
**GUIDELINES FOR AUTHORS:
TECHNICAL AND FORMATTING (ARTICLE STRUCTURE) REQUIREMENTS**

Acta Criminologica: The African Journal of Criminology and Victimology

NOTE: Articles that are submitted for consideration should adhere to the following minimum technical standards and formatting requirements before submission. Besides outlined requirements in this document the Editorial Team have developed additional notes to assist new, first-time authors and/or developing researchers/academics to produce good quality academic research articles for submission to the journal.

1. **Electronic copy:** All submissions (2xfiles: ‘Title’ file & document/article text submission file) are to be made online. Please use the following link: <http://powerreview.aptaracorp.com/crimsa/acta>, for your online submission of your article to the journal (see detail in Editorial Policy document and on the website: www.crimsa.ac.za, if you have not registered to access such article submission).
2. **Online submission of manuscript:** When making a submission author(s) will be requested to upload two separate files, namely:
 1. First file simply to be titled: Title. This file to contain the following information:
 - i) Author title (e.g.: Mr/Mrs/Ms/Dr/Prof);
 - ii) Full name(s) + Surname;
 - iii) Academic/professional affiliations including position at organisation/university (e.g.: Lecturer/Senior Lecturer/Professor/Researcher/Postgraduate Student, etc.). Department, School, Faculty, University, City.
 - iv) Contact details (email+mobile).
 - v) If you have an **ORCID ID**, this can also be added in this section.
 2. A 2nd file, containing only the paper title, followed by an: Abstract and the full text/body of the paper with a full detailed List of References. This file to be named with an abbreviated/shortened title of the paper topic. No information contained in the ‘Title’ file, should be included in this second file.
 3. Please ensure that both files have had all embedded personal (author) identification information removed. This can be done by: Going to the tab: ‘File’. Scroll down index to and click on: ‘Info’. Go to: ‘Inspect document’. Click on: ‘Check for issues’ (to check for hidden/embedded properties/information & author’s name). Click on: ‘Inspect document’ and click on: ‘Inspect’. Tick all ‘boxes’ in list and click again in box: ‘Inspect’. 2nd ticked box (‘Documents Properties and Personal Information’) click on button: ‘Remove all’ and close (then you can save the file and proceed to making a submission online).
3. **Length:** Both files must be in MSWord, submitted in English and should preferably not exceed **20** typed A4 pages using Times New Roman 12 font in single spacing (electronically minimum word count for text section should not be less than **6 500** words (approx. **12-15** pages) or exceed **10 000** words of **text** (approx. **20** pages) (this word count excludes endnotes and list of references) (Extra page fees will be charged if 20-page limit exceeded).
4. A **summary/abstract** of approximately 150-300 words (do not exceed this word length) on the first page (after the manuscript title) of the submitted article (2nd file) must also be included. The whole abstract paragraph and heading (*Abstract*) to be **italicised** (see Annexure A: for notes on writing up an abstract).

5. **Keywords:** Directly below the abstract paragraph insert the heading: **Keywords:** (maximum of **TEN** (10) – approximately **TWO** (2) lines of keyword terms).
6. If **funding** has been received from your University/Organisation or external funders for the research on which this article is based, such support funding can be acknowledged under the heading: **ACKNOWLEDGEMENTS**, which is placed just before the List of References at the end of the article. Other acknowledgements/thanks can also be included under this heading.
7. **Line spacing:** The document should be typed in A4 format using **SINGLE (1)** line spacing and ‘normal margins’ selected. No double spacing between words or after full stops and commas. Only single spacing throughout text. No line space to be inserted between paragraphs except between an ending paragraph and a following heading/sub-heading.
8. **Paragraph indenting.** All paragraphs’ first line to be indented except for first paragraph after a heading/sub-heading. Please do not use the automated ‘space after a paragraph’ or ‘space before a paragraph’ function in MSWord.
9. Font size of article text (body): **Times New Roman 12.** **Exceptions:** List of References: **Times New Roman 11** font, and Endnotes: **Times New Roman 10** font.
10. **Page numbers:** are also **TNR 12** font and centred in the **footer** section of each page. Please do not insert any symbols before or after the page number.
11. **Spelling:** Please make use (choose this as your default option) of the UK/SA spellcheck and NOT the USA spellcheck version. For example, replace the ‘z’ in organization (US spelling) with an ‘s’ = organisation (UK spelling).
12. **Use of footnotes/endnotes:** If necessary, content references in the form of endnotes may be used to provide additional information or explanation but all source referencing follows the ‘in-text’ referencing style – and not footnote/endnote referencing style. Endnote numbers in text: the endnote reference numbers must be placed in the text after the full stop at the end of the sentence and not before it, with no space between the two. The same applies for a comma (in the middle of a sentence), (i.e., endnote number not before but after the comma). Note: Endnotes to appear just before the List of References. Technically the text in each endnote is TNR 10 font, single spacing, square justified with no space after the endnote text paragraph. However, endnotes to be used sparingly, and then only for some explanatory information that cannot be included in the text discussion (more or less as an aside).
13. **Text justification:** Text is always full justified (squared), except for article title, author(s) name and the heading: *ABSTRACT* – all of which are centred – on the first page of the article. One further exception being the numerals in a table that are centred in each column of a table.
14. **Headings and sub-headings:** All headings and sub-headings must be **bold**. There is **no use of numbering** or **underlining** of headings in this journal’s articles. Only three levels of headings’ format to be used, namely:

Main headings, which are **UPPERCASE** (CAPS), e.g.

INTRODUCTION AND BACKGROUND

2nd level, i.e., sub-heading, only the first letter of the first word in the heading is a CAP unless it is a proper noun. For example:

Crime in Cape Town’s informal settlements

3rd level: sub-sub-heading is indicated in bold and italicised with the same CAPS convention for 2nd level heading. For example:

Crime findings from the Crossroads informal settlement

Note: All headings do not have a full stop at the end. Also note: the headings and sub-headings have a line spacing before and after them (i.e., after the last paragraph in previous section and before the 1st paragraph after the heading/sub-heading).

15. Use of long quotes and italics: Long quotes (three lines or more of text) are placed in a separate paragraph and must be indented from both sides. But please note that while making use of an indented paragraph for direct quotes longer than three lines, with the increasing use by this journal of submitting articles before publication to the similarity detection software programme, *Turnitin*, this programme sometimes does not distinguish between a quote without quotation marks and ordinary text, even if a long quote has been indented from both sides. Accordingly, author(s) are advised to continue to make use of quotation marks with a longer-than-three-lines quote indented paragraph so that the Turnitin programme does not take this indented paragraph quote without quotation marks (double inverted commas) as plagiarism. In other words, Turnitin will not recognise the whole paragraph as a word-for-word direct quote from an original source. For indenting such paragraph use the: ‘Increase Indent’ button in the ribbon icon at the top of the page in your document for the left indent for the whole paragraph and then use the curser in the space ruler to move the right indent in (left) one indent space. For example:

“Quotes that are **45 words** long or longer (three lines and more) should be indented from both sides (of the paragraph) as in this example. If the quote is shorter, then it needs to be imbedded in the text of a paragraph and set in between **double** quotation marks, (i.e. ‘inverted commas’). Quotes from published information are generally **not italicised**. However, actual words of interviewed respondents are recommended to be italicised. Field note comments by the researcher on the respondent’s responses (in the italicised responses) are not italicised but are placed in square brackets [...]; note: not round brackets (...). For example: ‘*I did not commit the crime but the policeman [sic.] they abuse us foreigners because me I was just sitting down with my friends and just talking stories, suddenly police came and arrest us.*’ An additional use of italics is for all non-English words. For example: ...Another participant said: ‘*Ek sal dit nooit vergeet nie*’. [I will never forget it] (note the provision of an English translation after such use, in square brackets). All indented quotes need to end with the precise source reference placed in brackets and closed with a full stop” (*Acta Criminologica* Editor, 2013: 7).

16. Use of single quotation marks: Single inverted commas are only used when you want to emphasise a term or a common saying especially when it is not a direct use of words from another author. For example: ‘Zero Tolerance’ or ... a ‘live-and-let-die’ approach. Single quotation marks are also used for a quote within a quote. For example: “It was patently obvious from the research that police officers use of force was not following the regulations. As indicated by one interviewee: ‘*they shoot wildly in a crime situation*’. This indicated that they needed to be trained to follow the set rules” (Mistry, 2003: 6).

17. Use of dates in text – as follows: 11 September 2001 and not September 11, 2001 (US convention). Also, there is no use of abbreviations as in 1st, 2nd or 3rd just 1, 2, 3... etc. In the text do not use the date format of 11-09-2001 or 11/09/2011, but write out month name as indicated in the above example.

18. Use of tables, figures, graphs, charts and diagrams in text: These render the layout difficult and should be used **sparingly**. All diagrams and tables must be numbered sequentially and referred to in the text. For example: In Table 2 the falling statistics for the crime of murder can be discerned over the period 2000/01 to 2005/06. The use of such diagrams or tables must have a heading (also to be made bold) before and not after (below) the table or diagram. For example:

Table 2: Statistics on violent crimes during 2000-2006

CRIMES	2000/01	2001/02	2002/03	2003/04	2004/05	2005/06
Murder	21 758	21 405	21 553	19 824	18 793	18 545
Attempted Murder	28 128	31 293	35 861	30 076	24 576	20 553
Assault GBH	275 289	264 012	266 321	260 082	249 369	276 942
Robbery Aggravating	113 716	116 736	126 905	133 658	126 789	119 726
TOTAL	438 891	433 446	450 640	443 640	419 527	435 766

(Source: SAPS, 2010: 3).

Note: the following technical points in the above table example: The heading is **bold**. A colon and a tab space to be inserted in the heading after the table/graph/figure/chart number before the title of the

table/graph/figure/chart in the heading. Also, there is a line space inserted after the heading and before the actual table or diagram/figure/chart. Numbers/figures in columns of a table are centred, as well as the heading/title of each column in which figures appear. Please do not insert any shading into any table, keep the table cells clear. Table outlines and for each line in the table must also be inserted but as single lines not double. The source reference to appear in the line below the table. Also, the source reference (for such tables) is indicated in brackets by the word: Source: followed by the actual source and closed with a bracket and followed by a full stop. The whole reference is then right justified to end of line.

Graphs – bar and pie charts: must be done using Word (use ‘Add a chart’ button) with all figures and labels in TNR 12 font and bold. As above, the heading for a graph must be above the bar or pie chart. Percentages (figures) to be outside of the pie or above the bar. A ‘Key’ list indicating what each segment figure represents also to be inserted.

19. Use of bulleted lists: when bullets (list of things or ideas not full sentences) are used, each bullet is closed with a semi-colon, except the second last one and the last one that have respectively a semi-colon followed by an ‘and’, and a full stop at their end. Format wise with bulleted lists, if each bullet or bullet number is only one or possibly two lines, no spacing, but if all bullets in list are consistently longer than two-three lines put in a space in between each bullet. A line space is also inserted before the whole bulleted list and after at the end to create a space between the paragraphs and the list. In your bulleted list please use the dot symbol: For example:

- and not symbols such as: »; √; *; #; Δ; ◇; ■. If your list is numbered, please use the numbering format (with a full stop) as follows: 1. – and not 1 (without a full stop).

20. Use of numbers/figures and percentages in text: At the start of a sentence, any number is always written out. For example: Thirty-three. (Note: written out double/triple figure numbers from 21 and above, have a hyphen. For example: One-hundred-and-thirteen). **Note:** No comma is used to indicate thousands – only a space. For example: 100 000 or 12 000 or USD\$1 000 000, and not 100,000 or 12,000 or USD\$1,000,000. Commas or full stops are only used to indicate fractions (as in percentages) in numbers of a decimal. For example: 76,25 percent or 76.25 percent. Note: no spacing after currency denominator. For example: USD\$ sign and the figure (amount). For example: \$5 000 or R1 250. Also, percentages at the beginning of a sentence are written out as (for example): Seventy-five percent.... Note: The use of the term: percent and not the symbol: % when a percentage is written out, as well as when used in the text. But when used in a table or in brackets then the symbol: %, is to be used after a number. For example: Five percent and as (5% in brackets or in a table). In other words, the percentage symbol: %, to be used only in tables and when placed in brackets in the text). If used in a sentence, then it must be written out as percent (note: Although there is no difference between ‘percent’ and ‘percent’; this journal prefers the use of this word as: ‘percent’). **Note:** there is no space between a number and the percentage sign (e.g., 80% and not 80 %, with a space in-between).

21. Other use of spaces: No space before a colon but a space after it. For example: The title of the chapter is: Analysis of research findings.... and NOT....The title of the chapter is :Analysis of research findings...

22. Titles of persons: if part of a person’s name should be abbreviated. For example: Maj-Gen. Smith, and not as Major-General Smith. Note the hyphen and the full stop at the end of the abbreviation. For abbreviations a full stop is always used unless the abbreviation ends in the same letter as the long version. For example: Dr for Doctor; Mr for Mister... Other examples: Prof. = Professor; Dir = Director; Capt. = Captain; Maj. = Major.

23. Surnames: such as Du Plessis, De Villiers, Du Preez, Van de Merwe, Van Vuuren... if used in text or as a bracketed reference without initials will have the first letter as a cap (e.g. ‘d’ or ‘v’ would be as a cap ‘D’ or ‘V’). For example: (Du Preez & Van der Merwe, 2008: 4-6). Or in text as: According to Du Preez and Van der Merwe (2008: 4-6) the extreme overcrowding in prisons arose when.... Double-barreled surnames are hyphenated with both names having the first letter a cap. For example: Baxter-Bruce or Cole-Niven. An exception to this rule is a surname, such as Jansen Van Vuuren (no hyphen).

24. Use of abbreviations and acronyms: When used in the text for the first time they are placed in brackets after the full term. For example: The South African Police Service (SAPS); The South African Revenue

Service (SARS); The Private Security Regulatory Authority (PSIRA), Automated Teller Machines (ATMs)... Thereafter the abbreviation or acronym can be used. All abbreviations or acronyms are uppercase. Each letter in the abbreviation or acronym does not have a full stop in between or after each letter. For example: Not P.S.I.R.A. but as PSIRA. Also note the small 's' in the last example which indicates plural. Avoid using acronyms that could refer to different things: POP/PoP = Public Order Policing or Proof of Payment. SOP = Standard Operating Procedure or Sea Operating Platform. Also avoid acronyms that your reader might not readily recognise, know about or refer to a technical process. For example: Opioid Substitution Therapy (OST); ENECC (Eskom Network Equipment Crime Committee) – neither of these are either well known or likely to be recognised and understood for what the acronym stands. The guiding principle in the use of acronyms and abbreviations is that if they are universally used and well known. For example: UN (United Nations); USA (United States of America); UK (United Kingdom). Note: the overuse of abbreviations and acronyms is not desirable – preferably stick with writing out the full title throughout your article.

25. Use of the **apostrophe 's'**: There is much confusion about the use of the apostrophe (single inverted comma) before an 's'. For example: ...it was the company's vehicle that was being used. In this example the apostrophe before the 's' indicates possession. The apostrophe is NOT used when it indicates numbers or plural. For example: ...in the 1980s and 1990s it became common to....,many ATMs were robbed... And NOT as: ...in the 1980's and 1990's it became common to....,many ATM's were robbed...(1980s or 1990s have no apostrophe since they are not denoting possession but the shortened version of the eighties/nineties which are numbers/plural.) Other examples of apostrophe denoted possession: Peter's car... The Police Service's obligations.
26. The use of a **colon** and not a **hyphen**: The colon should ALWAYS be used in circumstances where you are listing something and not as a hyphen – which indicates a break. For example: Deter: A deterrent factor is... and not as: Deter – a deterrent factor is... The colon is also used for instance: ...the following issues will be discussed, namely: ...and not as: ...the following issues will be discussed, namely – ...
27. Use of **e.g., i.e., etc.**: The use of the 'for example' abbreviation always has full stops after each letter = e.g. The same for 'in other words' or 'that is' = i.e. In addition, the abbreviation 'etc.' (for *etcetera*) always has a full stop after, irrespective of whether it occurs in the middle of a sentence or at the end. All three abbreviations have a comma before them. For example:there are many factors, such as lighting, weather conditions, sun rays, small rodents, etc. that affect an alarm being activated.... It is preferable, however, that all these abbreviations are ONLY used when placed in brackets but if used in a text full sentence or at the beginning of a sentence then to be preferably written out. For example, the written words (e.g., as used in brackets).
28. In a sentence only the first letter of the first word is uppercase (CAP) unless it is a proper noun. For example, Cape Town. In other words, when used in a sentence, other than as the first word of the sentence.
29. A legislative **Act** always has a cap 'A' even when used on its own to refer to or describe a specific Act. For example: The Act clearly states that it is illegal to prescribe such activity... First letter of Act's title also a cap, (e.g., The Criminal Procedure Act).
30. Use of '**and**' and **ampersand (&)**: The ampersand symbol '&' is not used in the text at all. For example: According to Steyn and Jones (2010: 12) these types of crime were.....; whereas & will be used when authors are placed in brackets as an in-text reference. For example: ...An analysis of incidents showed that these types of crime were becoming more prominent over the last two years (Steyn & Jones, 2010: 12). The & is also used when listing multiple authors in your List of References. Also note that in the list of references there is no comma after the initial of an author before the ampersand. For example: Steyn, L. & Jones, P. 2010. *The research methodology for...* Whereas there is a comma after the full stop after initial(s) (except with the use of the & as in the example above) when more than two authors are listed. For example: De Vries, I.M., Schnetler, J., Steyn, L. & Jones, P. 2010. *The research methodology for...*

ANNEXURE A: ABSTRACT GUIDELINES

It is recommended that your abstract be written only **AFTER** you have completed (written) and finalised the whole text body of the article. So, to write an abstract, finish your article first, then type a summary that identifies the purpose, problem, methods, results and conclusion of your research article – since an Abstract is only a summary of the work you have already done, it is relatively easy to accomplish! **NOTE:** The whole Abstract is in **ONE/SINGLE** paragraph, not a series of paragraphs. The abstract of a research article is the first part of the article that will be read by a reader/reviewer. Accordingly, it sets the tone for the rest of the article. It is therefore incumbent on you as the author to ensure that the abstract is properly representative of the entire article. In other words, it must be of sufficient and informative interest to the reader to make them want to read the rest of the article text. Accordingly, your Abstract should contain summarised information from each section of your research article (for example: research methodology used; about your research findings/analyses; recommendations/conclusions. In other words, summarise the main points of fact as contained in the body of the article. However, the shortest sections (no more than 2-3 lines each) should be devoted to the background/introduction of the focus of the article and then a brief (another 2-3 lines) to the methods used to collect the research information – then move on to each of the following article sections. But remember, the research findings/results section is the most important part of the abstract and nothing should compromise its range and quality. This is because readers who peruse an abstract do so to learn about the findings of the study/research being reported in the body of the article. The results section should therefore be the longest part of the abstract and should contain as much detail about the findings as word count permits. This section would then be followed by information from your conclusions' section. This last section of your Abstract should contain the most important 'take-home message' of your research study/information collected, expressed in a few precisely worded sentences. Usually, the finding(s)/results, as highlighted in the abstract, should relate to the primary research findings/outcomes. Thus, the conclusion section of the Abstract may contain three elements, namely: i) The primary take-home message; ii) The additional findings of importance/significance; and iii) The overall author's perspective (opinion) of the research done in terms of value/importance or implications/significance. Despite its necessary brevity (short length) the final concluding section of the Abstract has the most impact on the average reader since readers generally trust the author and take the author(s) assertions at face value. For this reason, the conclusions should also be scrupulously honest; and authors should not claim more than their data/research information demonstrates.

What NOT to insert in the Abstract

1. Other author(s) research findings/recommendations/conclusions – only your own. This includes the exclusion of quotes (in inverted commas) from other authors (that might be in the body of the article) in the Abstract.
2. In-text references. The summarised information taken from the body of the article will in the text be properly referenced per se, so there is no need to source reference such summarised information in the Abstract.
3. Tables or detailed statistics relating to findings.

IF YOU ARE UNCERTAIN OF ANY OF THE ABOVE REQUIREMENTS, PLEASE PERUSE ANY RECENTLY PUBLISHED ARTICLE OF THE JOURNAL AS PER THE WEBSITE