

ALTERNATION Journal

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Guidelines for Contributors

1. Submission of original scholarly work

Submissions must accompany a letter confirming that the article is the product of original scholarly work which has not been published before or is not under consideration for publication elsewhere.

Papers are considered for the peer-review process provided that:

- The manuscript conforms to the Alternation guidelines for contributors and the publication manual for referencing
- The author has secured the permission of all named co-authors, and agreement has been reached on the order of the names for publication
- The author has secured all permissions for the reproduction of original or derived material from a copyright source
- The language and content of papers is non-sexist.

Each paper is subject to DOUBLE BLIND REVIEW. The review process takes between 10 to 12 months to complete. Authors will be informed of the editor's final decision on receipt of all the reviewer's reports.

2. Alternation guidelines for manuscript submission: See also:

<http://alternation.ukzn.ac.za/Homepage.aspx> or <http://utlo.ukzn.ac.za/Homepage.aspx>

- Contributors must submit the manuscript in Word for Windows or ASCII. If accepted for publication, 10 original off-print copies of the article will be returned to the author after publication.
- Manuscripts must be submitted in English (UK). If quotations from other languages appear in the manuscript, place the original in a footnote and a dynamic-equivalent translation in the body of the text or both in the text.
- Manuscripts should range between 5000-8000 words (including the Abstract and References). Book reviews should be between 500-1000 words.
- An **abstract** of 150-200 words in length, must include the statement of objective or problem, method, results and conclusions.
- A list of at least six **keywords** for abstracting and indexing services must be included
- The final version should be supplied with short biographical **details of each author** on the **first** title page, as well as the name, mailing address, telephone and facsimile numbers, e-mail address, and affiliation and country of each corresponding author at the time of the work for reprint requests. Type only the title and remove other obvious indications of author identity on the **second** title page.
- *Maps, diagrams* and *posters* must be presented in print-ready form. Clear black and white photos (postcard size) may also be submitted.
- Use footnotes sparingly. In order to enhance the value of the interaction between notes and text, we use footnotes and not endnotes.
- Except for bibliographical references, abbreviations must include fullstops. The abbreviations (e.a.) = 'emphasis added'; (e.i.o.) = 'emphasis in original'; (i.a.) or [.....] = 'insertion added' may be used.
- The full bibliographical details of sources are provided only once at the end of the manuscript under References. References in the body of the manuscript should follow the following convention: Dlodlo (1994:14) argues.... or at the end of a reference/ quotation: (Dlodlo 1994:14).

- The full name or initials of authors as it appears in the source must be used in the References section.
- Review articles and book reviews must include a title as well as the following information concerning the book reviewed: title, author, place of publication, publisher, date of publication, number of pages and the ISBN number.

3. Format for the references List:

Journal article by one author

- Fulela, B. 2008. Checking the Post: Derrida and the Apartheid Debate. *Alternation* 15,2: 11 – 37. Available at: <http://alternation.ukzn.ac.za/Files/docs/15.2/02%20Fulela.pdf>. (Accessed on 08 May 2017.)

Journal article by two authors

- Mkhize, N. & N. Ndimande-Hlongwa 2014. African Languages, Indigenous Knowledge Systems (IKS), and the Transformation of the Humanities and Social Sciences in Higher Education. *Alternation* 21,2: 10 – 37. Available at: <http://alternation.ukzn.ac.za/Files/docs/21.2/02%20Mkh.pdf>. (Accessed on 08 May 2017.)

Book by one author

- Moran, S. 2009. *Representing Bushmen: South Africa and the Origin of Language*. Rochester: University of Rochester Press. (Rochester Studies in African History and the Diaspora, Book 38.)

Book by one editor

- Smit, J.A. (ed.) 1999. *Body, Identity, Sub-cultures and Repression in Texts from Africa*. Durban: CSSALL.

Book by two editors

- Dhunpath, R. & R. Vithal (eds.) 2012. *Alternative Access to Higher Education: Underprepared Students or Underprepared Institutions?* Cape Town: Pearson Publishers.

Chapter in an edited book

- Smit, J.A. & J. van Wyk 2001. Literary Studies in Post-apartheid South Africa. In Zegeye, A. & R. Kriger (eds.): *Culture in the New South Africa after Apartheid*. Volume 2. Cape Town: Kwela Books & History on Line.

Translated book

- Foucault, M. 1977. *Discipline and Punish*. Sheridan, A. (trans.). New York: Pantheon.

Online resource

- Jansen, J. & P. Vale (Co-chairs.) 2011. *Consensus Study on the State of the Humanities in South Africa: Status, Prospects and Strategies*. Pretoria: Academy of Science of South Africa (ASSAf). Available at: <https://www.assaf.org.za/files/2011/09/2011-Humanity-final-proof-11-August-2011.pdf>. (Accessed on 08 May 2017.)

4. Language editing:

If accepted for publication, authors will be required to have the manuscript edited by a professional language editor. The covering letter of declaration from the language editor, which must accompany your final submission, must indicate that the manuscript has been satisfactorily edited and meets the expected requirements of Alternation. The letter must include the name, qualifications, address and telephone number of the person who completed your language editing.

To enhance clarity or conformity with the journal style, the editors reserve the right to make editorial changes in any manuscript accepted for publication.

5. Some content guidelines (adapted from the Academy of Science, South Africa):

- This is a special issue. Please ensure that your paper engages with the core themes.
- Your work should be located in the existing matrix of knowledge, in the relevant area/s and/or discourses.
- Your key conceptual insights and/or reported findings should be original in the sense that they are the first formal report of such findings and/or insights.
- This principle assumes that writers of manuscripts containing new findings and/or insights will be familiar with the relevant existing literature and not knowingly suppress related findings and/or insights that have been published.
- The relevant literature must be appropriately and fairly cited eg., refer to the first report of a finding or conceptual insight rather than a later elaboration.
- Reports must refer in sufficient detail to the methods and materials used in the study to permit later replication by other scholars.
- Integrity of reporting requires that data is used with integrity and that fabricated data are not presented.
- Any statistical treatment of data must be thorough and the conclusions reasonable.
- Do not present data, graphs or figures that have already been published elsewhere, and guard against inconsistent data sets, or plagiarism.
- Avoid the use of acronyms and abbreviations unless these are internationally acceptable. Where acronyms must be used, please provide the full version + acronym on first usage.

6. General Guidelines

1. Articles that report empirical results should comply with the logic of scientific discovery. This entails that they should have at least the following sections (which may very well have more imaginative headings): (a) A **statement of problem/s** section. (b) A **research methodology** section. In the case of articles based on quantitative analysis, the author must briefly explain how s/he identified a representative sample of respondents, or of interviewees (in the case of interviews) from among the target population, and how s/he collected, and analysed the data. Did the researcher use a technique of convenience sampling, or did s/he use some form of random sampling? (c) A **literature review** section. In the case of articles that are based on qualitative analysis, the author should make a critical comparative analysis of existing frameworks or models, or should use the principles of logic to derive and propose her/his own model. (d) A **results** section. (d) An **interpretation of results** section, and (e) A **conclusions and recommendations** section.

2. Position papers: Position papers should take provocative positions on contentious issues within particular policy frameworks in order to stimulate debate about crucial aspects in a discipline. They should be written lucidly and display erudition regarding the issues under consideration.
3. What counts as evidence: In any article there are three sources of evidence:
 - a. Primary data that the author has collected.
 - b. Interpretation of secondary data that are already in the public domain, which was previously collected and analysed by other researchers, and which the author is subjecting to critical analysis and/ or different interpretive or analytical approaches. This could also entail a critical comparison of different sets of data.
 - c. A critical analysis of conclusions of other authors regarding data, frameworks or models in the public domain.
 - d. Statements that rely on the standing/ prestige of a writer in her/his scientific community do not count as evidence. They are merely unsubstantiated assertions.
4. It is not good practice to introduce new references in the results and conclusion sections of an article. The introduction of new references should be limited to the problem statement,
5. Research design and literature review sections of an article, or used in discussion and interpretation sections as necessary.
6. The use of the abbreviation *et al.*
 - a. When a writer cites more than three authors in the body of an article s/he may use *et al.* (or "and others") as an abbreviation, but must credit all authors in full in the bibliographical information under **References** at the end of the article.
 - b. Note that *al.* takes a full stop because it is an abbreviation in Latin.
 - c. Words and phrases borrowed from Greek and Latin are usually italicized unless they have become part of everyday usage, such as the adverb "etc." (etcetera) and "e.g." (exempli gratia).
7. Inclusive language.

Alternation has a gender inclusive language policy and authors should follow recognised protocols in this regard, e.g. 'man' = human being, people, humanity, etc.; manpower = human resources, etc.