

South African Journal of African Languages

Instructions to Authors

The *South African Journal of African Languages* (SAJAL) publishes only original articles, book reviews and polemic contributions of a scholarly nature pertaining to African (Bantu) and the Khoe-San languages and literatures.

Contributions may be in any of the 11 official languages of South Africa and should not exceed 7 500 words, although review articles of up to 12 000 words will be considered. Articles in languages other than English must be accompanied by an abstract in English of up to 200 words as well as an extended English summary of 500–1000 words. However, for authors who prefer to translate their entire article into English, we will make the original African language manuscript also available online, as supplementary information, linked to the published English-language version.

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The journal has a policy of anonymous peer review and all articles will be submitted to at least two referees. The Editor reserves the right to revise the final draft of the manuscript to conform to editorial requirements. Manuscripts that are not properly edited will be returned to the author.

All articles should be submitted by e-mail as both MS Word and PDF files to the Editor-in-Chief, Professor IM Kosch, at koschim@unisa.ac.za.

Presentation: Manuscripts should be prepared in MS Word. The heading and the texts should be presented in 12-point Arial or Calibri font. The text should use 1.5 line spacing, with no extra line spacing, and should not include text columns, creative formatting or additional fonts. IPA characters should be in the Doulos SIL Unicode font or Charis DIL, which is available for download at <http://scripts.sil.org>. Headings should be formatted in sentence case – primary headings should be presented in bold, secondary headings in bold and italics, and tertiary headings in italics. Avoid footnotes, although endnotes may be used sparingly.

The layout should conform to the following sequence: title page with title; author's name(s); address(es); e-mail address(es); the name and address of the author to whom correspondence should be addressed; and the abstract. The article itself should commence on a new page and pages should be numbered. A recent issue of the Journal should be consulted for typographical conventions.

Title: This should be concise, but sufficiently informative for use in title lists, or in coding for information storage and retrieval. The title should not exceed 12 words.

Author(s): Should an author's address have changed since the research was carried out, the new address must be given as a footnote.

Abstract: All articles must be accompanied by an abstract of no more than 200 words in the language of the article. Articles in languages other than English must also be accompanied by an English abstract (maximum 200 words). The abstracts should indicate the content of the article factually and concisely and should be suitable for separate publication and adequate for indexing. Avoid including references in the abstract.

References: References in the text should be cited as follows 'Poulos and Msimang (1998) stated ...' or '... (Poulos & Msimang, 1998)', when giving a reference simply as authority for a statement. In works by more than two authors the surname of the first author must be followed by *et al.* such as, 'Prinsloo *et al.* (2004:218) cite the following examples ...' Page references to a book in the text should be given as '... (Brown, 1999:40–51)' or 'Poulos and Msimang (1998:420) suggest...'

Only those publications referred to or quoted in the text should be included in the list of references. The sources must be presented alphabetically according to the authors' surnames and chronologically under each author, with a, b, c, etc. when more than one reference per year from the same author(s) is involved, such as, 2005a; 2005b; 2005c. Examples of appropriate presentation style for different reference types are given below.

Book – Poulos G, Msimang CT. 1998. *A linguistic analysis of Zulu*. Pretoria: Via Afrika.

CHAPTER IN A BOOK – Furman N. 1985. The politics of language: Beyond the gender principle. In: Green G, Kahn C (eds), *Making a difference*. London: Methuen and Co. pp 59-79.

JOURNAL ARTICLE – Mulaudzi PA, Poulos G. 2003. The Musanda variety: The language of the 'ruling community' among the Venda people. *South African Journal of African Languages* 23: 37-45.

DISSERTATION/THESIS – Roux JC. 1979. Labialization in Sesotho: The role of phonetic data in phonological analyses. PhD thesis. Stellenbosch University, South Africa.

NEWSPAPER ARTICLE – Smith J. 2000. The Blouberg mountains: Home of the Bahananwa. *Pretoria News*. 5 May 2000: 34.

ONLINE PUBLICATION – World Health Organisation. 2003. Fact Sheet No. 134: Traditional medicine. Available at: www.who.int/media-centre/factsheets/fs134/en/ (revised in May 2003) [Accessed 23 July 2005].

CONFERENCE PRESENTATION – Mazrui AM. 1998. 'The English language in the post-Cold War era: Africa in a comparative context.' Focus address delivered at the 5th Conference of the International Association of World Englishes, University of Illinois: 5-7 November 1998.

Please also consult our guide **Reference Exemplars for Authors** available at the journal's instructions to the authors page*.

Examples: Examples must be numbered consecutively as they appear in the text. The numbers should be parenthesised and placed next to the left-hand margin. Alphabetical numbering may be used in addition, where examples need to be contrasted or compared with each other.

(23a) *pitšeng* 'at the pot'

(23b) *ka pitšeng* 'in the pot'

(24) *Ema mo pele ga Katiba*
'Stand right in front of Katiba!'

Note that the translated text is between single quotes.

Quotations: Short quotations in English that form part of a sentence appear between single quotation marks. Words in other languages must appear in normal print (not italics) and between single quotation marks. Longer quotations in English must be indented on both sides without any quotation marks. Quotations in other languages must appear in italics and be followed by an English translation in normal print, between single quotation marks. A quotation within a quotation should appear in double quotation marks.

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