Style and format

**File format**

* Manuscript files can be in the following formats: DOC, DOCX, or RTF. Microsoft Word documents should not be locked or protected.
* LaTeX documents (.tex) should be converted into Microsoft Word (.doc) before submission online.
* Rich Text Format (RTF): Users of other word processing packages should save or convert their files to RTF before uploading. Many free tools are available that will make this process easier.

**Length**

Manuscripts should adhere to the author guidelines of the journal. There are restrictions on word count, number of figures, or amount of supporting information.

**Font**

Use a standard font size 12, and standard font Arial.

**Special characters**

Do not use the font named ‘Symbol’. To add symbols to the manuscript, use the Insert → Symbol function in your word processor or paste in the appropriate Unicode character.

**Headings**

Ensure that formatting for headings is consistent in the manuscript. Limit manuscript sections and sub-sections to four heading levels. To avoid confusion during the review and production process, ensure that the different heading levels used in your work are visually distinct from one another. The simplest way to achieve this is to use different font sizes and/or a combination of bold/italics for different heading levels.

**Keywords**

Identify six keywords that represent the content of your manuscript and are specific to your field or sub-field, ensure to separate each keyword with a semi-colon. Test your keywords: when you enter your keywords into the various journal and academic databases like Google Scholar, do the results include papers similar to your topic? If not, revise the terms until they do.

**Layout and spacing**

Manuscript text should have a 1.5 line spacing.

**Page and line numbers**

Include page numbers and line numbers in the manuscript file. Use continuous line numbers (do not restart the numbering on each page).

**Footnotes**

Footnotes are not ideal. If your manuscript contains footnotes, move the information into the main text or the reference list, depending on the content.

**Language**

Manuscripts must be written in British English, according to the Oxford English Dictionary (avoid Americanisms [e.g. use ‘s’ and not ‘z’ spellings], and set your version of Microsoft Word default language to UK English).

**Abbreviations**

Define abbreviations upon first appearance in the text. Do not use non-standard abbreviations unless they appear at least three times in the text. Keep abbreviations to a minimum.

**Illustrations**

Illustrations fall into two categories:

* Figures: Photographs, drawings, diagrams, graphs, flowcharts, maps, etc.
* Tables and/or Boxes: Text and/or numbers arranged in orderly columns and rows.

Every time a Figure, Table and/or Box is presented in your manuscript, it should be referred to three times:

* In a legend, which includes a number, a title, and its source. The legend is placed below a Figure and above a Table and/or Box. The source section should consist of the in-text citation, creator or owner and its year of creation, and any other attribution required as stipulated by the permission received (person and place) to reproduce.
* In the body of your written manuscript. You should include an in-text citation and a sentence or two about the image explaining what it illustrates and why it is there.
* As a reference entry within your reference list.

References

**Referencing style guide**

The manuscript must adhere to the [**Harvard referencing style**](https://aosis.co.za/documents/Harvard_Reference_Style_Guide.pdf)**.**