

## New Contree

### *Reference guidelines for writing an article*

#### FOOTNOTES

Only the footnote method for references is accepted in articles for *New Contree*. Footnote references should appear at the bottom of each page. Footnotes should be numbered sequentially throughout the article and starting with 1. No other numerical system is allowed. Archival sources/published works/authors referred to in the text should be cited in full in the first footnote of each new reference. Thereafter it can be reduced to a shorter footnote reference. Do not refer to the exact same source and page numbers in footnotes that follow each other.

No exact repetition of a footnote reference on the same page is allowed. For example, if you refer to Y Krone's source as in footnote 1 and then also in footnote 2, the page references must at least differ. They can't reference the same pages.

The use of the Latin word "Ibid" is not allowed. Rather refer to the actual reference again (or in its shortened version) on the rest of a page(s) in the footnote section.

The titles of books, articles, chapters, theses, dissertations and papers/manuscripts should NOT be capitalised at random. Only the names of people and places (and in some instances specific historic events) are capitalised. For example:

P Erasmus, "The 'lost' South African tribe – rebirth of the Koranna in the Free State", *New Contree*, 50, November 2005, p. 77;

#### NOT

P Erasmus, "The 'Lost' South African Tribe – Rebirth Of The Koranna In The Free State", *New Contree*, 50, November 2005, p. 77.

**PLEASE NOTE:** Referencing journal titles imply that every word of the journal must start with a capital letter, example: *Yesterday&Today Journal*.

Only the first letter of the surname of authors should be capitalized, not the complete surname. No names of authors, in full, is allowed. The following practical examples will help:

Avoid punctuation between initials IN footnotes (and in the article text).

### **Examples of an article in a journal**

R Siebörger, Incorporating human rights into the teaching of History: Teaching materials, *Interdisciplinary Science Review*, 2, October 2008, pp. 1-14.

S Marks, “Khoisan resistance to the Dutch in the seventeenth and eighteen centuries”, *Journal of African History*, 3(1), 1972, p. 76.

### **Example of a shortened version of an article in a journal**

#### **From:**

P Erasmus, “The ‘lost’ South African tribe – rebirth of the Koranna in the Free State”, *New Contree*, 50, November 2005, p. 77.

#### **To:**

P Erasmus, “The ‘lost’ South African tribe...”, *New Contree*, 50, November 2005, p. 77.

**[Please note: ONLY the title of the article is shortened and not the finding place]**

### **Examples of a reference from a book**

WF Lye & C Murray, *Transformations on the Highveld: The Tswana and the Southern Sotho* (Cape Town, David Phillip, 1980), pp. 7, 10.

JJ Buys, *Die oorsprong en migrasiebewegings van die Koranna en hulle rol in die Transgariet tot 1870* (Universiteit van die Vrystaat, Bloemfontein, 1989), pp. 33-34.

**[Please note the reference variety to page numbers used]**

### **Example of a shortened version of a reference from a book**

#### **From:**

JA Conforti (ed.) or (eds.), *Samuel Hopkins and the New Divinity Movement: Calvinism, the Congregational Ministry, and reform in New England between the Great Awakenings* (Washington, Christian University Press, 1981), p. 23.

#### **To:**

JA Conforti (ed.), *Samuel Hopkins and the New Divinity Movement...*, p. 23.

### **Example of a reference from a chapter in a book**

S Brown, "Diplomacy by other means: SWAPO's liberation war", C Leys, JS Saul et.al., *Namibia's liberation struggle: The two-edged sword* (London, Oxford University Press, 1995), pp. 19-39.

### **Shortened version:**

S Brown, "Diplomacy by other means...", C Leys, JS Saul et.al, *Namibia's liberation struggle...*, pp. 19-39.

### **Example of a reference from an unpublished dissertation/thesis**

MJ Dhlamini, "The relationship between the African National Congress and the Pan Africanist Congress, 1959-1990" (Ph.D, NWU, 2006), pp. 4, 8, 11.

### **Examples of a reference from a newspaper**

P Coetzee, "Voëlvlugblik ATKV 75 op ons blink geskiedenis", *Die Transvaler*, 6 Januarie 2006, p. 8.

**or**

Anon., "What went wrong", *Zululand Times*, 19 July 1923.

### **Archival references:**

#### **• Interview(s)**

Provide at least key details such as: Name of interviewee and profession; the interviewer and profession and date of interview

#### **• Example of interview reference**

K Rasool (Personal Collection), interview, K Kotzé (CEO, Goldfields, Johannesburg Head Office)/E Schutte (researcher, NWU, School of Basic Science), 12 March 2006.

**or**

K Rasool (Personal Collection), interviews, R Vahed (housewife, Gugulethu)/S Dlamini (researcher), 13 August 1948; JA Conforti (policeman, Vaalwater)/S Dlamini (researcher), 13 August 1948.

• **Example of shortened interview reference (after it has been used once in article)**

K Rasool (Personal Collection), interview, K Kotzé/E Schutte , 12 March 2006.

• **Example of an Electronic Mail - document or letter**

T Nyamunde (Personal Collection), E-mail: W Pepler (Bigenafrica, Pretoria)/T Nyamunde (Researcher), 22 October 2019.

• **National archives (or any other archive)**

National Archive (NA), Pretoria, Department of Education (DoE), Vol.10, Reference 8/1/3/452: Letter, K Lewis (Director General) / P Dlamini (Teacher, Springs College), 12 June 1960.

**[Please note: After the first reference to the National Archives or Source Group for example, it can be abbreviated to e.g. NA or DE]**

**A source accessed on the Internet**

A Dissel, “Tracking transformation in South African prisons”, Track Two, 11(2), April 2002 (available at <http://ccrweb.ccr.uct.ac.za/two/11-2transformation.html>, as accessed on 14 January 2003), pp. 1-3.

**[Please note: Always to be referenced in full. No shortened version acceptable.]**

**A source from conference proceedings**

**First reference to the source:**

D Dollar, “Asian century or multi-polar century?” (Paper, Global Development Network Annual Conference, Beijing, January 2007), p. 7.

B Sautmann, “The forest for the trees: Trade investment and the China-in-Africa discourse” (Paper, Public Seminar: China in Africa: Race, relations and reflections, Centre for Sociological Research, University of Johannesburg, 28 July 2007), p. 7.

**Shortened version:**

D Dollar, “Asian century...” (Paper, GDN Conference, 2007), p. 7.

B Sautmann, "The forest for the trees: ..." (Paper, Public Seminar: China in Africa: ..., University of Johannesburg [or UJ]), p. 7.

## **GENERAL**

### **Submission requirements**

Articles finally submitted to the *New Contree* for publication, after approval, must be editorially revised and a submission must be accompanied by a letter of confirmation from a qualified language practitioner. No article will be published without an official letter of confirmation that professional language editing of the article had been done.

### **Illustrations**

Photographs, sketches, tables, diagrams; graphics, maps etc should all be referred to as Images (Eg. Image 1-6). The appropriate positioning of the illustration should be indicated in the text. Original copies should be clearly identified on the back. High quality scanned versions are always welcome.

### **Authors, PLEASE obtain copyright and reproduction rights on photographs and other illustrations**

Copyright on all material in *New Contree* rests within the Editorial Advisory Committee of *New Contree*. Inquiry can be done by communication to the editor.