***Yesterday & Today***

**Template guidelines for writing an article**

1. **Font type:** Times New Roman.

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

3. **Author’s details: Provide the following in 10pt:**

* Initials and surname
* Institutional affiliation
* City and country of institutional affiliation
* Emails address
* Orcid number

**Example:**

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4. **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 heading of the Abstract: Bold, italics, 12pt.
* The abstract body: Regular font, 10pt.

5. **Keywords:** The keywords should be placed on the first page below the abstract.

The word **‘Keywords’:**10pt, bold.

* 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).

6. **Title of the article:** 14pt, bold.

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

8. ***Sub-headings in article: ‘History research’*** – 12pt, bold, italics.

9. **Third level sub-headings: ‘History research’**: – 11pt, bold, underline.

10. **Footnotes:** 8pt, regular font; BUT note that the footnote numbers in the article

text should be 12pt.

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: “JC Nkuna said” and NOT “J.C. Nkuna said”.

12. **Page numbering:** Page numbering in the footnote reference text should be indicated as follows:

Example: p. space 23 – p. 23. / pp. 23-29.

13. **Any lists** in the body text should be 11pt, and in bullet format.

14. **Quotes from sources in the body text** must be used sparingly. If longer that 5 lines, it must be indented and in italics (10pt). Quotes less than one line in a paragraph can be incorporated as part of a 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. Quotes **(as part of the body text)** must be in double inverted commas: “…and she” and *NOT* ‘…and she’.

16. **Images: Illustrations, pictures, photographs 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).

17. Punctuation marks should be placed in front of the **footnote numbers** in the

text. Example: the end.1 **NOT** …the end1.

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 Yesterday & Today 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’, ‘SetLanguage’ and select ‘English (South Africa)’.