Guidelines for contributors

SA Archives Journal is published annually by the South African Society of Archivists. The journal publishes original articles and book reviews in English on archival science, records management, information science and oral history. Emphasis is on empirical research. However, opinion papers and articles of high quality on theoretical aspects will be considered. All articles shall be critically reviewed by at least two blind referees.

Contributions not exceeding 5000 words should be submitted by e-mail file attachment using MS Word typed in Time New Roman, in 12 point font size, in 1.5 space on one side of the paper. Book reviews should not exceed 500 words. Each article must be preceded by an abstract of not more than 300 words in length and at least five key words for abstracting and indexing purposes. The abstract should give the content of the article concisely. Categorize your paper under one of these classifications:

- Research paper
- Viewpoint
- Technical paper
- Conceptual paper
- Case study
- Literature review

The title and author’s biographical details should appear in the first page. Do not attempt to format the paper. **Headings** must be short, with a clear indication of the distinction between the hierarchy of headings. The preferred format is for headings to be presented in bold format, with consecutive numbering.

**Notes** or **Endnotes** should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.

**Copyright** of all published materials is vested in SASA. However, articles reflect the views of the contributors. The editors, editorial board and SASA are not responsible for the accuracy of the statements made by contributors. Discussion on these contributions may be submitted for publication.

The Harvard author-date system of referencing is used within the text, for example (Kemoni 2011:131), as the key to the full list of all references that appears at the end of the article. The list of references should include every work cited in the article.

Examples of how to cite books, journal articles, theses and websites are given below:


corporate governance within the public sector. MBL Dissertation. Midrand, University of South
Africa.


Authors will receive a complimentary copy of the Journal.

Manuscripts should be directed to the editors, Prof. Mpho Ngoepe at ngoepms@unisa.ac.za