

South African Journal of International Affairs

# STYLE GUIDE



2024

# SAJIA STYLE GUIDE

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	Style
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Headings	<p>A. <b>Bold initial cap only</b> B. <b><i>Bold italic initial cap only</i></b> C. Regular font initial cap only D. <i>Italic initial cap only.</i></p> <p>All ranged left, no numbers to be included, no indent below.</p>
Language preferences	<p>Articles should be readable and accessible to both professionals and laypersons. The following language points must be observed:</p> <p><i>Use gender neutral language.</i> Human rather than man as a generic term; use plurals or ‘one’ and only apply masculine pronouns to males.</p> <p><i>Avoid redundancy.</i> Avoid repetitions in argument.</p> <p><i>Avoid slang.</i> Avoid using phrases such as ‘good guy’, ‘doesn’t have a clue’, etc within an academic publication.</p> <p><i>Avoid jargon.</i> 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.</p> <p><i>Avoid contractions.</i> ‘Don’t’, ‘can’t’, ‘won’t’, etc should be ‘do not’, ‘cannot’, ‘will not’, etc.</p>
Spelling preferences	<p><b>UK English</b>, refer to Concise Oxford English Dictionary (12<sup>th</sup> edn) Foreign terms and all but the most common Latin phrases should be in italics, e.g. <i>intifada</i> and <i>inter alia</i>. Exceptions which should be written in romans include: de facto; de jure;</p>

	<p>ad hoc; status quo;</p> <p>and versus.</p>
Tables and figures	<ul style="list-style-type: none"> <li>• <b>Tables and figures</b> (diagrams, graphs, etc.) should be numbered consecutively, with tables numbered separately from figures. Please indicate approximately where they should be placed in the text.</li> <li>• <b>Figures</b> should be clearly drawn, with all axes clearly marked and sources and any notes must be indicated below the figure.</li> <li>• <b>Tables</b> 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.</li> </ul>
Quotations	<p><b>Use single inverted commas</b> for quotations; but use double inverted commas for quotes within quotes.</p> <p><b>If a quote is longer than three lines</b>, 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).</p>
Lists	<p>When lists are provided in bullet form:</p> <ul style="list-style-type: none"> <li>• If each item is a full sentence with a full stop at the end, start with a capital letter.</li> <li>• 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.</li> <li>• Bulleted items must be grammatically consistent.</li> </ul>
Jobs and titles	<ul style="list-style-type: none"> <li>• <b>Jobs</b> should be lower case, e.g. prime minister, US secretary of state, chief rabbi, the editor of the South African International Affairs</li> <li>• <b>Titles</b> however are initial capped, but not job description, e.g. President Barack Obama (but the US president, Barack</li> </ul>

	Obama, and Obama on subsequent mention); the Duke of Westminster (the duke at second mention); Pope Benedict XVI but the pope.
Abbreviations and acronyms	<ul style="list-style-type: none"> <li>• Any acronym or abbreviation that is well known (EU, US, UN, CNN, BP, BBC) can appear without further expansion.</li> <li>• NOTE: United States of America should be abbreviated to 'US' NOT 'USA'</li> <li>• All other recurring acronyms and abbreviations must be written out in full at first mention, using the acronym in subsequent mentions, e.g. South African Institute of International Affairs (SAIIA).</li> <li>• Initials are not punctuated whether people's initials or acronyms, e.g. AN Author</li> </ul>
Punctuation	<ul style="list-style-type: none"> <li>• Punctuation (ie full stops, commas, semi-colons) should appear outside quotation marks.</li> <li>• When inserting an endnote in the text, the indicator should appear after the punctuation mark.</li> </ul>
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Numbers and units	<ul style="list-style-type: none"> <li>• Write one to nine in words, but 10 and above in numerals.</li> <li>• A number must be written in words at the beginning of a sentence, e.g. Thirty-three people queued in a line.</li> <li>• Fractions should be hyphenated, e.g. two-thirds.</li> <li>• Million should be written out, except in tables.</li> <li>• Use % in place of per cent, but write percentage.</li> </ul>
Dates	<p>Date citations should be in the following order: day, month, year, with no commas (11 September 2001).</p> <ul style="list-style-type: none"> <li>• Give dates rather than last month, last year, or recently.</li> <li>• Use 20<sup>th</sup> century, 19<sup>th</sup>-century ideas or in the 1920s.</li> </ul>

	<ul style="list-style-type: none"> <li>• Use Second World War, not World War Two or WW2.</li> </ul>
Use of generative AI tools	<ul style="list-style-type: none"> <li>• Except for grammar and spelling checks, the use of artificial intelligence tool to generate data or content must be fully acknowledged in the methodology section of the article.</li> <li>• The author is responsible to check the veracity and accuracy of such content, and of all references.</li> </ul>

## Referencing

SAJIA employs the **Chicago (notes)** referencing style.

Full publication details are to be provided in endnotes.

### PLEASE NOTE:

- All endnote indicators must be linked to the corresponding endnote. This can be accomplished using, ie, the Word referencing function 'Insert endnote'.
- SAJIA does NOT require a bibliography at the end.
- In-text references, such as (Smith, 1989:233), are not used.
- Punctuation comes before endnote indicators when referencing in-text (ie, xxx.<sup>1</sup> NOT xxx<sup>1</sup>.)
- When several citations relate to one entry, list them in one endnote separated by semi-colons and use only one endnote indicator (ie, xxx<sup>1</sup> NOT xxx<sup>1</sup>.<sup>2</sup>).
- Do not cross-reference previous notes.
- For repeat references do not use *Ibid* or *op cit* – use an abbreviated form of the reference. See examples below.
- Page numbers are required for direct quotation.

## Books

### 1 author

Andrew Mason Potter, *How to Lay out an Informative Footnote: Common Authorial Errors* (Cape Town: FPP Productions, 2009), 49–52.

*Thereafter:*

Potter, *Informative Footnote*, 50.

Terence Mashoda, *West African Politics in the Late Twentieth Century* (Johannesburg: Heinemann, forthcoming).

Thereafter:

Mashoda, *West African Politics*.

### **2–3 authors**

Carole Shammas, Marylynn Salmon and Michel Dahlin, *Inheritance in America: From Colonial Times to the Present* (New Brunswick: Rutgers University Press, 1987), 97.

Thereafter:

Shammas, Salmon and Dahlin, *Inheritance in America*.

### **4 or more authors**

Bernard Laubscher et al., *Does It Matter if He Won't Be In?* (New York: WW Norton, 2003).

Thereafter:

Laubscher et al., *Does It Matter*, 231.

### **Editions**

Michael E Kraft, *Environmental Policy and Politics*, 4<sup>th</sup> ed. (New York: Pearson, 2007).

### **Source quoted in another source**

Johan Huizinga, *In the Shadow of Tomorrow* (London: Heinemann, 1936), 172–73, quoted in Michael G Kammen, *Selvages and Biases: The Fabric of History in American Culture* (Ithaca: Cornell University Press, 1987), 271–72.

Thereafter:

Huizinga, *In the Shadow*, 173.

### **Online & e-books**

Philip B Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), chap. 10, doc. 19, <http://press-pubs.uchicago.edu/founders/>.

Thereafter:

Kurland and Lerner, *Founder's Constitution*.

Frank Landis, *Hot Earth Dreams: What If Severe Climate Change Happens, and Humans Survive?* (self-pub., Smashwords, 2015), EPUB.

- 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](#).
  - [Cambridge: Polity Press](#).
  - [Boulder: Lynne Rienner](#).
  - [Washington, DC: World Bank \(not The World Bank\)](#).
- 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

John D'Agata, ed., *The Making of the American Essay* (Minneapolis: Graywolf Press, 2016), 177, 81.

*Thereafter:*

D'Agata, *American Essay*.

Henry David Thoreau, 'Walking: An Art in Itself,' in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 172–78.

*Thereafter:*

Thoreau, 'Walking', 177.

John Samples, 'The Origins of Modern Campaign Finance Law,' chap. 7 in *The Fallacy of Campaign Finance Reform* (Chicago: University of Chicago Press, 2006).

*Thereafter:*

Samples, 'Campaign Finance Law', 30–31.

Christopher Hitchens, introduction to *Civilization and Its Discontents*, by Sigmund Freud, trans. and ed. James Strachey (New York: WW Norton, 2010).

## Occasional and background papers

Terence Hughes, 'Human Rights in Foreign Policy and Practice: The South African Case Considered' (Occasional Paper 45, South African Institute of International Affairs, Johannesburg, 2009), <https://saiia.org.za/research/human-rights-in-foreign-policy-and-practice-the-south-african-case-considered/>.

Conrad Cloete, 'The State of Zimbabwe's Agriculture, 2002' (Working Paper 6, AgriZimbabwe, Harare, 2003).

## Paper presented at conference

Deanna Troi, 'Feeling Change: Design Guided by Empathy' (paper, International Conference of Feeling, UCLA, Los Angeles, June 20–22, 1992), 21.

- 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

David Zounmenou, 'Notions of Autonomy: Economics of Francophone Africa' (Policy Briefing 71, Institute for Security Studies, Pretoria, 2001), 3.

## Journal articles

Beverly Peters, 'Women and Land Tenure Dynamics in Zimbabwe,' *Journal of Public and International Affairs* 9, no. 3 (1998): 100–3.

*Thereafter:*

Peters, 'Women and Land Tenure', 101.

Beverly Peters and Naudé Malan, 'Caveats for Land Reform in South Africa: Lessons from Zimbabwe,' *South African Journal of International Affairs* 7, no. 2 (Winter 2000): 154–55.

Thereafter:

Peters and Malan, 'Caveats for Land Reform', 154.

- 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)

Edward West, 'SA and Namibia Edging Towards Borderline Feud,' *The Star*, June 4, 2001.

Farhad Manjoo, 'Snap Makes a Bet on the Cultural Supremacy of the Camera,' *New York Times*, March 8, 2017, <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>

Marvin Dutschke and Conrad Smith, 'Gauging Children's Rights to Care and Protection,' *Mail & Guardian*, June 2, 2008, <http://www/mg/co.za/articlePage.aspx?articleid>

Editorial, 'The People Are Starving,' *The East African* (Kenya), March 11, 2000; 'Celeb says "Let them eat cake",' *Sunday Times* (London), March 12 2001.

- 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

Michiko Kakutani, 'Friendship Takes a Path That Diverges,' review of *Swing Time*, by Zadie Smith, *New York Times*, November 7, 2016.

## Institutional authors (organisations, companies and governments)

Government of Canada, Environment Canada, Canadian Wildlife Service, *How Much Habitat is Enough?* 3rd ed. (Toronto: Environment Canada, 2013), 25.

Food and Agriculture Organization, *Environmental Issues in Third World Trade* (Rome: FAO, 1992), 3.

Thereafter:

FAO, *Environmental Issues*.

UN General Assembly, Resolution 67/18, Education for Democracy, A/RES/67/18 (Nov. 28, 2012), <http://www.un.org/en/ga/67/resolutions.shtml>.

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.

Marks and Spencer, *Annual Report 2003–2004*, 2004, <http://www-marks-and-spencer.co.uk/corporate/annual2003/>.

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

Federal Emergency Management Agency, 'FEMA Awards \$2,781,435 Grant to DuPage County,' press release no. RV-NR-2015-006, March 19, 2015, <https://www.fema.gov/news-release/2015/03/19/fema-awards-2781435-grant-dupage-county>.

## Law reports and legal cases

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

*Jones v Lipman* [1962] 1 WLR 832, 2005.

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

## Reports

World Bank, *Trade Blocs*, policy research report (Washington, DC: Oxford University Press, 2000).

- **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

Nick Stone, 'Hidden History: Myths – Tombland, Norwich and the Plague,' Invisible Works,  
<http://www.invisibleworks.co.uk/myths-tombland-and-the-plague/>

### No author given

The Murderers & The Gardeners Arms, 'The Murderers Pub History,'  
<http://www.themurderers.co.uk/norwich-pub-history.html>

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

'Leave no Veteran Behind: A Special Court Tries to Keep Troubled Veterans out of Prison,' *The Economist*, June 2, 2011, <http://www.economist.com/node/18775315>

**Group author**

UN Platform for Action Committee, 'Globalization and Clothes,' Women and the Economy, [http://unpac.ca/economy/g\\_clothes.html](http://unpac.ca/economy/g_clothes.html)

**Blog entry**

Rebecca MacKinnon, 'Internet Freedom is Dead. Long Live Internet Freedom,' *RConversation* (blog), September 27, 2010, <http://rconversation.blogs.com/rconversation/2010/09/internet-freedom-is-dead-long-live-internet-freedom.html>

## 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/BDrmfXTtNCt/>, (accessed June 9, 2018).

Chicago Manual of Style, 'Is the World Ready for Singular They? We Thought So Back in 1993,' Facebook, April 17, 2015, <https://www.facebook.com/ChicagoManual/posts/10152906193679151> (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

Julie Richmond, 'Customer Expectations in the World of Electronic Banking: A Case Study' (PhD diss., University of North West, 2005), 344.

## 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.

## Repeat references

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:

*Minow and LaMay, Presidential Debates, 24–25.*