions of the HASA, *Historia*'s editorial board, or the journal's editors.
- No single-authored articles by the same author will be published in consecutive editions of *Historia*. Should any of the editors wish to publish in *Historia*, the full editorial discretion in respect of those submissions must be delegated to another editor.

### REVIEWING PROTOCOLS

- Authors, reviewers, and editorial staff should treat all submitted manuscripts and correspondence with the Editorial Office as confidential.
- All submissions are assessed on receipt before possible peer review.
- Articles that are plagiarised, poorly written, or do not adhere to the focus and guidelines of *Historia* will not be accepted for peer review.
- No correspondence will be entered into about submissions that have been turned down.
- *Historia*'s reviewing process for articles is 'double blind'. In the case of contradictory reports, a third reader will act as arbiter.
- *Historia*'s reviewing process for solicited contributions for the 'Perspectives Forum' comprises assessment by members of the Editorial team.

### REVIEW & EDITING PROCESSES

- A minimum of three months should be allowed for the review process.
- Once submissions have been provisionally accepted, authors are expected to return their revised versions to their editor within eight weeks.
- The relevant editor will then assess the revised article for its readiness – or otherwise – for publication. They may require further changes (within reason), technical and otherwise.
- Page proofs are always given to authors, who are responsible for checking them.
- Corrected page proofs are to be returned to the editor and the co-ordinating editor within seven days of receipt.
- Post-publishing Corrections: A published article forms part of the published record and will not be altered or removed. Corrections will be published if a published article contains a significant error that affects, for example, the accuracy of the article. Minor errors, such as typographical errors, will generally not be corrected. Corrections are published as either Errata or Corrigenda. Both Errata and Corrigenda are published at the discretion of the Editor-in-Chief. Errata and Corrigenda will be published both online and in the print version in the forthcoming issue. **Errata:** An Erratum is the correction of an error introduced by the Journal during editing or production. The Author will be given an opportunity to approve an Erratum before publication. - **Corrigenda:** A Corrigendum is the correction of an error made by the author/s.

## BOOK REVIEWS

*Historia* publishes reviews of books on the history of southern Africa. Reviews are usually solicited by the review editor, although unsolicited reviews will be considered, provided they adhere to our guidelines and fall within the focus of the journal. Reviews of books dealing with countries outside southern Africa should indicate the relevance of such books to historians of this region.

- All reviews are submitted to the editors and if necessary, to other referees before publication.
- Reviews should be in .doc form and be submitted to the review editor/uploaded by the agreed deadline.
- If it is not possible to review the book within the agreed time, the review copy should be returned to the review editor.
- The review should end with the name (without titles) and the institutional affiliation of the reviewer in italics. Independent scholars or reviewers without institutional affiliation should give their town or city of residence.
- Book reviews do not qualify for subsidy purposes by DHET.
- Reviews should be between 1 000 and 1 500 words and may include bibliographic and other references, although these should be kept to a minimum.
- The same referencing system as for articles should be used.
- All quotations from the book under review must be followed by the exact page reference in brackets at the end of the quotation.
- Reviews are published with a short heading (six to eight words) indicating the tenor of the review. Where a reviewer does not include a heading, the review editor will provide one.
- The heading should be followed by the bibliographic data of the book under review, as in this example:

<p>Martin Legassick, <i>The Struggle for the Eastern Cape, 1800–1854: Subjugation and the Roots of South African Democracy</i>. Johannesburg: KMM Review Publishing Company, 2010 152 pp ISBN 978-0-620-36610-9 R189.95 [or: Price unknown]</p>
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## REVIEW ARTICLES

- A review article is longer and more detailed than a review. It should be 4 000 to 6 000 words and follow the usual technical requirements as for articles.
- A review article should place the book/s under review within historiographical context and should indicate the importance of the book/s to the wider field.
- Review articles are usually commissioned by the review editor, although unsolicited review articles may be considered for publication, at the discretion of the review editor.
- All review articles are anonymously peer reviewed by experts in the field and may qualify for subsidy purposes by the Department of Higher Education and Training (DHET) by those attached to South African institutions of higher learning.

## LAYOUT AND STYLE

- Manuscripts should preferably not exceed **10,000 words** (footnotes excluded).
- **Article text** should be in **12 pt size font**, **footnotes** should be in **11 pt size font**, and **1.15 spacing** throughout.
- The **title** of an article must preferably not exceed **15 words**.
- The **first footnote** should be placed after the name of the author and marked by an **asterisk**. Include a **brief résumé** (no more than 60 words) of the author/s, stating their current position, institutional connection, most recent or forthcoming projects/publications. Authors should include an email address and ORCID iD.
- A **short ABSTRACT** (not exceeding **220 words**) of the article in both English and Afrikaans (*opsomming*), as well as up to **10 keywords** (*sleutelwoorde*) for the purposes of categorisation must accompany submitted articles.
- Scholars who are not proficient in Afrikaans will receive editorial assistance in the translation of the abstract and keywords.

### Quotations

- Should be indicated by single inverted commas, with double inverted commas for quotations within the main one.
- Quotations of more than 40 words must be indented on both sides, without inverted commas.

### Illustrations (including photographs, sketches, tables and maps)

- Should be numbered consecutively (for example: Table 1 or Figure 1).
- Should be provided with appropriate captions.
- Must be submitted in digital format as a .JPEG file and must be no smaller than A5 in size and should have a resolution of at least 300dpi.
- It is the author's responsibility to secure permission to reproduce copyrighted illustrations.

### Abbreviations

- Should be used sparingly and explained at the first occurrence.
- Use a full stop after (ed.) but not after (eds).
- Indien 'n Afrikaanse titel in 'n Afrikaanse artikel gelys word, word die punt wel behou: 'red.'

### Dates

- In the text dates should be written out in full: 27 April 1994.
- Decades should be written without an apostrophe: 1990s.

### Numbers

- Unless frequently used, numbers below twenty should be expressed in words.
- When using Arabic numerals for four figure and larger numbers, use: for example, 4 500 (four thousand five hundred).

### Units of measurement

- Metric units are preferred except where historical accuracy demands otherwise.

### Per cent

- Per cent is preferred to %, unless used frequently or in tables.

## REFERENCING

- Footnote references should be placed at the bottom of each page and numbered sequentially throughout the article in Arabic numerals.
- **Bibliography:** Works/authors referred to in the text should be cited in full in the footnotes as well as an **alphabetised bibliography** at the end of the article.

### Journal article

#### **Notes (first reference to source)**

1. G. Vahed, 'Negotiating the (Uncertain) Corridors of Power in Post-Apartheid South African Cricket', *South African Historical Journal*, 72, 3 (2020), 500.
2. H. Snyders and S. Swart, "'Discontented Scoundrels Who Crowd the Mercantile Marine Today": Labour Relations Regimes of the Cape and Ichaboe Guano Trade, c. 1843–1898', *Historia*, 58, 1 (2013), 58.
3. K. Moguerane, 'A Home of One's Own: Women and Home Ownership in the Borderlands of Post-Apartheid South Africa and Lesotho', *Canadian Journal of African Studies*, 52, 2 (2018), 139–157.

#### **Shortened notes (subsequent references to source)**

4. Vahed, 'Negotiating the (Uncertain) Corridors', 498.
5. Snyders and Swart, 'Discontented Scoundrels', 62.
6. Moguerane, 'A Home of One's Own', 142.

#### **Bibliography (alphabetical order)**

Moguerane, K. 'A Home of One's Own: Women and Home Ownership in the Borderlands of Post-Apartheid South Africa and Lesotho'. *Canadian Journal of African Studies*, 52, 2 (2018), 139–157.

Snyders, H. and S. Swart. "'Discontented Scoundrels Who Crowd the Mercantile Marine Today": Labour Relations Regimes of the Cape and Ichaboe Guano Trade, c. 1843–1898'. *Historia*, 58, 1 (2013), 51–73.

Vahed, G. 'Negotiating the (Uncertain) Corridors of Power in Post-Apartheid South African Cricket'. *South African Historical Journal*, 72, 3 (2020), 495–519.

### Book

#### **Notes (first reference to source)**

1. H. Mokoena, *Magema Fuze: The Making of a Kholwa Intellectual* (Scottsville: UKZN Press, 2011), 6.
2. J.S.T. Dlamini, *Safari Nation: A Social History of the Kruger National Park* (Athens: Ohio University Press, 2020), 22.
3. B. Nasson, *WW1 and the People of South Africa* (Cape Town: Tafelberg, 2014), 43.

#### **Shortened notes (subsequent references to source)**

4. Mokoena, *Magema Fuze*, 6.
5. Dlamini, *Safari Nation*, 8.
6. Nasson, *WW1*, 38.

***Bibliography (alphabetical order)***

Dlamini, J.S.T. *Safari Nation: A Social History of the Kruger National Park*. Athens: Ohio University Press, 2020.

Mokoena, H. *Magama Fuze: The Making of a Kholwa Intellectual*. Scottsville: UKZN Press, 2011.

Nasson, B. *WW1 and the People of South Africa*. Cape Town: Tafelberg, 2014.

**Chapter in book**

***Note (first reference to source)***

1. C. Tsampiras, 'Borders of Blame: Histories and Geographies of HIV and AIDS in South Africa, 1980–1995', in *GeoHumanities and Health*, eds S.J. Atkinson and R. Hunt (Switzerland: Springer, 2020), 121.

***Shortened note (subsequent references to source)***

2. Tsampiras, 'Borders of Blame', 138.

***Bibliography***

Tsampiras, C. 'Borders of Blame: Histories and Geographies of HIV and AIDS in South Africa, 1980–1995', in *GeoHumanities and Health*, edited by S.J. Atkinson and R. Hunt, 117-140. Switzerland: Springer, 2020.

**Thesis**

***Notes (first reference to source)***

1. E.M. Kalema, 'Violence and Memory: The Mulele "Rebellion" in Post-colonial D.R. Congo' (PhD thesis, University of the Witwatersrand, 2017), 149.

***Shortened notes (subsequent references to source)***

2. Kalema, 'Violence and Memory', 149.

***Bibliography***

Kalema, E.M. 'Violence and Memory: The Mulele "Rebellion" in Post-colonial D.R. Congo'. PhD thesis, University of the Witwatersrand, 2017.

**Interviews**

Name of interviewee; name of interviewer; place and date of interview.

**Archival reference**

Name of the archive depot, library or museum in full in the first citation, followed by the abbreviation; then, the source, collection or series of papers; then, give further details of the document, and the date. Primary sources are not required in the Reference List.

**Example:** National Archives Repository, Pretoria (SAB), Custodian of Enemy Property (BVE) 810/W27/78/4, Enemy Patents and Trade Marks, 1957–1960, Scherag A.G. Trade Marks, Scherag (Pty) Limited, Johannesburg to the Custodian of Enemy Property, Pretoria, 14 February 1950.

***Shortened note (subsequent references to source)***

SAB, BVE, 810/W27/78/4, Scherag A.G. to Custodian of Enemy Property, 14 February 1950.

### Website content

#### **Note (first reference to source)**

1. 'Celebrating Forty Years of the Wits History Workshop', University of the Witwatersrand, accessed 5 July 2021, <https://www.wits.ac.za/history-workshop/events/previous-conferences-and-workshops/40-years-of-the-history-workshop/>.

#### **Shortened note (subsequent references to source)**

2. 'Celebrating Forty Years'.

#### **Bibliography**

University of the Witwatersrand. 'Celebrating Forty Years of the Wits History Workshop'. Accessed 5 July 2021. <https://www.wits.ac.za/history-workshop/events/previous-conferences-and-workshops/40-years-of-the-history-workshop/>.