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IMAGE & TEXT AUTHOR GUIDELINES



SCHOOL OF THE ARTS
UNIVERSITY OF PRETORIA
FACULTY OF HUMANITIES

TABLE OF CONTENTS

SUBMISSION GUIDELINES 4
USE THE JOURNAL'S HARVARD REFERENCING SYSTEM IN THE TEXT AND FOR REFERENCES: 5
1. BOOKS 5
One author 5
Two authors 5
Three or more authors 5
Multiple works by the same author 5
Multiple editions 6
2. EDITED BOOKS 6
One editor 6
Two editors 6
Three or more editors 6
Collective works (chapters in a book by different authors) 6
3. MISSING INFORMATION 6
Missing information regarding date, page, place of publication or publisher 7
4. JOURNAL ARTICLES 7
One or more authors 7
5. NEWSPAPER ARTICLES 7
One or more authors 7
No author or title 8
6. INTERNET SOURCES 7
One or more authors 8
Under the title of the Internet article 8
7. SOCIAL MEDIA SOURCES 8
8. NON-PRINT MEDIA (FILM, VIDEO, DVD, TV PROGRAMMES, TV COMMERCIALS 8
Cinema 8
Streaming platforms (Netflix, etc.) 8
Video/DVD 9
Television programmes 9
Television commercials 9
9. PRINT ADVERTISEMENTS 9
10. PERSONAL INTERVIEWS 9
In person 9
Online 9

Email 9
11. CONFERENCE PAPERS 9
12. DISSERTATIONS AND THESES 10
13. EXHIBITION CATALOGUES 10
14. ARCHIVAL MATERIAL 10
15. GOVERNMENT PUBLICATIONS 11
16. GENERAL GUIDELINES REGARDING FORMATTING, PUNCTUATION AND OTHER CONVENTIONS 11
Terms & spelling 12
Citations (including URLs) & sources cited 12
Abbreviations & contractions 13
Numbering 13
Book Reviews 14
Captions 14
Style 14
CONTACT IMAGE & TEXT 15

SUBMISSION GUIDELINES

How to submit

Submissions should conform to the following editorial requirements:

- The Publishing Agreement Form must be submitted wherein the author states that the article submitted is based on original research. The author must furthermore stipulate that the article has not been submitted elsewhere for consideration or has not already been published elsewhere under another title.
- Authors bear full responsibility for the factual correctness of their contributions.
- All manuscripts must be anonymised.
- Submissions must have a cover sheet that provides the following details:
  - title of the article
  - name of author/s
  - ORCID
  - affiliations and contact details of all author/s
  - designation of author/s and date of submission
  - a short explanation of how the article aligns with the journal's scope
- Thereafter, manuscripts must be presented in the following sequence:
  - title of article
  - 200 word abstract and six key terms
  - main text (with footnotes)
  - references
- Digital images must be of a quality suitable for reproduction and printing and should be 300dpi and in jpg or tiff format. When submitting for peer review, images and captions should be placed within the text. If the manuscript is accepted for publication the images must be submitted as separate image files.
- Authors are responsible for obtaining copyright and reproduction clearance for all visual or other material submitted, where necessary. Authors must keep a record of permissions obtained and send them to the journal if requested.
- Neither the editors nor the University of Pretoria accepts responsibility for the loss of manuscripts or visual material.
- All articles accepted for publication must be professionally copy-edited and must adhere to the style as outlined in this document.
- Copy-editors do the following (author's responsibility):
  - Correct spelling, punctuation, grammar, and capitalisation.
  - Ensure that arguments are clear and that meaning is unambiguous.
  - Apply the journal's style for in-text citations, referencing and formatting.
  - Check that all sources used in in-text citations appear in the reference list and that all sources listed in the reference list are cited in the text.
  - Verify references against original sources and ensure that DOI's are active and deliver correctly.

- Proofreading is the final, pre-print safety check and is done by the journal. Proofreaders do the following:
    - Catch leftover typos, layout slips, and formatting glitches before publication.
    - Check consistency.
    - Prepare the manuscript for layout.

USE THE JOURNAL'S VARIATION OF THE HARVARD REFERENCING SYSTEM IN THE TEXT AND FOR REFERENCES:

1. BOOKS

One author

IN THE TEXT: (Jameson 1991:282) **or** Fredric Jameson (1991:42)

IN THE REFERENCE LIST: Jameson, F. 1991. *Postmodernism, or, the cultural logic of late capitalism*. Durham: Duke University Press.

Two authors

IN THE TEXT: Cumming and Kaplan (1991:19) **or** (Cumming & Kaplan 1991:19)

IN THE REFERENCE LIST: Cumming, E & Kaplan, W. 1991. *The Arts and Crafts Movement.* London: Thames & Hudson.

Three or more authors

IN THE TEXT: Mention all the authors the first time in your text, thereafter the abbreviation *et al:* (Ashcroft, Griffiths & Tiffin 1989:14); Ashcroft *et al* (1989:15)

IN THE REFERENCE LIST: Ashcroft, B, Griffiths, G & Tiffin, H. 1989. *The empire writes back. Theory and practice in post-colonial literatures*. London: Routledge.

If you refer to two or more pages in one citation, separate the page numbers with a comma (Cumming & Kaplan 1991:15, 34) and a dash to indicate a continuous passage (Ashcroft *et al* 1989:14-19).

Multiple works by the same author

IN THE TEXT: Martin Hall (1994a; 1994b; 1995)

IN THE REFERENCE LIST: Hall, M. 1994a. Lost City and Lydenburg Heads – some archaeological images. Paper delivered at Johannesburg Art Gallery, 7 May, Johannesburg.

Hall, M. 1994b. Mischief and megalomania: An archaeologist excavates the Lost City. *The Art Ventilator* 1:34-43.
Hall, M. 1995. The legend of the Lost City; or, the man with golden balls. *Journal of Southern African Studies* 21(2), June:179-199.

Multiple editions

IN THE REFERENCE LIST: Cutts, M. 2020. Oxford guide to plain English. 5th ed. Oxford: Oxford University Press.

2. EDITED BOOKS

One editor

IN THE TEXT: As for authors: (Papadakis 1990:25).

IN THE REFERENCE LIST: Papadakis, AC (ed). 1990. *Post-Modernism on trial*. London: Academy (Architectural Design Series 88).

Two editors

IN THE TEXT: As for authors: (Barnes & Duncan 1992:15).

IN THE REFERENCE LIST: Barnes, TJ & Duncan, JS (eds). 1992. *Writing worlds. Discourse, text and metaphor in the representation of landscape*. London: Routledge.

Three or more editors

IN THE TEXT: As for authors: Mention all the editors the first time in your text, thereafter the abbreviation *et al*: (Punzi, Wächter & Singer 2024:1-2); (Punzi *et al* 2024:3).

IN THE REFERENCE LIST: Punzi, E, Wächter, C & Singer, C (eds). 2024. Narrating the heritage of psychiatry. Leiden & Boston: Brill.

Collective works (chapters in a book by different authors)

IN THE TEXT: Refer in the text to the **author** of the relevant **chapter**: (Crawford 1992:23).

IN THE REFERENCE LIST: Refer to the source under the author (Crawford) and the editor of the book (Sorkin):

Crawford, M. 1992. The world in a shopping mall, in *Variations on a theme park. The new American city and the end of public space*, edited by M Sorkin. New York: Noonday:3-30.

Sorkin, M (ed). 1992. *Variations on a theme park. The new American city and the*

end of public space. New York: Noonday.

3. MISSING INFORMATION

Missing information regarding date, page, place of publication or publisher

IN THE TEXT:

If no date is included, use [sa] (sine anno = without year):, According to Smith ([sa]:33), but [Sa] in References after full-stop.

No page = only provide the date: According to Smith (2002) ...

No place of publication = Sl (sine loco = without place).

No publisher = [Sn] (sine nominee = without a name).

IN THE REFERENCE LIST:

Smith, J. [Sa]. *How to write an assignment*. Pretoria: University of Pretoria Press.

Smith, J. [Sa]. How to write a very short assignment. *Journal of Assignment Writing* 23(5).

Smith, A. [Sa]. *How to write an excellent assignment*. [Sl]: Sunshine Press.

Smith, EJ. [Sa]. *How to write an even better assignment*. Brakpan: [Sn].

4. JOURNAL ARTICLES

One or more authors

IN THE TEXT: As for book authors: (Willis 1993:1) **or** Sharon Willis (1993:1).

IN THE REFERENCE LIST:

Include a DOI (Digital Object Identifier) if the journal lists one. Do not put a full stop after the DOI – A DOI is a permanent ID that, when appended to https://doi.org/ in the address bar of an Internet browser, will lead to the source.

Willis, S. 1993. Critical vantage points on Disney's world. *The South Atlantic Quarterly* 92(1):1-6. https://doi.org/10.1215/00382876-92-1-1

5. NEWSPAPER ARTICLES

One or more authors

IN THE TEXT: As for books and articles: (Crotty 1997a:13).

IN THE REFERENCE LIST: Crotty, A. 1997. Kerzner grilled by US casino chiefs. *Cape Times Business Report*, 26 September:13.

No author or title

IN THE TEXT: (*The Star* 2002:5) or *The Star* (2002:5).

IN THE REFERENCE LIST: *The Star*. 2002. 29 July:5.

6. INTERNET SOURCES

One or more authors

IN THE TEXT: As for books and articles: (Baudrillard 1999:1).

IN THE REFERENCE LIST:

Baudrillard, J. 1999. Disneyworld Company. [O]. Available:
http://www.ctheory.com/e25-disneyworld_comp.html (no full stop after URL)
Accessed 29 September 1999.

Under the title of the Internet article

IN THE TEXT: (Atlantis Paradise Island 1999).

IN THE REFERENCE LIST: Atlantis Paradise Island. 1999. [O]. Available:
http://www.absolutely-travel.com/atlantis.html hyphen
Accessed 27 February 1999.

7. SOCIAL MEDIA SOURCES

IN THE TEXT: As for books and articles: author's surname (or an organisation name) and a year of publication

IN THE REFERENCE LIST: Surname, Initial(s). (Year). Title of Post/Excerpt, Day and Month [Social Media Platform]. [O]. Available:
URL
Accessed 20 March 2025.

8. NON-PRINT MEDIA (FILM, VIDEO, DVD, TV PROGRAMMES, TV COMMERCIALS

Cinema

IN THE TEXT: Films are referred to by the director and/or producer: *Gladiator* (Scott 1999) or *Psycho* (Hitchcock & Smith 1960).

IN THE REFERENCE LIST: Scott, R (dir). 1999. *Gladiator*. [Film]. Touchstone.
Hitchcock, A (dir) & Smith, J (prod). 1960. *Psycho*. [Film]. Paramount.

Streaming platforms (Netflix, etc.)

IN THE TEXT: As for cinema

IN THE REFERNCE LIST: Directed by [First name Last name], performance by [First name Last name], Production Company, Year published. Netflix. URL (without http:// or https://).

Video/DVD

IN THE TEXT: As for films: Smith (2002)

IN THE REFERENCE LIST: Smith, J (dir). 2002. *Andy Warhol.* [Video recording]. Los Angeles: Educational Videos.

Television programmes

IN THE TEXT: *Ally McBeal* (2001) or *Ally McBeal* (Kelley 2001)

IN THE REFERENCE LIST: *Ally McBeal*. 2001. [Television programme]. Paramount. Broadcast: 20:30, 3 March 2002, SABC 3.

OR

Kelley, DE (prod) 2001. 'Baby dream'. *Ally McBeal*. [Television programme]. Paramount. Broadcast: 20:30, 3 March 2002, SABC 3.

Television commercials

IN THE TEXT: *Venda* commercial for Liberty Life (Leo Burnett 2000)

IN THE REFERENCE LIST: Leo Burnett (prod). 2000. Liberty Life *Venda*. [Television commercial]. Broadcast: 10 March 2000, SABC 3.

9. PRINT ADVERTISEMENTS

IN THE TEXT: Land Rover (2002:12) advertisement

IN THE REFERENCE LIST: Land Rover. 2002. *Getaway* 2(3):12.

10. PERSONAL INTERVIEWS

In person

IN THE TEXT: Martin Hall (1999)

IN THE REFERENCE LIST: Hall, M, archaeologist, University of Cape Town. 1999. Interview by author. [Transcript]. 15 February. Cape Town.

Online

IN THE TEXT: Abrahmaiani (2025) **or** (Arahmaiani 2025)

IN THE REFERENCE LIST: Arahmaiani. 2025. Interview by author via Zoom. 30 April.

Email

IN THE TEXT: Cronin (2025)

IN THE REFERENCE LIST: Cronin, P. 2025. *Subject of email*. Email to author. Accessed 17 April 2025.

11. CONFERENCE PAPERS

IN THE TEXT: As for books and articles: Jillian Carman (1995:158)

IN THE REFERENCE LIST: Carman, J. 1995. Seventeenth century Dutch and Flemish painting in South Africa. Paper presented at the Tenth Annual Conference of the South African Association of Art Historians, 14-16 July, University of Stellenbosch.

12. DISSERTATIONS AND THESES

IN THE TEXT: As for books and articles: (Botha 1964:123).

IN THE REFERENCE LIST: Botha, EJ. 1964. The life and work of Maggie Laubser. MA dissertation, University of South Africa, Pretoria.

When a dissertation or thesis is accessed online (such as in a library repository) include the URL as in:

Lauwrens, J. 2014. Beyond spectatorship: An exploration of embodied engagement with art. PhD thesis, University of the Free State, South Africa, Bloemfontein. [O]. Available: https://scholar.ufs.ac.za/items/28c18e76-f05c-453f-9d8d-29d7e99f6d39
Accessed 29 May 2025.

13. EXHIBITION CATALOGUES

IN THE TEXT: As for book and articles: (Sassen 1997:17) or under the title of the exhibition (Irma Stern and ... 2006:3).

IN THE REFERENCE LIST: *Irma Stern and exoticism*. 2006. Paris: Artists' Press.

Sassen, S. 1997. Whose city is it? Globalisation and the formation of new claims, in *Trade routes: History and geography*, edited by O Enwezor. Catalogue for the 2nd Johannesburg Biennale. Singapore: SNP Printing:16-24.

14. ARCHIVAL MATERIAL

IN THE TEXT: (National Archives of South Africa Vol 3537/38). Consult the following website for some useful information:

http://www.archives.gov.on.ca/english/guides/csg_107_citing.htm
IN THE REFERENCE LIST: National Archives of South Africa, Transvaal Archives, Pretoria. 1938. Vol 3537/38. Estate of ML du Toit.

University of Cape Town Manuscripts and Archives Department. 1972. BC 1081 X. The Jack and Ray Simons collection – Namibia Box #1. Correspondence between Jack Simons and Mishake Muyongo, Acting Vice-President of SWAPO.

15. GOVERNMENT PUBLICATIONS

IN THE TEXT: The Broadcasting Act (South Africa 1999:sec 36.10) or The Publications Act, no 42 of 1974 (Film and Publication Board).
IN THE REFERENCE LIST: South Africa. 1999. *Broadcasting Act, no. 4*, 1999. Pretoria: Government Printer. Film and Publication Board. Sa. [O]. Available: http://www.fpb.gov.za/docs_publications/publications/publications.asp Accessed 23 November 2008.

Use sentence case and do not italicise the titles of unpublished texts.

16. GENERAL GUIDELINES REGARDING FORMATTING, PUNCTUATION AND OTHER CONVENTIONS

- The Harvard Reference System, as explained in this document, must be used throughout.
- *Image & Text* uses single quotation marks: According to Smith (2009:4), the 'sky is blue'; double quotation marks for quote within a quote or to draw attention to a word or concept: According to Smith (2009:4), 'the "sky is blue" is …'
- Manuscripts must be typed in A4 format in Times New Roman,12-point font size, 1.5 line spacing with generous left and right margins, left aligned only.
- Length of articles must be approximately 5,000 – 7,000 words (including references).
- Please use footnotes rather than endnotes. Footnotes must be kept to a minimum and must be typed in 9-point Times New Roman. Footnote numbers can be positioned after a selected word, or at the end of a sentence and must appear after the punctuation. If at the end of a sentence, it comes after the full stop.
- Events are italicised, but not commercial companies e.g., Telkom.
- Use double quotation marks when writing out the titles of journal articles or book chapters in the text. Use italics when writing out book titles in the text.
- Use the hyphen or short dash for compound words and page numbers: dog-friendly hotel, 387-420.
- Use the en dash (with a space on either side) to draw attention to

parenthetical information: … a new wave of feminism – the fourth wave – that claims to be ….
- When / is used e.g., hard/soft, no spacing between the word and the /.

- When there are ellipses in the text and in quotations, leave a space on either side e.g., talks in tongues ... tripping himself up. Ellipses must **not** be bracketed in square brackets.
- Put the full stop consistently after the citation at the end of a sentence e.g., xxxxx (Lacan 1999:34).
- Full stop always after the inverted commas if there is a quote at the end of a sentence, e.g., 'xxxxxxx'.
- When there is a colon in the text, the word afterwards is in lowercase, unless it is a proper noun. E.g., Multiple examples such as: housing, sanitation ....
- No lowercase after colon in References, e.g., Star, SL & Griesemer, JR. 1989. Institutional ecology, 'translations' and boundary objects: Amateurs and professionals in Berkeley's Museum of Vertebrate Zoology. *Social Studies of Science* 19(3):387-420.
- The second line of a reference should be indented. URLs should appear on a new line.
- Headings should not be numbered.

Terms & spelling

- Manuscripts must be prepared using UK English.
- project-related
- foregrounded
- twenty-first century
- postmodern; postcolonial etc., but post-apartheid.
- western with a small w throughout.
- postgraduate; undergraduate (i.e. with no hyphen between the post and graduate).
- When university is written about in generic terms, it should be written with a lowercase u.
- Rather use 'currently' or 'contemporary' than 'today'.
- Use of caps in quoted book or article title should only be for proper nouns and the first letter of the title, e.g., What will be the canon for the Artists' Book ...
- Titles of artworks must be italicised and sentence case must be used, e.g., *Blind alphabet of the great unknown* (2025).
- Titles of films must be written in title case.
- *a priori* (in italics) *avant-garde* (in italics) Fine Art (capitals).

Citations (including URLs) & sources cited

- Documents from an institution (e.g., a Research Centre) should be referenced preferably by author, but if this is not possible, then by title followed by year (2009).
- A list of sources in brackets reads as follows: ... blah blah (see Smith 2005; Jonker 2008; Carlyle 2009). Arrange in chronological order.
- Where publishers have offices in (for example) New York and London, both cities should be named in References. Punctuation is as follows: New York & London: Routledge.
- Any references to any form of publication in the text or footnotes must also be referenced in References.
- Quotes that are longer than 30 words must be indented and typed in single spacing; watch spaces between paragraph and quote – should be 1.5, not single.

> Any appearance takes place in a specific space, loaded with histories and inequalities. People are being killed in racialized spaces—housing projects and urban neighborhoods that are marked as racialized by the visible lack of state support in terms of infrastructure and services (Mirzoeff 2017:18).

- Lacan cited by Rose (1998:35) or Lacan (cited by Rose 1998:35).
- Rose (2001:17, emphasis in original) or (2001:17, emphasis added).
- Where possible, it is useful if the author provides dates of first publication of text. This is done as follows:

  Barthes, R. 1993 [1980]. *Camera lucida. Reflections on photography*. Translated by R Howard. London: Vintage.

- When a sentence runs into a direct quote where the quote starts with a cap, use the standard convention of a comma, not a colon, before the quote: Smith writes that, ‘All books are evil’. Or, the capital A can be replaced in the following way, ‘[a]ll books are evil’. If the quote starts in the middle of the sentence, the first word of quoted text must be lower case as in the original: Bester (2024:15) writes that, ‘the perception of postmodernism is complex’.

Abbreviations & contractions

- 3D-modelling
- MA
- DVD-ROM
- CD-ROM

- *Et al* in references should be italicised.
- [*sic*]
- Avoid use of etc. rather replace with and so on or and so forth.
- (ed). and (eds).
- (Figure 1); (Figures 3a & b) or (Figures 3, 4, 5).

Numbering

- Numbering: (Rose 2000:123-124) i.e., use short dash (on keyboard) between numbers and dates: (1995-2003).
- Write out numbers one to ten but use Arabic numerals for 11 to 999. Use a comma in 1,000 and above.

Book Reviews

- When reviewing a monograph, in-text citations should be followed by the page number in brackets, like this (24). When reviewing an edited volume, please refer directly to the author/s of the relevant chapter/s followed by (year:pg) in parenthesis.

Captions

- Captions for figures should, where possible, provide the author's name, title of the image, year, medium and size, location of the work and a reference for the figure. If the reference is a website, place the name of the website in parentheses. Do not use a URL in the caption, rather cite the full reference in the references list. For a screenshot from a film, cite the film in the reference list. (Authors are encouraged to use screenshots from YouTube or the Internet, as they are part of the public domain). For photographs, state where the photograph was taken rather than where it is currently located.

  Figure 1: Shaun Tan, *The new world*, 2015. Oil and collage on canvas, 180 cm x 150 cm. Courtesy of Shaun Tan.

  Figure 2: Thomas Rowlandson, *Viewing at the Royal Academy*, c.1815. Pen and ink and watercolor over graphite on woven paper. 14.6 cm x 24.1 cm. Yale Centre for British Art, Paul Mellon Collection. Photo: Public domain.

  Figure 3: Nandipha Mntambo, *Emabutfo*, 2009. Cowhide, resin, polyester mesh, waxed cord. 24 figures each approx. 120 cm x 60 cm x 20 cm. Installation approx. 120 cm x 230 cm x 440 cm. Jochen Zeitz Collection. Courtesy of Nandipha Mntambo.

  Figure 4: Captain Phillipa Georgiou (Prime Universe)*, Star Trek: Discovery,* 2017. (Star Trek).

Figure 5: Lerato (Nefisa Mkhabela) confronts Thambi (Kagiso Modupe), *Losing Lerato 2*, 2024. Netflix. Screenshot by authors.

Figure 6: Lockdown, 2020. Johannesburg. Photograph by Marco Longari. Courtesy of Marco Longari.

Style

- Authors should provide first names in abstract, and again upon first mention in the article itself.
- For bulleted lists, a fragment following a colon should be prefixed by lower case, and has no full stop at the end of the bulleted point. E.g., James Eshilon (2008:3) says that:
  - a description must be given
  - a visual and verbal articulation must follow
- Italicise all non-English words; authors must not use single inverted commas for these.
- If there are two authors, they can refer to themselves as 'we', but an author should not use a generic 'we' (and 'our') to refer to an unspecified body of people. Steer away from 'us', 'we', and 'our' as these are not universally equal terms.
- Watch out for the claim that 'the paper posits; the paper demonstrates ...', etc. Actually, the paper cannot do anything - it is not human, and therefore has no agency. Rather use the following: In this article, I show that ...
- Remove all 'wills' - i.e. I will argue etc. Just I argue that ....; I show that; I explore, etc. In other words, write in the present tense.

CONTACT IMAGE & TEXT

For any information not covered by these guidelines, please contact the editors:

Email: image.text@up.ac.za

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