New Contree

Template guidelines for writing an article

1. **Font type**: Adobe Garamond Pro (throughout document)/Arial (if the first font type is unavailable).

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

3. **Heading of article**: 14pt, bold.

4. **Author's details: ONLY provide the following**: Title, Campus & University and E-mail address.

    Title: 10pt, regular font; *Campus & University*: 10pt, italics; and E-mail address: 10pt, regular font. (Consult previous articles published in the *New Contree* journal as an example or as a practical guideline). Example: Pieter van Rensburg, *Vaal Triangle Campus, North-West University*, p.vanrensburg@gmail.com.

5. **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 abstract body: Regular font, 10pt.

    The heading of the **Abstract**: Bold, italics, 12pt.

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

    The word **'Keywords'**: 10pt, bold, underline.

    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).

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

8. *Sub-headings in article*: '*History …*' – 11pt, bold, italics.

9. Third level sub-headings: 'History …' – 10pt, bold, underline.

10. **Footnotes**: 12pt, regular font.

    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: "HL le Roux said" and NOT "H.L. le Roux said".

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

    Example: p.space23 – p. 23. / pp. 23-29.

13. **Any lists** in the body text should be 11pt, and in bullet format. NO numbers must be used.

14. **Quotes from sources in the body text** must be used sparingly. If used, it must be indented and in italics (10pt). The source reference of a quote should not be in the quote

itself but annotated in the last sentence before the quote. Quotes less than one line in a paragraph can be incorporated as part of the text via paragraph, but within inverted commas; and **NOT** in italics. <u>Example</u>: An owner close to the town stated that: "the pollution history of the river is a muddy business".

15. **Abbreviations and titles:**

    * Abbreviations of companies and institutions are allowed after having provided the meaning BUT abbreviations as rule in the article narrative is strongly discouraged. Write words full out. Examples are:

    i.e.: <u>Rather use</u>, 'that is'

    eg.; <u>Rather use</u>, 'for example'

    s.l.; s.a; s.n.: <u>Rather say in brackets</u> 'without place, publisher and date'

    * **No punctuation with titles is required in the text**, such as Dr P Moloto (in the English narrative) BUT dr P Moloto (in the Afrikaans marrative).

    * **The abundant use of Latin forms in the text and footnotes are not encouraged.** So for example is Ibid and Passim not allowed.

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, tables 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. <u>All visuals are referred to as Images</u>.
    <u>Example</u>: **Image 1: 'Image title'** (regular font, 10pt) in the body text.
    Sources of all images should also be included after the 'Image title'.
    <u>Example</u>: **Source: 'The source'** (regular font, 9 pt). Remember to save and name pictures in the separate folder accordingly.
    <u>**Important note:**</u> 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 end[1].

18. **Single and left spacing** between the sentences in the footnote.

19. **Dates**: All dates in footnotes should be written out in full. <u>Example</u>: **23 December 2010; NOT** 23/12/2010 [**For additional guidelines see the New Contree 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', 'Set Language' and select 'English (South Africa)'.