Submissions

Please register as an author and read the Author Guidelines at https://upjournals.up.ac.za/index.php/jsaa/user/register. Submissions must be made on the online system at https://upjournals.up.ac.za/index.php/jsaa/about/submissions. For information and help, please contact the Journal Manager, Ms Bronwin Sebonka at bronwin.sebonka@up.ac.za. Submissions in response to special calls for papers must also be made directly to the guest editors concerned (see Call for Papers).

The *JSAA* typically has themed issues. However, submissions that fall within the general scope and focus of the Journal can be made at any time and may be published irrespective of the overall theme of the Journal. Particularly encouraged are open-theme manuscripts that address the following:

- Case studies of innovative practices in student affairs in the context of African higher education (e.g. student lifecycle, orientation, residence management, student governance, student counselling).
- High-level ref lective practitioner accounts.
- Explorations of the nexus of student affairs theory, policy and practice in the African context and beyond.
- Conceptual discussions of student development, and key enablers and inhibitors of student development in Africa.
- Explorations of authoritative literature, theory and professional trends related to student affairs in Africa.

Please note that different requirements apply:

- **Research articles**: Contributors are encouraged to submit original research-based manuscripts of ca. 5000 words, including all references, notes, tables and figures. Manuscripts should be accompanied by an abstract of approximately 150-200 words and about five keywords. They should be double-spaced and all pages consecutively numbered.
- **Reflective practice articles** (reflective practitioner accounts) on professional campus practice are peer reviewed. They are screened and reviewed according to the same criteria as research articles, albeit with a different emphasis. They do not need to include extensive consideration of recent literature and theory but focus on in-depth description and learnings. They must comply with standard academic convention and scholarly practice. Typical length: 2,500 - 5,000 words. Abstract: 150-200 words plus about five keywords.
- **Book reviews** should be between 800 - 1,000 words. Competent reviews of key student affairs books are published at the discretion of the Editorial Executive.
- **Letters to the editors, comments and critique** of no more than 2,500 words, are also welcome and published at the discretion of the editors.

- **Proposal for the journal's Interviews and Dialogue section and Calls and Notices** must be emailed directly to the journal manager. The publication of calls and notices (for conferences; vacancies etc.) may incur a nominal fee.

Upon acceptance, all abstracts are translated and published in a second African academic language. This is typically French in order to encourage greater engagement between the anglophone and francophone African Student Affairs scholars and practitioners. Authors who prefer translation into any other official African language (e.g. Afrikaans, Arabic, Kiswahili, isiZulu, isiXhosa, Portuguese, Sesotho, Setswana) must provide a translation upon acceptance of the article, with a confirmation from a language scholar that the translation is accurate.

Authors are required to check their submission's compliance with all of the following items, and submissions that do not adhere to these guidelines may be returned to authors.

1. The ethical requirements of social research have been considered and fully complied with.
2. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
3. The submission file is in MS Word, OpenOffice, or RTF document file format.
4. The text is double-spaced; uses a 12-point font; employs italics rather than underlining (except with URL addresses); and all illustrations, figures and tables are placed within the text at the appropriate points, rather than at the end.
5. The text adheres to the stylistic and bibliographic requirements outlined on the Journal's website.
6. The Journal uses the APA7 author–date referencing system.
7. If submitting to a peer-reviewed section of the Journal, i.e. as a research article or reflective practioner account, the instructions in Ensuring a Blind Peer Review must have been followed.
8. If submitting a proposal for the Dialogue section, a Call/Notice, or a Comment/Critique, this should be emailed directly to the Journal Manager.
9. The final text of the article has been professionally edited and proofread prior to submission.
10. The front page of the manuscript indicates the Section under which it is proposed that the article be published, i.e. Research article (peer-reviewed); Ref lective Practice (peer-reviewed); or Book reviews/Dialogues/other contributions.
11. Permission to reproduce any copyrighted material has been obtained and can be produced should this be requested by the Editorial Excecutive.

Section review policy and process

The JSAA publishes research articles (peer-reviewed); high-quality ref lective practitioner accounts (peer-reviewed); dialogues/interviews (non-reviewed); and book reviews (non-reviewed). The Journal is committed to assisting emerging scholars and professionals in developing promising manuscripts to the point of publication.

Editorial commentary
☐ Open submissions   ☑ Indexed   ☐ Peer reviewed
Research articles and professional practitioner accounts
☑ Open submissions   ☑ Indexed   ☑ Peer reviewed
Campus dialogue/interview section
☑ Open submissions   ☑ Indexed   ☐ Peer reviewed
Book reviews
☑ Open submissions   ☑ Indexed   ☐ Peer reviewed

The editorial and peer review policy of JSAA adheres to the *Code of Best Practice in Scholarly Journal Publishing, Editing and Peer Review* (Academy of Sciences of SA Council/ASSAf, 2018). All submitted manuscripts undergo an initial careful examination by the Editorial Executive to ensure that authors' submissions fall within the mission, scope and focus of the JSAA and conform to scholarly best practice. Qualifying scholarly research-based articles and high-quality, relevant ref lective practitioner accounts are blind-reviewed by at least two peer reviewers, who would typically be members of the International Editorial Advisory Board of the JSAA. Peer reviewers have proven scholarly and/or professional expertise in the subject matter of a manuscript. Reviewer reports are assessed by a member of the Editorial Executive and form the basis of any decision by the Editorial Executive on how to proceed with a manuscript. The suitability of a manuscript is evaluated in terms of originality, significance, scholarship and adherence to the requirements of ethical social research, scope and interest, and accessibility.

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Cost of publishing

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