

GUIDELINES FOR CONTRIBUTORS

Journal Aim and Scope

The *Journal of the South African Society of Archivists* (JSASA) is published annually by the South African Society of Archivists. The journal publishes original articles and book reviews in English on archival science, records and information management and oral history. The purpose of the JSASA is to disseminate research content that support high level learning, teaching, community engagement and research in archives and records management. Articles submitted to the journal should not have been published before in their current or substantially similar form, or be under consideration for publication with another journal. Emphasis is on empirical research. However, opinion papers and articles of high quality on theoretical aspects will be considered.

Process for review

All articles shall be critically blind reviewed by at least two independent referees after passing preliminary review by the editors.

Copyrights and plagiarism

Copyright of all published materials is vested in SASA. However, articles reflect the views of the contributors. The editors, editorial board, sponsors and SASA are not responsible for the accuracy of the statements made by contributors. It is the responsibility of the author to make sure all sources cited and quoted in their work is duly cited and acknowledged. The author takes the responsibility to ensure that all information published in their papers are not subject to any copyrights infringements and should that be the case, author indemnify the publisher against breach of any such warrant. The author may also need to seek written permission for using materials produced by other parties in their articles before submission for publication.

Format of article

The article must be in MS Word typed in Times New Roman, in 12-point font size, in 1.0 line spacing.

Length of article

Contributions should not be less than 3000 words or exceed 6000 words including the list of reference. Book reviews should not exceed 500 words.

Title of article

A short title of not more than 16 words should appear on the first page. A subtitle should not exceed 10 words if applicable. The title should also relate to the key issues (purpose) of the article.

Author details

All authors names, affiliations, ORCID number and e-mail addresses details should appear on the first page just below the title of the article.

Abstract of article

Each article must be preceded by an abstract of not more than 300 words in length. The abstract should give the content of the article concisely covering purpose, problem statement, methodology, key findings, conclusions and recommendations.

Keywords

Abstract must be preceded by up to six key words for abstracting and indexing purposes

Headings

Headings must be short, with a clear indication of the distinction between the hierarchies of headings. The preferred format is for headings to be presented in bold format, with consecutive numbering.

Notes, Endnotes or Footnotes

Notes, Endnotes or Footnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers in upper script and listed at the bottom of applicable pages (footnotes), or at the end of the article (notes and endnotes).

Category of article

Categorise your article under one of these **classifications**:

- Research article
- Viewpoint
- Technical article

- Conceptual article
- Case study
- Literature review

References

The Harvard author-date system of referencing is used within the text as the key to the full list of all references that appears at the end of the article. Look at the text citation examples below:

Single author: beginning of sentence	Kemoni (2011:131)
Single author: end of sentence	(Marutha 2019:127)
Two authors: beginning of sentence	Marutha and Ngoepe (2017: 6)
Two authors: end of sentence	(Marutha & Ngulube 2012: 41)
Three to four authors beginning of sentence	Ngulube, Mokwatlo and Ndwandwe (2009: 107)
Three to four authors: end of sentence	(Ngulube, Mokwatlo & Ndwandwe 2009: 107)
Five or more authors: beginning of sentence	Ngoepe, et al. (2019: 37)
Five or more authors: end of sentence	(Ngulube, et al. 2019: 15)
Source without date	National Archives of South Africa (n.d)

The list of references should include every work cited in the article. Use the heading **References**. Do not right justify the list of references.

Examples of how to cite books, journal articles, theses, websites and etc. are given below (please note capitalisation, punctuation and layout):

Journals articles	Modiba, T., Ngoepe, M. & Ngulube, P. 2019. Application of disruptive technologies to the management and preservation of records. <i>Mousaion</i> 37(1): 1-14.
Books	Yusof, ZM & Chell, RW. 2005. <i>Issues in records management</i> . Bangi: Penerbit Universiti.
Book chapters	Marutha, N.S. 2020. Studying medical records management in the public healthcare sector of South Africa using multi-method. In Ngulube, P. (ed.). <i>Handbook of Research on Connecting Research Methods for Information Science Research</i> . IGI Global, 404-424. Doi:10.4018/978-1-7998-1471-9.ch021
Thesis and dissertations	Maluleka, J.R. 2017. Acquisition, transfer and preservation of indigenous knowledge by traditional healers in the Limpopo province of South Africa. PhD Thesis, University of South Africa, Pretoria.
Website articles	Reed, B. 2005. Reading the records continuum: interpretations and explorations. Available at: http://www.records.com.au/pdf/Reading_the_Records_Continuum.pdf (accessed: 29 March 2014).
Conference presentation	Mosweu, O. 2019. Skills and competencies for authenticating digital records in the audit process in Botswana's public sector. Paper read at South African Society of Archivists Conference, Birchwood Hotel, 3-5 July 2019, Johannesburg, South Africa. Available at: http://www.saarchivist.co.za/past-events/2019-conference/2019-conference-presentations (accessed 07 December 2019).
Newspaper article	Maponya, F. 2013. No medical records, no treatment. <i>Sowetan</i> , 10 April: 6.

Acknowledgements

Author may choose to acknowledge other contributors other than co-authors under this section at the end of the References list such as funders for research project.

Submitting to the journal

Manuscripts meeting all the requirements of the journal should be submitted electronically as Word document as follows:

Step 1: Register on the link: <https://www.ajol.info/index.php/index/registerSiteWide/registerSite>

- Once registered, logon the link: <https://www.ajol.info/index.php/jsasa>

Step 2: Start submission

- To begin submission of a new article, click on the [New Submission]

- Tick all boxes in the Submission Checklist – you cannot proceed until is done
- Click Save and continue

Step 3: Upload the Word manuscript with no author details under Submission File and click save and continue

Step 4: Enter metadata

- Mandatory boxes are marked with an asterisk (*)
- If there is more than one author, then click Add Author and repeat this section

Step 5: Supplementary files

- You can use this to upload figures and tables

Step 6: Confirm the submission

- Confirm that the correct file is listed, then click Finish Submission

Step 7: Completion of submission

- Click on the Active Submissions and you will be taken back to the first screen of the submission process
- You will be able to see a list of all the articles you have submitted

Queries can be directed to the editors via e-mail at emarutns@unisa.ac.za and copy ngoepms@unisa.ac.za

Authors may receive a complimentary copy of the Journal.