
Acta Criminologica: Southern African Journal of Criminology
GUIDELINES FOR AUTHORS

REFERENCING GUIDELINES:

Notes: References and citations should be prepared in accordance with the *Acta Criminologica* adapted APA format (see below examples of various reference listing types). The ‘in-text’ referencing format is followed by the Journal with full source referencing information listed under the heading: **LIST OF REFERENCES** (uppercase), which list to be placed at the end of your article. All sources in the List of References must be listed alphabetically by author(s)’ surname(s), according to the following examples. Please note the indenting of the second and additional lines of a reference listing when longer than one line. Use of full stops in listing: Generally, each separate piece of information is standardly followed by a full stop. A comma only used if part of that one piece of information. Exception being the use of the colon [:] – and not a dash [-] or semi-colon [;] – in a split article or book title and after the place of publication before the name of the publisher.

LIST OF REFERENCES [EXAMPLES]:

- African Commission on Human and Peoples’ Rights, Organisation of African Unity (OAU). 1999. *African Charter on the Rights and Welfare of the Child*. Available at: http://www.childinfo.org/files/fgmc_AfricanCharterontherightsandwelfareofthechild.pdf (accessed on: 14 January 2005).
- Alberts, C. & Meyer, J.C. 1998. The relationship between Marcia’s ego identity status and selected variables in an African context. *International Journal for the Advancement of Counselling*, 20(4): 277-288.
- Ammaniti, M., Van Ijzendoorn, M.H., Speranza, A.M. & Tambelli, R. 2000. Internal working models of attachment during late childhood: An exploration of stability and change. *Attachment and Human Development*, 2(3): 328-346.
- Anon. 2005. Worry over training of police units. *Eastern Province Herald*, 26 August: 3.
- Arndt, H. 1989. *Children and juveniles in prisons of South Africa*. Heidelberg: Sached/Ravan.
- Babbie, E. 1990. *Survey research methods*. (2nd edition). Belmont, CA: Wadsworth.
- Crime Stats SA. [Sa]. *Crime Stats Simplified*. [sl]. Available at: www.crimestatssa.com/toptenbyprovince (accessed on: 15 October 2014).
- Dos Reis, K.M. 2007. *The influence of gangsterism on the morale of educators on the Cape Flats, Western Cape*. Unpublished MEd dissertation, Cape Peninsula University of Technology, Cape Town.
- Gallinetti, J., Muntingh, L. & Skelton, A. 2004. Child justice concepts. (Pp. 24-38). In J. Sloth-Nielsen. (Ed.). *Child justice in Africa: A guide to good practice*. Community Law Centre, University of the Western Cape, Cape Town.
- Leedy, P.D. & Ormrod, J.E. 2005. *Practical research: Planning and design*. (8th edition). Upper Saddle River, NJ: Pearson Prentice Hall.
- Mashaba, S. 2008. State intensifies war against drug abuse. *Sowetan*, 23 June: 5. Available at: <http://www.sowetan.co.za/PrintArticle.aspx?ID=1147429> (accessed on: 25 June 2008).
- Moffett, H. 2006. ‘These women, they force us to rape them’: Rape as narrative of social control in post-Apartheid South Africa. *Journal of Southern African Studies*, 32(1): 129-135.
- Department of Justice, South Africa. 2008. Criminal Procedure Amendment Act 65 of 2008. *Government Gazette*, 524(31911). 18 February. Pretoria: Government Printers.
- South African Police Service. 2004. *Annual Report 2002/3*. Available at: <http://www.saps.gov.za/areport03/part6.htm> (accessed on: 19 November 2004).
- Strydom, H. & Venter, L. 2002. Sampling and sampling methods. (Pp. 56-67). In A.S. de Vos, H. Strydom, C.B. Fouche & C.S.L. Delport. (Eds). *Research at grass roots: For the social sciences and human service professions*. Pretoria: Van Schaik

Interviews

Byleveld, P. 2003. Superintendent and Commander of the Serious Violent Crime Unit, Johannesburg, South African Police Service, Johannesburg. Personal interview, 26 March.

Case Law

Holomisa v Argus Newspapers Ltd [1996] 1 All SA 478 (W)

S v Makwanyane and another 1995 (6) BCLR 665 (CC)

S v Soci 1986 (2) SA 14 (A)

International Case Law

Inter-American Commission of Human Rights. 1997. *Haitian Center for Human Rights v. United States*, Case 10.675, Report 51/96. Doc. OEA/Ser.L/V/II.95 Doc. 7 rev. 13 March.

International Court of Justice (ICJ) (1949). *Corfu Channel Case* (United Kingdom v Albania). Judgment 9 April. Available at: <http://www.icj-cij.org/docket/index.php?p1=3&p2=3&case=1>.

European Court of Human Rights (ECtHR), 2010. *Medvedyev a.o. v. France*, (Appl. No. 3394/03), Judgment of 10 July 2008, confirmed by the Grand Chamber judgment of 29 March 2010.

European Court of Human Rights (ECtHR). 2011a. *M.S.S. v. Belgium and Greece*, Application No. 30696/09. Grand Chamber Judgment 21 January. Available at: <http://hudoc.echr.coe.int/sites/eng/pages/search.aspx?i=001-103050#>

European Court of Human Rights (ECtHR), 2012a. *Hirsi Jamaa and Others v. Italy*. Judgment 23 February. Available at: <http://www.refworld.org/docid/4f4507942.html>.

European Court of Justice (ECJ). 2012. *European Parliament v Council of the European Union*, 5 September. Case C 355/10 (2012).

US Supreme Court. 1993. *Sale, Acting Commissioner, INS v. Haitian Centers Council*, 113 S. Ct. 2549. 21 June. Available at: <http://www.law.cornell.edu/supct/html/92-344.ZO.html>

NOTES ON EXAMPLES:

List of References: Sources in general

The sources in the list of references must be listed in alphabetical order according to the surnames of the authors. They are not numbered.

Note that all the details of a source are given in the language of the source itself. If you were to use a German book, for instance, its title would be in German [with the English translation after it in square brackets] and the place of publication might be München, not Munich.

If multiple entries for the same author, (i.e. different publications/articles), then the author must be listed by date (oldest first) of the publication/article. If there are two or more from the same year they are indicated (again first in the year by month). For example: Jones, A. 2004a; Jones, A. 2004b; and Jones, A. 2004c... In the text such additions of a, b, c, ... would then also occur in the text reference accordingly. For example: ... (Jones, 2004c: 12).

If authors surnames are the same then the author listed first is the one with the first alphabetic initial. For example: Brown, B. comes before Brown, D.

Source references in the text:

These are indicated by the surname(s) of the author(s) and the year of publication, as well as the page number from where the reference is cited/sourced. For example, (Nkosi, 2005: 4) or Nkosi (2005: 4). If you are referencing generally some information (ideas, concepts interpretations) drawn from a publication and paraphrased them. In other words, there is no specific page number or numbers, this can be referenced as: (Parsons, 2011: 34-41). It would not be acceptable merely to list this reference as (Parsons, 2011) with no page numbers. A reader must be able to go to the Parsons' publication and see where you obtained the general information being referred to, even if from a number of consecutive pages. If the information is general information briefly mentioned as a few concepts extracted from a

whole publication, then the reference does not need to have page numbers indicated. However, page numbers must be inserted for all other references.

Note: for publications such as online journal or newspaper articles and reports with no page numbers then the appellation: np [for no page(s)] must be inserted to indicate such. For example:Staff Reporter (2016: np), This would be listed as follows in the List of references:

Staff Reporter. 2016. Suspect identified in Robyn Pearce murder. *News24*, 14 December. Available at: <http://www.news24.com/SouthAfrica/Local/Peoples-Post/suspect-arrested-for-robin-pearce-murder-20161214> (accessed on: 14 December 2016).

Comma after author(s) name(s) in bracket:

The journal's preference is for a comma to be placed after an author(s) name(s) and before the year date in the bracketed reference in the body of the text. For example: ...(Moffett, 2006: 129).

Secondary referencing:

For example:Morrison (1998) (as cited in Prinsloo, 2001: 7).... This is generally not acceptable in academic terms. Author(s) should go to the primary source. In other words, in the above example that would be: Morrison (1998), and reference the information used directly from the relevant page numbers in the Morrison publication. However, sometimes in a newspaper or journal article a specific person is quoted. In other words, such person does not have a primary publication from which the information is being quoted but was interviewed by the writer. In such circumstances the person so quoted can be referenced accordingly by name as, for example, ...National Police Commissioner Selebi (as cited in Mashaba, 2008) said that the SAPS must fight drug dealers on the streets...

Three or more authors for one publication: Use of 'et al'

In the text, the first time three or more authors are cited in the text then all authors' names to be indicated in the reference. Thereafter only the first author name and the term 'et al' to be used. For example: Ammaniti et al, 2000: 12 ('et al' is not used in the List of References). The term 'et al', although a Latin term which means 'and others', is no longer italicised. Also, if there are only two authors both authors surnames are used for every in-text reference to them and not et al in place of the second author's name.

Note: There is no full stop after et al but only a comma before the year date.

No author identified:

If no author is identified the appellation: Anon. must be used. In newspaper articles cited if there is no author listed for the particular article, then the news source should then be put as the author. For example: SAPA, Reuters or AFP. In the List of References, a month date is always added after the newspaper title. For example: 6 July (year date comes after author), followed by the newspaper page number (if available) where the cited article appeared.

Author(s) initials followed by date of publication

All multiple initials are separated by full stops, but without any spaces in-between. Date of publication follows author(s)'s surname (followed by a comma) and initials (with full stops with no space after each initial) and date, which is itself followed by a full stop. The journal's preference is for no bracketing of the date. For example: Smith, A.J. 2015. *The art of murder*. Cape Town: Zebra Books.

Titles of article, chapter or document, place of publication and publisher's name

Titles of article, chapter, document being referenced only has the first letter of the first word (unless a Proper Noun) as a capital (uppercase). This rule also applies to the first word after a colon in the title. However, all words in the title of a journal (except pronouns) have the first letter as a capital. Only book, journal and newspaper titles (not chapters or article titles) are *italicised*.

Place of publication is followed by a colon and then the publisher's name. Note: Little known places of publication: Sometimes the place of publication is not a well-known city/town, so either the country or state is inserted after it. For example: Cullompton, Devon, UK; Baton Rouge, FL; Seven Oaks, CA; Aberdeen, Scotland. The acronym for the American states is usually given in such cases. FL = Florida; CA = California. Sometimes because a city or town occurs in two or more countries, which country it occurs would also be provided. For example: Albany, NY, USA and Albany, UK.

Publishers: You only need to give the publishers name and not for instance 'Pty Ltd', or 'Inc.' or 'Books' or even 'Publishers' (There are a few exceptions to this rule, namely: Oxford University Publishers but 'Publishers' would not be added to a publishing company, since that is their only business. For example, it would only be 'Sage' and not 'Sage Publishers').

Volume and edition numbers

The volume and/or edition numbers are not part of the Journal title, (i.e. are not italicised). Note the volume number is followed by issue/edition number in brackets followed by a colon and the journal page numbers of the specific article. No use is made of the abbreviations: Vol. or No. Journal titles are not abbreviated or given acronyms when referenced in the text for the first time. For example: SAJJCJ is written out as: *South African Journal of Criminal Justice*, the first time it is used as a reference in the text (and in the List of References) with the acronym in brackets after the full title, and thereafter you can use the acronym in the subsequent reference listings to this journal in the text.

Chapter in a publication

Please note the specific listing for a chapter in a publication, as well as the insertion after the chapter title of the page numbers in which it appears in the publication. If only one editor for the publication this is indicated in brackets after the editor's surname (no full stop after surname before the bracket) as: (Ed.). ...while multiple editors will be the abbreviation: (Eds). Note editor(s) initials come before their surname in the listing of the publication in which a chapter is listed. Note no full stop after the abbreviation 'Eds' (inside the bracket) and the cap 'E' in both usages and a full stop after the closing bracket.

The chapter title is followed by the page numbers of the chapter in the publication. The page numbers must also be indicated in brackets immediately after the chapter title and preceded by the letters 'Pp.' The page numbers bracket is then closed by a full stop, hence the 'In' (in which publication the chapter appears) has a capital letter.

If a publication has a number of editions, the specific edition consulted must be listed. In the example above, note the edition number is not written out as 'eighth' but as 8th. Also, that it is in brackets after the publication title, as well as the closing bracket is followed by a full stop. Note that 'edition' is not abbreviated at all.

No date or place of publication:

If the date of the publication is unknown, the abbreviation of the Latin expression '*sine anno*' (without a year): sa, is used in square brackets. For example:

According to Smith ([sa]: 12) there are... [or]...in that regard (Smith [sa]: 9) reports the following...

If the place of publication is unknown, the abbreviation of the Latin expression '*sine loco*' (without place): sl, is used in square brackets. In the List of References, use of 'sa' and 'sl' would appear as the following:

Smith, A.B. [Sa]. *Criminological approaches for Africa*. [Sl]: Wander Books

Note: In the list of reference sources, the 'S' of both *sine anno* and *sine loco* is capitalised (upper case) because it introduces a new element of the entry. In the in-text reference, however, the 's' is written with a small letter (lower case). As with the abbreviation s.v. (*sub verbo*) both abbreviations: sa and sl; are placed in square brackets in the listings.

The abbreviation cf. and use of ‘see’ / ‘see also’

The abbreviation: cf. is short for the Latin term ‘confer’, meaning ‘compare’, and is sometimes used when wanting to refer a reader to other material in order to make a comparison with the topic being discussed, as in ‘see, by way of comparison’, i.e. to reference a source that provides contrasting or opposing information.

But when you want to refer a reader to other similar work linked to the topic under discussion the term: ‘see’ or ‘see also’ is placed in brackets before the reference source so as to indicate sources of additional examples or supporting evidence.

Referencing information from the internet:

This is treated exactly the same as if it is a publication. In other words, look for an author. Sometimes this is merely the organisation on whose website such information has been found. Then try and establish a date for when the downloaded document was placed on the website or the report (often in pdf format) published. If the date of the publication is unknown, then use the abbreviation ‘sa’ and no place of publication indicated then the abbreviation ‘sl’ (as above example in the List of References [examples]). You must indicate a title for the document – this can be the first heading of the document. Then a publisher, usually the website organisation. For example: Consumer Goods Council of South Africa (CGCSA). No place of publication (sl) needs to be inserted unless indicated in the report/document downloaded.

Then the use of the terms: Available at: ...followed by the URL web address for the downloaded document. This is followed (in brackets) with the terms: (accessed on: ...or alternately the term: retrieved on: ... (again your choice of which of these two terms to use. Note: colon use after ‘at’ and ‘on’); followed by the date when such internet document was downloaded. The date should be written out as 6 March 2012 (required date format to be: dd-mm-yyyy, i.e. date of month, month name and year) but the format 06/03/2012 or 06-03-2012, can also be used. Please do not use the reverse format where the year appears first. Whichever of the three date formats above chosen and used by author(s), should be applied consistently throughout the submitted article. Note that the bracketed term (accessed on:...) or (retrieved on:...) is followed by a full stop. Also note that the term: ‘Available’, has a cap ‘A’ but ‘accessed’ (in brackets) lower case ‘a’ is used – and that there is no full stop after the URL web address before the bracket (accessed on:...).

*****NOTE:** Wikipedia references are not a primary source for referencing and are not academically acceptable in this journal’s articles.

Referencing videos from the internet:

A video (e.g. on *YouTube*) will be listed similarly to an internet listing (so that a reader can also find where to view it on the internet), namely: An Author(s)/Organisation(s)’ name(s) must be indicated. In other words, the person or organisation that uploaded it on *YouTube*. If none can be discerned, then Anon. (for Anonymous) must be used to indicate an author/producer of the video in question. The year date (if a video indicates such) followed by the title of the video; the month date when it was taken; and the URL where the video can be found. For example:

Crime Watch. 2014. *Hijacking in Chatsworth*. 5 May. Available at: <https://www.youtube.com/watch?v=7IaaXp92pFY> (accessed on: 20 June 2014).

The in-text reference to the video information used would then simply be: ...(Crime Watch, 2014).

Often the person(s), organisation or even a newspaper that uploaded the video will only appear in first few frames once the video is started. That would then be the identification of the uploader even if it has been uploaded onto the *YouTube* site. In other words, *YouTube* is not the originator of the video but is merely the hosting website. Another example of video referencing is as follows:

Radebe, M. 2015. WATCH: Daylight robbery at Kempton Park petrol station. *Facebook/ENCA*, 20 January. Available at: <http://www.enca.com/south-africa/watch-daylight-robbery-kempton-park-petrol-station> (accessed on: 22 June 2014).

The above example was posted by a Mr Radebe to his personal *Facebook* page but then found its way to the eNCA news website, hence the joint *Facebook/ENCA* as such in the List of References. All of this information is usually available on or in the actual video – author(s) must simply know for what they are looking and go looking for it on the viewed video being cited.

Encyclopaedias or dictionaries:

When you refer to encyclopaedias or dictionaries, you follow these in-text examples:

...(EB, 1964: s.v. “optics”)... [Here, EB refers to Encyclopaedia Britannica].

Or

...(Collins, 2003: s.v. “marijuana”)... [Here Collins refers to the Collins Dictionary].

Note: ‘s.v.’ is an abbreviation of the Latin expression ‘*sub verbo*’, which means ‘under the word’.

In the List of References this would then be listed as:

Collins Dictionary. 2003. [S.v.] “marijuana”. [SI]: Harper Collins Publishers (GB). Available at: <https://www.collinsdictionary.com/dictionary/english/marijuana> (accessed on: 25 July 2015).

Note: The placement in square brackets of s.v. with the ‘S’ a cap. ([SI] = *sine loco*.)

Referencing legislative Acts:

Note how legislative Acts are listed with the provision of as much detail as possible. For example: Department of Justice, South Africa. [as the authoring government department and country of origin of this particular Act.] The title of the Act [note insertion of the Act’s number in title], *Government Gazette*, [which is italicised – treated as a journal publication]. 524(31911). [the GG volume and issue no]. Pretoria: [place of publication] Government Printers [as the publishers/printers]. 18 February [date of GG and/or date Act assented to by the State President]. All this information is available on the actual published Act document in the *Government Gazette*. If no department is linked to the Act, please use: Republic of South Africa, or simply: South Africa, as the author.

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. (Note: Endnotes to appear just before the List of References and in TNR font 10).

South African Case Law:

Case law (cases and judgments) are usually reported in various so-called (South African) Law Reports. For example:

All SA = All South African Law Reports;

BCLR = Butterworths Constitutional Law Reports;

SA = South African Law Reports.

The examples above, if you were referencing information from them, would be listed in your List of References, as exactly as they appear above (under the heading: Case Law in your List of References and listed alphabetically). However, in your in-text referencing they would appear as follows (shortened): (*Holomisa v Argus Newspapers Ltd* [1996]) (If you have a page number from the court records – usually the judgement/decision document as appearing in the specific Law Report, then it can be inserted as part of your reference.)

Note the following: The names of the litigants in the examples of cases are *italicised*. Only first respondents surname is given. Other parties to the case are indicated as ‘and another’ or ‘and others’.

The date of the above *Holomisa*... example is in square brackets – only to indicate that 1996 was when the case was first lodged in court and also indicates that [1996] is not the date – which might be a few years after – when the case was finalised and judgement given. Specific **sections** of a case are referred to with reference to either the page(s), for example: 263H, where it is indicated in the reported volume, or a paragraph(s) of the judgment (as has become customary for judges in their judgements nowadays). The paragraph is identified by way of square brackets, for example: [137]. The letters after the date indicate in which Law Report (e.g. Butterworths Constitutional Law Reports = BCLR) the case was reported, followed by page numbers of that specific Law Report edition followed in brackets by the Court Division in which the case was heard. The reference to the court is in the letter or letters in the last parenthesis of the citation.

International Case Law

With the digitisation of much of international (Europe, UK and USA) case law, the tendency in listing such international cases has been towards more detailed referencing so that researchers can better track and find such international case law. The examples provided are from USA and Europe as preferred referencing examples to be used in this journal for international case law referencing. For example, in text referencing as follows:

...the subsequent decision of the Inter-American Court of Human Rights in the *Haitian Center for Human Rights v. United States* case (Inter-American Commission of Human Rights, 1997)... [or] ...the Refugee Convention and article 33 fall short of applying on the high seas, (US Supreme Court, 1993: 2549) the subsequent decision of...

[see examples above for how to list in the List of References]

TECHNICAL AND FORMATTING REQUIREMENTS:

Articles that are submitted for consideration should adhere to the following minimum standards and technical and formatting requirements before submission:

1. An **electronic copy**: document (article) file to be e-mailed to the Editor-in-Chief in MS Word. The file name of the article manuscript emailed attachment to be labelled as follows: author(s) surname(s)+shortened title of article.
2. **Length**: Contributions must be submitted in English and should preferably not exceed **20** typed A4 pages (electronically minimum word count should not be less than **7 000** words (approx. **15** pages) or exceed **10 000** words of **text** (approx. **20** pages) (excluding endnotes and list of references) (Extra page fees charged if 20-page limit exceeded.)
3. The **title** of the article (in uppercase/CAPS) and the **author(s) full first name and surname(s)**, designation/title, institutional affiliation, address & contact email should appear on the first page.
4. A **summary/abstract** of approximately 150-300 words on the first page of the submitted article must also be included. The abstract to be **italicised**.
5. **Keywords**: Directly below the abstract paragraph insert **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 in the first footnote.
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.
11. **Spelling:** Please make use (choose this as your default option) of the UK/SA spellcheck and NOT the USA one. For example, replace the ‘z’ in organization (US spelling) with an ‘s’ = organisation (UK spelling).
12. **Use of long quotes and italics:**
Long quotes 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 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. 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 cursor 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).
- Note:** **Even though the above longer-than-three-lines of text has been indented (from both sides) the quotation marks (double inverted commas) usage is retained. This is for technical reasons if the submitted article is run through the Turn-it-in programme so that it can recognise direct quotes. If these are not retained Turn-it-in will not recognise the whole paragraph as a word-for-word direct quote from an original source.**
13. **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).

- 14. 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 column centred.
- 15. 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. Only three levels of headings' format to be used, namely:
1. Main headings which are: **UPPERCASE** (CAPS);
 2. 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**
 3. 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: that there is no line spacing between a heading or sub-heading and the immediate following paragraph, a line spacing is inserted only before a heading and the preceding paragraph.
- 16.** Use of **dates** in text – as follows: 11 September 2001 and not September 11, 2001. Also no use of abbreviations as in 1st, 2nd or 3rd just 1, 2, 3... 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 above example.
- 17.** 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 the table or diagram and not after (below) it. 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: 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. Also 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. The source reference is also right justified to appear at the end of the line below the table. Please do not insert any shading into any table, keep the table cells clear. Table outlines must also be inserted but as single lines not double.

- 18.** 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 symbol:

- and not symbols such as: », √, *, #, Δ, ◇, ■. If your list is numbered, please use the numbering format as follows: 1. and not 1).
- 19. Use of footnote/endnote numbers in text:** Footnote/endnote reference numbers must be placed in the text after the full stop and not before it, with no space between the two. The same for after a comma (in the middle of a sentence), (i.e. not before but after the comma). Technically footnote/endnote text is TNR 10 font, single spacing, square justified with no space after the footnote text paragraph.
 - 20. Use of numbers/figures in text:** At the start of a sentence, any number is also always written out. For example: Thirty-three. (Note: written out double/triple figure numbers from 21 and above, have a hyphen. For example: Sixty-three or One-hundred-and-thirteen). Also percentages at the beginning of a sentence as: Seventy-five percent.... Note the use of percent and not % when a percentage is written out, as well as when used in the text (the percentage symbol % to be used in tables and when placed in brackets in the text). Double figure numbers when written out in the text always have a hyphen. For example: twenty-five or thirty-six or one-hundred-and-six. 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. Spacing: no spacing after currency denominator. For example: USD\$ sign and the figure (amount). For example: \$5 000 or R1 250. In addition, there is no space between a number and the percentage sign (e.g. 80% and not 80 %, with a space in-between). 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...
 - 21. 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.
 - 22. 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-barrelled 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.
 - 23. 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 = Public Order Policing or Proof of Payment. SOP = Standard Operating Procedure or Sea Operating Platform. Also 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 what the acronym stands for. 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), etc.
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- 24.** 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 Service’s obligations.
- 25.** 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:...the following issues will be discussed, namely – ...
- 26.** 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).
- 27.** Use of abbreviation for percentage. If used in a sentence, then to be written out as percent (note UK spelling and not as per cent) but when used in a table or in brackets then the symbol % is to be used. For example: Five percent and as (5% in brackets or in a table).
- 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.....*
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