Presentation of manuscripts before publication

The School of Public Leadership (SPL) plans to convert papers presented at the 17th International Winelands conference into a scholarly book, which will be classified as a *“collected work, assembled by one or more (usually many) scholars in a field or group of related fields, which, as a planned group of individually peer-reviewed chapters by appropriately qualified authors, generated a new conceptual synthesis that advances scholarship.”[[1]](#footnote-1)*

We hereby invite all presenters who wish to submit their papers, in the form of a chapter, for consideration to adhere to the following requirements.

**Formatting requirements**:

* Typewritten on one side of the paper and language edited. A4 format; one and a half spacing with generous margins; statistics are to be presented in table format, and graphic images in boxed diagrams.
* Individual contributions should preferably not exceed 12 000 words. Alternatively papers presented in a specific stream can be combined to present a synergy of ideas around that theme, implying that two or three authors could work together in compiling a chapter of around 12 000 words. Each paper/chapter must be preceded by an abstract (maximum length 200 words). Abstracts should represent the contents of the paper concisely. The abstracts will be used in the first round of reviews done by the editors and will subsequently form the basis for the introductory chapter.
* Authors need to clearly indicate whether they will be submitting individual manuscripts or compilations. The SPL could facilitate the identification of possible co-authors but it would be the responsibility of the authors to take it further.
* Title of paper/chapter (Centre, Bold, 12pt Times New Roman/Arial/Raleway, Caps),
* **Biographical details:** Please provide full details of title, surname and initials, address, fax, cell, work number etc. at the end of the references and not under the title on the first page.
* To preserve anonymity in the blind-review process, authors should avoid revealing their identity in text through obvious self-references to previous work or in footnotes. If authors cite their own published work or work in progress, however, these references must be included in the references with full bibliographic information. Authors should reference their own work as they would the work of any other scholar.
* **ABSTRACT**: (12pt Times New Roman, Title in Caps), 200 words. Do not format, shade or place in textbox or table.
* **HEADINGS**:
	+ **HEADING 1** (Bold, 12pt Times New Roman, Caps)
	+ **Sub-heading 1.1** (Bold, 12pt Times New Roman
	+ ***Sub-heading 1.1.1*** (Bold, Italic,12pt Times New Roman)
	+ Sub-heading 1.1.1.1 (Underline, 12pt Times New Roman)
* When listing, please use bullet form.
* Please do not format or use any special style in your paper.
* All **tables and figures** should be numbered and given a heading e.g. **Table 1: Population Growth,** where table should be inserted. Each table or figure should be on a separate page at the end of the manuscript. Indicate placement of tables, figures, etc. in the text as follows: leave two double spaces after the last line of preceding text; insert the sentence, [Table (Figure) N here], and leave two double spaces before beginning the next line of text.
* Remember to give credit to the original authors if the table or figure was adapted.
* **Quotations**: Quoted matter that runs six or more typed lines or that involves two or more paragraphs should be set off as a block quotation; the quotation should start a new line, be set without quotation marks, and be set in 11-point type. Shorter quotations are run into the text and enclosed in quotation marks. Be sure to include page number(s) where the quotation appeared. Quotation marks should be used to set off a word of unusual meaning or an unfamiliar, excessively slangy, or coined word the first time it is used. Quotation marks are unnecessary thereafter. Commonly known facts and proverbial, biblical, and well-known literary expressions do not need to be enclosed in quotation marks.
* **References in the text:** Thornhill (2012:128), (Nhlabathi & Mubangizi, 2012:55), (Cloete *et al*.,2008:4)

First time three or more authors are used, typed out all the authors, thereafter use *et al*.

* **REFERENCES**: Bibliographical particulars arranged alphabetically, no numbering and according to the Harvard method eg:
	+ **Book:** Gildenhuys, J.S.H. and Knipe, A. 2000. *The Organisation of Government: An Introduction*. Pretoria: Van Schaik.
	+ **Article:** Auriacombe, C.J. 2007. Deconstructing the public interest for application in South Africa. *Administratio Publica*. November 2007. 15(1):28-52.
	+ **Official publication:** Public Service Commission. 2008c. Report on the Audit of Reporting Requirements and Departmental Monitoring and Evaluation Systems within National and Provincial Government. Public Service Commission. Pretoria: Government Printer.
	+ **Internet reference:** Patton, M.Q. 1999. Utilization-Focused Evaluation in Africa, training lectures presented at the African Evaluation Association, 13-17 Sept. 1999. Nairobi. Kenya. www.afrea.org/documents/document.cfm?docID=64. Accessed 25 March 2009.
	+ **Title of acts in italics** *e.g.* *Public Service Act, 1994* (Act No 103 of 1994) or *Public Service Act 103* of 1994. Be consistent with the referencing.
	+ **Full reference:** South Africa. (2000). *Local government: Municipal Systems Act, 2000* (act 32 of 1994). Pretoria: Government Printers.
	+ Helpful quick referencing tool: <https://www.citethisforme.com/harvard-referencing>
* **AUTHOR’S CONTACT DETAILS:** The title, the name(s), e-mail addresses, telephone and fax numbers and postal address (es) of the author(s), to whom correspondence should be addressed.
* A separate document should be submitted containing the proof of language editing by a qualified language practitioner, title, the name(s) e-mail addresses, telephone and fax numbers and postal address(es) of the author(s) names and to whom correspondence and the invoice for page fees should be addressed. The paper should be submitted in a separate file. Language editing fees will be added to the page fees if the language editing is not satisfactory.
* Two kinds or references are distinguished; notes and bibliographical particulars. Notes should be numbered consecutively and be inserted at the end of the text and not in footnotes.
* A statement should accompany all manuscripts (at the end of the document when submitting the paper) in which the author(s) state(s) that the contribution has not been published, is not being published, or is not being considered for publication elsewhere, and will not be submitted for publication elsewhere unless rejected by the Editorial Committee. The author(s) need to declare that they are willing to pay the page fee, if the paper is approved for publication that the paper has not been submitted to any journal or conference proceedings, is not plagiarised and is checked on Turnitin before submission.
* Confirmation of provisional acceptance of papers will be forwarded to authors on receipt by the Editorial committee. Authors will be given notice of the outcome of peer reviews within twelve weeks of submission.
* Authors submitting manuscripts for consideration are asked to include three to five bullet points that distil specific practical implications and insights for practice from their research.
* Authors are further encouraged to include an explanation of the contribution that their chapter would make to the book and scholarship within the field. This should include a description of the methodology and the unique contribution made to knowledge production or new development within the discipline.

PEER REVIEW PROCESS

1. All manuscripts are submitted to the Editor’s, who decides whether a proposed contribution falls within the ambit of the scholarly material and research that supports the objectives of the book.
2. The Chief Editor submits the manuscript for double blind peer review to referees who are members of the national and international academic community, and are external reviewers, after considering the following selection criteria for a reviewer: his/her area(s) of specialization, impartiality, potential conflict of interest, and availability
3. Author anonymity is maintained by omitting the name of the author and all identifying footnotes or other references in the text.
4. Referee reports may be made available to authors but the names of the referees will be withheld.
5. The particulars of referees will only be made known to the Department of Education, for purposes of auditing the requirements as set out by the Policy for the Measurement of Research Output of Public Higher Education Institutions (Higher Education Act 101, 1997).
6. In the case of any one of two reviewers rejecting the manuscript completely, the editorial committee considers the reports, and may appoint another independent reviewer.
7. A page fee will be charged for all papers approved for publication. This fee is based on the fees contributors would pay for a South African journal article and is estimated at R200 per page.
8. Copyright of published material vests with the Publishers: African Sun Media Pty (Ltd.). Authors, however, bear full responsibility for the contents of their own contributions.
9. Manuscripts will be submitted to an electronic plagiarism detection programme to confirm originality of content before they are sent to reviewers.
10. A statement should accompany all manuscripts containing a declaration by the author(s) that:
	1. The manuscript has not been published, is not being published, or is not being considered for any other publication (including a conference proceedings) elsewhere, and will not be submitted for publication elsewhere unless rejected by the Editorial Committee.
	2. The papers contains no plagiarism of others’ intellectual capital,
	3. No inconsistent data are omitted or fabricated data presented, and
	4. The author(s) are willing to pay the page fee, if the paper is approved for publication.
11. All reports and substantive correspondence relating to all published papers will be properly and accessibly stored,
12. An author will only be allowed to publish contributions in the book to a maximum of one (1) research subsidy point.

For further guidance and instructions, please consult the conference organizers at winelands@spl.sun.ac.za

1. Department of Higher Education and Training. 2015. Research Output Policy: 2015. Government Gazette. 38552. 11 March 2015. [↑](#footnote-ref-1)