

Guidelines to Authors

Ownership and purpose

- The Historical Association of South Africa owns and publishes *Historia*.
- *Historia* appears twice annually in May and November.
- *Historia* is an independent, refereed journal, accredited by the South African Department of Higher Education and Training and indexed by IBSS and IBZ and the SciELO Citation Index / Web of Knowledge (Thomson Reuters).
- Copyright on articles published in *Historia* rests with the respective authors.
- *Historia* is published on the Sabinet webpage <http://journals.sabinet.co.za/hist> and is also available as an open-access journal at <http://scielo.org.za> under a Creative Commons attribution license.
- The editor-in-chief invites the submission of original, previously unpublished research on aspects of southern African history, methodology, historiography, as well as reviews, review articles and contributions to the *Historia* blog.

Submission of manuscripts

- Manuscripts should be submitted electronically to the Editor-in-Chief at historia.submissions@gmail.com.
- Articles should be submitted in MSWord®.
- Authors who submit articles for consideration to *Historia* must declare in writing that the article has not been published elsewhere or submitted to another journal for possible publication.
- Submissions should be either in Afrikaans or English.
- Submissions should be properly edited for language usage and adhere to the guidelines as outlined below.
- Sexist or racist language must be avoided.
- Opinions expressed or conclusions drawn in *Historia* are those of the authors and should under no circumstances be considered the opinions of the Historical Association of South Africa, the editorial board or the editors.
- Poorly written, plagiarised articles and those that do not adhere to the focus and guidelines of *Historia* will be rejected at “desktop” level.
- 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.

Review process

- All submissions are reviewed at desktop level by the editors before possible peer review.
- *Historia* employs a “double blind” reviewing process. In the case of contradictory reports, the article will be sent to a third reader to act as arbiter.
- A **minimum of three months** should be allowed for the review process to be completed. In some cases the review process can take considerably longer.

- Where submissions are accepted provisionally, it is expected that authors will return their revised versions within **eight weeks** to the editor-in-chief.
- Page proofs are always given to authors who are responsible for checking them carefully. Corrected page proofs are to be returned to the editor-in-chief within **seven days** of receipt.
- Authors will receive one copy of the journal free of charge.
- As *Historia* is accredited, the cost of articles by authors attached to South African universities can be recouped from the earnings of research outputs by means of page fees. Authors attached to South African universities will therefore be requested to subsidise their articles. Generally the authors' institutions pay such page fees.
- No correspondence will be entered into about submissions that have been turned down.

Layout and length of manuscripts

Submissions should be in Cambria, 12 pt size font. Manuscripts should preferably not exceed eight thousand words – footnotes excluded. Footnotes should be printed in Cambria, 11 pt size font, with 1.15 spacing used throughout.

Title

The title of an article must preferably not exceed fifteen words and must not be printed in capital letters.

Résumé of authors

The first footnote should be placed after the name of the author, should be marked by an asterisk and include a brief *curriculum vitae* (no more than 60 words) of the author/s, stating his/her/their current position, institutional connection and most recent/current/forthcoming projects/publications.

Abstracts

A short abstract (not exceeding 200 words) of the article in both Afrikaans (*opsomming*) and English, as well as up to 10 key words (*sleutelwoorde*) should accompany submitted articles. Scholars who are not proficient in Afrikaans will receive editorial assistance in the translation of the abstract and keywords.

Quotations

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

Illustrations

- Illustrations (including photographs, sketches, tables and maps) should be numbered consecutively (for example: Table 1 or Figure 1).
- The appropriate positioning of illustrations should be indicated in the text.
- Illustrations should be provided with appropriate captions.
- All illustrations 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 responsibility of the author to secure permission to reproduce copyrighted illustrations.

References and footnotes

Footnote references should be placed at the bottom of each page. Footnotes should be numbered sequentially throughout the article in Arabic numerals. **Works/authors referred to in the text should be cited in full in the footnotes, as well as in a reference list at the end of the article.** The first letter of most words in titles of books, articles, chapters, theses, dissertations, papers and so forth should be capitalised (except articles and prepositions). Only the first letter of the surname of an author should be capitalised, not the whole surname.

The article should be accompanied by an alphabetised list of secondary sources, under the heading "References", or, if in Afrikaans, "Bronnelys".

An article in a journal:

Provide the author's initials and name; the title of the article in double quotation marks (comma outside the quotation marks); the name of the journal in italics; where applicable, the volume number (without the word "vol.") in Arabic numerals; the number or issue in Arabic numerals; the month and year of the issue; and the page number(s). In the case of the reference list, the same format is followed, except that the author's surname is cited first, followed by the initials.

Examples of footnote references:

G. Vahed, "Control of African Leisure Time in Durban in the 1930s", *Journal of Natal and Zulu History*, 18, 1998, pp 67-105.

G.C. de Wet, "Die VOC-nedersetting aan die Kaap die Goeie Hoop se Betrokkenheid by die Lande van die Westelike Indiese Oseaan, 1652-1700", *Historia*, 47, 1, Mei 2002, pp 219-246.

J.E. Fair and R.J. Astroff, "Constructing Race and Violence", *Journal of Communication*, 41, 4, 1991, p 4.

Examples for reference list:

Du Plessis, I., "Living in Jan Bom: Making and Imagining Lives after Apartheid in a Council Housing Scheme in Johannesburg", *Current Sociology*, 52, 5 (2004).

Hyslop, J., "Why did Apartheid's Supporters Capitulate? 'Whiteness', Class and Consumption in South Africa, 1985-1995", *Society in Transition*, 31, 1 (2000).

Klausen, S., "Poor Whiteism, White Maternal Mortality and the Promotion of Public Health in South Africa: The Department of Public Health's Endorsement of Contraceptive Services, 1930-1938", *South African Historical Journal*, 45, 1 (2001).

A book:

Provide the author's initials and surname; the title of the book in italics (without a following comma); the volume number where relevant (in Arabic numerals); the publisher, followed by a comma, the place of publication, followed by a comma, and the year of publication, all in parentheses; followed by the page number(s). In the case of the reference list, the same format is followed, except that the author's surname is cited first, followed by the initials.

Examples of footnote references:

C. van Onselen, *Studies in the Social and Economic History of the Witwatersrand, 1886–1914, Volume 2, New Nineveh* (Longman, London, 1982), p 113.

S. Field (ed.), *Lost Communities, Living Memories. Remembering Forced Removals in Cape Town* (David Philip, Cape Town, 2001), p 75.

A. Krog (red.) *Met Woorde soos met Kerse*, Inheemse verse uitgesoek en vertaal deur ... (Kwela Boeke, Kaapstad, 2002), p 94.

Examples for reference list:

Grundlingh, A.M., *Fighting their Own War: South African Blacks and the First World War* (Ravan Press, Johannesburg, 1988).

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

Van der Waag, I.J., *A Military History of Modern South Africa* (Jonathan Ball, Cape Town, 2015).

The Archives Year Book of South African History:

Example of footnote reference:

J.A. Mouton, "Generaal Piet Joubert in die Transvaalse Geskiedenis", *Archives Year Book for South African History*, 20, 1 (The Government Printer, Parow, 1957), pp 20–21.

Example for reference list:

Mouton, J.A., "Generaal Piet Joubert in die Transvaalse Geskiedenis", *Archives Year Book for South African History*, 20, 1 (The Government Printer, Parow, 1957), pp 20–21.

A chapter in a book:

Provide the author's initials and surname; the chapter heading in double quotation marks; followed by a comma, followed by "in"; the initials and name(s) of the editor(s); followed by a comma, the title of the book in italics; then the publisher, followed by a comma, the place of publication, followed by a comma, and the year of publication, all in parentheses; followed by the page number(s). In the case of the

reference list, the same format is followed, except that the author's surname is cited first, followed by the initials.

Examples of footnote references:

I. Phimister and C. van Onselen, "The Labour Movement in Zimbabwe: 1900–1945", in B. Raftopoulos and I. Phimister (eds), *Keep On Knocking: A History of the Labour Movement in Zimbabwe 1900–1997* (Baobab Books, Harare, 1997).

M. Morris and D. Hindson, "The Disintegration of Apartheid, from Violence to Reconstruction", in G. Moss and I. Obery, (eds), *South African Review VI. From 'Red Friday' to Codesa* (Ravan Press, Johannesburg, 1992), pp 152–170.

Examples for reference list:

Dubow, S., "South Africa and South Africans: Nationalism, Belonging, Citizenship", in Ross, R., Kelk Mager, A. and Nasson, B. (eds), *The Cambridge History of South Africa, Volume 2, 1885–1994* (Cambridge University Press, Cambridge, 2011).

Nasson, B., "The South African War/Anglo-Boer War 1899–1902 and Political Memory in South Africa", in Ashplant, T.G., Dawson, G. and Roper, M. (eds), *Commemorating War: The Politics of Memory* (Transaction Publishers, New Brunswick: NJ, 2004).

An unpublished post-graduate dissertation / thesis:

Provide the initials and surname of the author, followed by the title of the dissertation (not italicised) in double quotation marks. Then give the qualification, the university concerned and the year the degree was conferred. In the case of the reference list, the same format is followed, except that the author's surname is cited first, followed by the initials.

Example for footnote references:

C. Singh, "Adams College: The Rise and Fall of a Great Institution", BA Honours, University of Durban-Westville, 1987, pp 2–4.

D.M. Calderwood, "Native Housing in South Africa", DArch thesis, University of the Witwatersrand, 1953, p 202.

D. Hemson, "Class, Consciousness and Migrant Workers: Dockworkers of Durban", PhD thesis, University of Warwick, 1985.

Examples for reference list:

Delpont, A., "'Boks and Bullets, Coffins and Crutches': An Exploration of the Body, Mind and Places of 'Springbok' South African Soldiers in the First World War", MA dissertation, Stellenbosch University, 2015.

Garcia, A., "Manoeuvre Warfare in the South African Campaign in German South West Africa during the First World War", MA dissertation, University of South Africa, 2015.

An unpublished paper:

Provide the initials and name of the presenter, followed by the title of the paper (not italicised) in double quotation marks (full stop inside the quotation marks). Then state the name of the conference, where it was held and the date. In the case of the reference list, the same format is followed, except that the author's surname is cited first, followed by the initials.

Example of a footnote reference:

R. Pfister, "Violence during South Africa's Political Transition (1990–1994)", Unpublished paper presented at the 16th Biennial Conference of the South African Historical Society on Land, Violence and Social Problems in the History of Southern Africa, University of Pretoria, 6–9 July 1997, p 11.

Example for reference list:

Pfister, R., "Violence during South Africa's Political Transition (1990–1994)", Unpublished paper presented at the 16th Biennial Conference of the South African Historical Society on Land, Violence and Social Problems in the History of Southern Africa, University of Pretoria, 6–9 July 1997, p 11.

Archival references:

Write the name of the archive out in full in the first citation, followed by the abbreviation announced by the word "hereafter" in parentheses. The name of the archive should be followed by a colon, the source, series and further details of the document. Letters should be cited by separating the sender and recipient with an en-dash. Dates should be written out as day, month (in full, not in numerals) and year.

Examples:

Wes-Kaapse Provinsiale Argiefbewaarpark, Kaapstad (hierna WKPA): A2643, A.J. Bøesekenversameling (ongeorde): A.J. Bøeseken, "Adriaan Cornelis Bøeseken, 13 Mei 1871 – 19 September 1942", p 1.

National Archives of South Africa (hereafter NASA), Transvaal Archives (hereafter TAB): Joubert Papers, Uitgaande Stukke, II, A/1-A/3, (Archives vol. 17), P. Joubert – his son, J.S. Joubert, 18 April 1893.

An interview:

Provide as many details as possible, e.g. name of interviewee, place and date of interview, nature of survey and sample in first interview cited. Thereafter details may be abbreviated.

A source accessed on the internet:

Provide as many details as possible about the article or document, followed by the URL and the date the site was accessed.

Shortened references:

Where sources are referred to more than once, a shortened version of the title may be used after the first reference and publishing details can be omitted.

For example:

Van Onselen, *Studies in the Social and Economic History, Volume 2*, p 113.

Hellmann and Abrahams (eds), *Handbook on Race Relations in South Africa*, pp 253–254.

Mouton, “Generaal Piet Joubert in die Transvaalse Geskiedenis”, p 25.

Morris and Hindson, “The Disintegration of Apartheid,” p 152.

Singh, “Adams College”, p 35.

Pfister, “Violence during South Africa’s Political Transition”, p 11.

Abbreviations, measurements, numbers and dates:

Abbreviations should be used sparingly and should be explained at the first occurrence.

Note: 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.”

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

Metric units are preferred except where historical accuracy demands otherwise.

Numbers **below twenty** should be expressed in words, unless frequently used.

When using Arabic numerals for four figure and larger numbers, use: 4 500; 500 etc.

Decades should be written without the apostrophe: the 1990s. In Afrikaans word die afkappingsteken wel gebruik: die 1990’s.

Dates in the text should be written out in full: 27 April 1994.

Please note the following: Do not use op. cit., cf., or ibid. in the footnotes at all.

Reviews and Review Articles

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 the region. All reviews are submitted to the editors and if necessary, to other referees before publication.

Reviews should normally be between 1 000 and 1 500 words in length and may include bibliographic and other references, although these should be kept to a minimum. Where such references occur, 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 indicating the tenor of the review. This should be brief, not exceeding six to eight words. Where a reviewer does not include a heading, one will be provided by the review editor. The heading should be followed by the bibliographic data of the book under review. This should be arranged in the order presented in the following example:

Martin Legassick, *The Struggle for the Eastern Cape, 1800–1854: Subjugation and the Roots of South African Democracy*.

KMM Review Publishing Company, Johannesburg, 2010

152 pp

ISBN 978-0-620-36610-9

R189.95 [or: Price unknown]

Reviews may be written in either English or Afrikaans. The review should end with the name (without titles) and the institutional affiliation of the reviewer in italics. Reviewers without institutional affiliation or independent scholars should provide their town or city of residence. Reviews should be submitted as an email attachment in MSWord® to the review editor by the deadline agreed upon. If it becomes impossible to review the book within a timely fashion, the review copy should be returned to the review editor. Book reviews do not qualify for subsidy purposes by the Department of Higher Education and Training.

A review article is longer and more detailed than a review. It should normally be 4 000 to 6 000 words in length and follow the usual technical requirements as for articles – see the guidelines above. A review article should place the book(s) under review within its/their historiographical context and should indicate the importance of the book(s) to the wider field. Review articles are commissioned by the review editor, and unsolicited review articles will normally not be considered for publication. 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 by those attached to South African institutions of higher learning – see the guidelines above.