SAJIA STYLE GUIDE

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| Catch-line                                | South African Journal of International Affairs, 2014 Vol. XX, No. X, XXX–XXX,  
http://dx.doi.org/10.1029019101910191019  
For unpaginated online article, use:  
South African Journal of International Affairs, 2014  
http://dx.doi.org/xxxxxxxxxxxxxx  
top of page 1, ranged left |
| Foot-line                                 | © The South African Institute of International Affairs |
| Running heads                             | [verso, centred]AN Author and A Scribe  
(For three or more authors AN Author et al.)  
[recto, centred]South African Journal of International Affairs |
| Logo                                      | Routledge/T&F  
position top right |
| Article type (when needed)                | REVIEW  
[centred] |
| Title                                     | Bold, first word and proper nouns cap only. After colon or dash, use caps only for proper nouns  
[centred] |
| Authors                                   | Ann Author and Another Author |
| Affiliation                                | University, City, Country  
[centred] |
| Abstract                                  | Text smaller, indented both sides  
ranged left  
150 words |
| Keywords                                  | Keywords: Word; another word; lower case except names  
Position aligned with abstract, same size as abstract |
| Correspondence details | Given as footnote on title page*
*Corresponding author. Email: xxxxxxx ranged left, no indent. Postal address not needed. |
|------------------------|----------------------------------------------------------------------------------|
| Headings               | A. **Bold initial cap only**  
B. **Bold italic initial cap only**  
C. **Italic initial cap only**  
D. **Italic initial cap only**. Text runs on  
All ranged left, numbers to be included if supplied, no indent below. |
| Language preferences   | Articles should be readable and accessible to both professionals and laypersons. The following language points must be observed:  
*Use gender neutral language.* Human rather than man as a generic term; use plurals or ‘one’ and only apply masculine pronouns to males.  
*Avoid redundancy.* Avoid repetitions in argument.  
*Avoid slang.* Avoid using phrases such as ‘good guy’, ‘doesn’t have a clue’, etc within an academic publication.  
*Avoid jargon.* Don’t use a foreign, technical or jargon word where you can find a simple English equivalent. Where use of a technical term is essential please provide the definition in an endnote.  
*Avoid contractions.* ‘Don’t’, ‘can’t’, ‘won’t’, etc should be ‘do not’, ‘cannot’, ‘will not’, etc. |
| Spelling preferences   | **UK English,** refer to Concise Oxford English Dictionary (10th edn) Foreign terms and all but the most common Latin phrases should be in italics, e.g. *intifada* and *inter alia.* Exceptions which should be written in romans include:  
de facto;  
de jure;  
ad hoc;  
perestroika;  
status quo;  
and versus. |
| Tables and figures | **Tables and figures** (diagrams, graphs, etc.) should be numbered consecutively, with tables numbered separately from figures. Please indicate where they should be placed in the text.  
**Figures** should be clearly drawn, with all axes clearly marked and sources indicated below the figure.  
**Tables** should be clearly laid out, with all rows and columns clearly labelled with appropriate headings and units. Sources and any notes must be indicated below the table. |
<table>
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<tr>
<td>Quotations</td>
<td>Use <strong>single inverted commas</strong> for quotations; but use <strong>double inverted commas</strong> for quotes within quotes. <strong>If a quote is longer than three lines</strong>, the convention is to place it in a separate paragraph, indented, one font size smaller, and without quotation marks (unless these are used within the quotation).</td>
</tr>
</tbody>
</table>
| Lists | When lists are provided in bullet form:  
- If each item is a full sentence with a full stop at the end, start with a capital letter.  
- If each item is not a full sentence, start with a small letter and insert a semicolon at the end. The penultimate item must end with ‘and’ or ‘or’ after the semicolon; and the last item ends with a full stop.  
- Bulleted items must be grammatically consistent. |
| Jobs and titles | **Jobs** should be lower case, e.g. prime minister, US secretary of state, chief rabbi, the editor of the South African International Affairs  
**Titles** however are initial capped, but not job description, e.g. President Barack Obama (but the US president, Barack Obama, and Obama on subsequent mention); the Duke of Westminster (the duke at second mention); Pope Benedict XVI but the pope. |
<p>| Abbreviations and acronyms | <em>Any acronym or abbreviation that is well</em> |</p>
<table>
<thead>
<tr>
<th>Punctuation</th>
<th>UK preference, punctuation outside quote marks and parenthetical brackets</th>
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<td>Dashes</td>
<td>Open n-dashes</td>
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</tbody>
</table>
| Numbers and units | - Write one to nine in words, but 10 and above in numerals.  
|              | - A number must be written in words at the beginning of a sentence, e.g. Thirty-three people queued in a line.  
|              |  
|             | - Fractions should be hyphenated, e.g. two-thirds.  
|             | - Million should be written out, except in tables.  
|             | - Use % in place of per cent, but write percentage. |
| Dates       | Date citations should be in the following order: day, month, year, with no commas (11 September 2001).  
|             |  
|             | - Give dates rather than last month, last year, or recently.  
|             | - Use 20th century, 19th-century ideas or in the 1920s.  
|             | - Use Second World War, not World War Two or WW2. |

**Referencing**

SAJIA employs the [Chicago (notes)](https://style_manuals.chicagomanualofstyle.org/) referencing style.
Full publication details are to be provided in endnotes. Endnote indicators are placed after the punctuation.

PLEASE NOTE:

- SAJIA does NOT require a bibliography at the end.
- In-text references, such as (Smith, 1989:233), are not used.
- When several citations relate to one entry, list them in one footnote separated by semi-colons and use only one endnote indicator (ie, xxx¹ NOT xxx¹:²).
- Do not cross-reference previous notes, and do not use ibid or op cit – use the short form instead.
- Page numbers are required for direct quotes.

**Books**

1 author
Thereafter:

Thereafter:

2–3 authors
Thereafter:
Shammas, Salmon and Dahlin, *Inheritance in America*.

4 or more authors
Thereafter:
Laubscher et al., *Does It Matter*, 231.

**Editions**
Source quoted in another source
Thereafter:
Huizinga, *In the Shadow*, 173.

Online & e-books
Thereafter:
Kurland and Lerner, *Founder’s Constitution*.


- Capitalise the first letter of all words except conjunctions, prepositions and articles that are not the first word.
- Do not use honorifics such as Dr or Prof., or affiliations.
- Initials have no spaces between them, and no full stops.
- Include the place of publication and publisher. The place of publication should ideally be a city. Exceptions are Cambridge, MA, to differentiate between Cambridge, Massachusetts and the UK’s Cambridge, and Washington, DC.
- If published in two places, use only the first.
- When the place of publication is not known, the abbreviation n.p. may be used before the publisher’s name.
- In the name of the publisher, omit ‘The’, ‘& Co.’, ‘Inc.’, ‘Ltd.’, ‘Publishers’, ‘Publications’, etc.:
  - Cambridge, MA & London: Harvard University Press.
  - Boulder: Lynne Rienner.
- When the publication date of a printed work cannot be ascertained, the abbreviation n.d. takes the place of the year in the publication details.
- When a book is under contract with a publisher and is already titled, but the date of publication is not yet known, forthcoming is used in place of the date.
- Separate page numbers using the en-rule: 200–250.
Edited works and chapters in edited works

Thereafter:
D’Agata, American Essay.

Thereafter:

Thereafter:


Occasional and background papers


Paper presented at conference


- Give the name of the conference, where it was held, and the dates. The official conference name should be capitalised (except for prepositions, etc.), but if the
information is something like ‘paper, seminar at King’s College London’, then only the name of the organisation would have caps.

- If a paper appears in a collection of all the papers at a particular conference, the format should be as for a chapter in a book and the same type of publishing information should be given.

**Briefings**


**Journal articles**


*Thereafter:*


*Thereafter:*

- Put the **title of the article** in quotation marks and the **journal name** in italics (capitalise both).
- The volume number (omitting ‘vol.’) and issue number (including no.) follow the journal title, with a comma separating them, thus volume 23, number 2 becomes 23, no. 2. Use Arabic numbers (ie, 23, not XXIII).
- For four or more authors, only list the first one, followed by et al. {Rachel A Bay et al..}
- The DOI can be added at the end, if available. The access date is not required.

**Newspapers (print and electronic)**


- If the author of the item is given (ie, if there is a byline), use that name. If not, the article’s title goes first.
- If the newspaper has the same name as another in a different country, give the country or city where it is published in brackets after the name of the paper.
- If the newspaper is an online publication, use the same style as for print news articles.

Book review

Institutional authors (organisations, companies and governments)

Thereafter:
FAO, Environmental Issues.


Euro-Atlantic Trade Alliance, EATA and the Challenge of Developing Regional Trade, EATA(P)2004/23, 4 November 2004 (Amsterdam: EATA, 2005), paras. 34–35.

Social Security Agency Act No. 9 of 2004.

South African Constitution, art. II, s. 4, cl. 2.

- Enter governments under the name of the country first, followed by government departments, committees, etc.
- Spell out names in full, but use abbreviations for the United Kingdom (UK) and United States (US).
- If the ‘author’ is an organisation with a standard abbreviation, use the full name. If the publisher is the same organisation, use the abbreviation. Use only the abbreviation in subsequent references.
- White papers and acts of Parliament are capitalised like a book title, but not italicised.
- The UN and other organisations often give reference numbers to their documents. These should be included where available. Note that there may be a difference between the date when a UN resolution is adopted and when it is published.

Press release


Law reports and legal cases

R v White (John Henry), EWCA Crim 689, 2005 WL 104528.

- Provide the following:
  - Names of the parties involved in the law case
  - Law reporting series
  - Volume and number
  - Page reference
  - Year of reporting

Reports

• Reports should be treated as books and italicised, unlike articles/chapters/briefings/papers.
• If the publication title page specifies this, a brief explanation of the document, such as ‘policy research report’, may be given.

Internet sources

NOTE: it is never enough to provide only a URL – the full facts of the publication must be recorded first. Please copy & paste the URL that appears in the web browser’s address bar.

Web page with author

No author given

UN Comtrade (UN Commodity Trade Statistics Database), database, http://comtrade.un.org/db/


Group author

Blog entry
Social media
Pete Souza (@petesouza), ‘President Obama Bids Farewell to President Xi of China at the Conclusion of the Nuclear Security Summit,’ Instagram photo, April 1, 2016, https://www.instagram.com/p/BDrmfXT1NCt/, (accessed June 9, 2018).


- Internet references should follow the same conventions as those of printed publications, depending on the availability of information.
- Italicise the name of the relevant publication.
- If a work is clearly of book length or is a report, italicise the title as for a book/report; if not (and this will apply to most Internet references), insert it in single quotes.
- If there is no ‘title’, then whatever appears at the top of a website can be used as the title (in quotes).
- Include ‘http://’ consistently in the URL.

Dissertations and theses

Interview references
Andrew Macmillan (principal adviser, Investment Center Division, FAO), interview by [name of author], September 1998.
Thereafter:
Macmillan, interview.

Unattributed interview
Interview with healthcare worker, July 31, 2017.
The first time a source is cited in your paper, the corresponding note should include all relevant source information. Subsequent usage of that source only requires you to use a shortened version of that citation. Short form information should include the author’s last name, a shortened version of the title (if longer than four words), and any other directing information, such as page numbers: