

KOERS STYLE GUIDE

Nature of articles submitted to *Koers*

When submitting articles to *Koers*, authors should keep in mind that the editorial board of *Koers* prefers a certain kind of article in terms of the point of departure, the presentation of data, the conclusions arrived at, etc.

- **Typical *Koers* articles have an integrated principled/worldview grounding and are primarily reflective by nature. Therefore, the articles should not only be about presenting factual or empirical research but should be embedded in a broader (philosophical) reflective framework.**
 - A principled/philosophical reflection implies a critical evaluation of stated viewpoints. The author's own points of departure and ultimate position should be evident, among other things, from their conclusions or perspective.
 - Relevant ethical, moral or philosophical issues related to the topic of discussion could be integrated into the line of argumentation.
 - The subtitle of *Koers* is *Bulletin for Christian scholarship*. The basis of *Koers's* articles is thus Christian, but there is room for justified different views. Therefore, authors should converse/argue about relevant issues from a Christian perspective, although this does not mean that the author must be of the same opinion.
 - *Koers* is an accredited, interdisciplinary scholarly journal publishing articles from all research fields. Articles should thus be directed to the reader public of a specific discipline. Still, they should also be reader-friendly enough to accommodate a more comprehensive reader public, i.e., a reader public not necessarily conversant with the particular jargon and trends within a specific discipline. Articles should, however, still meet the required standards for scholarly articles published in an accredited journal.
1. **Agreement with authors: Exclusive publication rights:** The submission of an article entitles *Koers* to the exclusive right of publication in printed media as well as electronic and other media. All articles published in this journal are open-source and licensed under the [Creative Commons Attribution](#) license.
 2. **Nature of contributions:** *Koers* is an interdisciplinary journal. Articles from all fields of academic research are therefore welcomed, with the proviso that **articles should contain a statement or point of view based on principle** (that does not necessarily need to coincide with that of the editorial board).
 3. **Refereeing:** All articles will be refereed by at least two independent referees. Refereeing is done with complete anonymity and confidentiality. The identities of authors and referees are not divulged. Authors should **not identify themselves** by, among other things, inserting their initials, surnames or the name of their university in footnotes or phrases between brackets.

4. Formal requirements:

- **Language medium:** Manuscripts can be submitted in English, Afrikaans or Dutch.
- **Manuscripts** should be in A4 format, in double spacing, with generous margins. The manuscript must be language edited.
- **An electronic copy** of the article should be submitted for the initial refereeing process. The electronic article must be submitted at www.koersjournal.org.za (preferably as a Word document). Note: Submitting a manuscript is only possible if you have registered as an author.
- **The title page** should have the following details: the author's initials and surname, as well as the department, university, and personal email address. A private postal address (where a hard copy of the publication can be couriered) and a telephone or cellphone number (for urgent matters only) must also be provided.
- **Length:** Fifteen (15) printed A4 pages ($\pm 6\ 100$ words) is set as a general guideline.
- **Style elements**
 - The **title** should be as short and concise as possible. Headings and subheadings should be **numbered** with Arabic numerals with full stops in between. For example, 3. is followed by 3.1, 3.1.1, et cetera (to a maximum of four numerals, thus 3.1.2.3).
 - Titles of works: The main words in titles (nouns, adjectives, adverbs and main verbs) must be written in lowercase unless one of these words is a proper noun.

If the title has a subtitle, the subtitle must be preceded by a colon. The first word of the subtitle must be capitalised.

 - Example: Brown, T.L., LeMay, H.E., Bursten, B.E., Murphy, C.J., Woodward, P.M. & Stoltzfus, M.W. 2018. Chemistry: The central science. 14th ed. Harlow: Pearson Education.
 - Please provide suitable Afrikaans and English keywords for the article in alphabetical order. Keywords should be separated from each other by a semicolon. There should be no full stop at the end.
 - Articles should preferably be **divided into subparagraphs** with suitable numbered headings.
 - **Abbreviations** and lesser-known acronyms are not acceptable in the body of the text. An acronym used very generally, such as the USA, is acceptable.
 - When a word or phrase is used to refer to itself, it is placed in quotation marks, for example:
 - Defining “metaphor” is not so easy. (As opposed to, for example: A metaphor is a form of imagery that ...)
 - In the text, the concept of “settlement” is obtained ...

- Italics are used to indicate emphasis or to show that a word or phrase is used from another language, for example:
 - This article focuses on the role of the *first-person narrator* in Elsa Joubert's novel.
 - Adjectives (*byvoeglike naamwoorde*) can be used attributively or predicatively.
- Full stops are not used in the following cases:
 - in titles, such as Mr, Mrs, Prof, etc.
 - in qualifications such as MA, BEd, MEd, etc.
- Use double quotation marks (single quotation marks should only be used for quotes within quotes).
- Quotations of 40 words or longer may be indented and "blocked". Quotation marks are not used within indented passages. The same principle applies to quotations from participants/respondents (if applicable) that are used.
- Numbers from one to nine are spelt out, except in the following cases:
 - at the beginning of a sentence, for example: Fifteen learners failed Mathematics
 - page numbers, for example, page 2
 - chapter and section numbers of a book, for example, Section 3.2 of Chapter 3
 - law and article numbers, for example, Article 3(4) of the Wills Act (Act 7 of 1953)
- Capitalisation
 - The names of humanities, art movements and ideologies are written in lowercase, such as existentialism, capitalism, marxism, etc.
 - The names of religions are capitalised, such as Christianity and Buddhism. (Please note: This also applies to derivatives of these doctrines, such as Christian and Buddhist.)
- **Graphs, sketches, tables and diagrams** can be created in any computer program but must be saved in **jpeg** format.
 - Graphs, sketches, etcetera should be integrated into the finalised document.
 - The graphic files must also be submitted as separate electronic files. These graphs, sketches and diagrams must be submitted. The file name must be indicated clearly.
 - The font used in graphs, diagrams, etcetera should be in accordance with the font used in *Koers* (Arial) – preferably a size of 12 points.

- **Once the refereeing process has been completed** and the author has revised the article in accordance with suggestions, the revised manuscript and the **author's accompanying letter** have to be submitted as an electronic copy.
5. **Abstract:** All articles should be supplied with a language-edited abstract (summary in English) of about 200 words. Insert the **Afrikaans translation** of the Abstract (*Opsomming*) directly after the Abstract. Please indicate the article's title in **English** (for the Abstract) and **Afrikaans** (for the *Opsomming*).
 6. **Key concepts:** Insert three to four key concepts / terse phrases for indexing purposes. The Afrikaans translation must also be provided under *Kernbegrippe*.
 7. **Page fees:** Upon submission of a research article, authors of tertiary institutions in South Africa undertake to pay the prescribed publication fee / page fees should the article be approved for publication. (2024: R780 per page for a PDF page with 590 words/page). Authors can, however, usually have the page fees refunded from the research committee of their respective institutions. Page fees are subject to annual review. Take note that there are no submission charges. Page fees are only applicable once the article is published.
Koers publishes an average of seven pages per article.
 8. **Co-authoring:** Authors submitting articles that initially formed part of dissertations/theses should consult their study leaders/promoters before submitting the article.
 9. **Preliminary proof:** A preliminary proof of the article will be supplied to the author for proofreading. Please note that there is normally a period of three to nine months between submission and publication. The proof will typically be sent electronically. A list of changes indicating page, paragraph and line numbers on which changes occur must be sent via email.
 10. **Method of reference:** The **abbreviated Harvard method** of reference should be used. References in the text are done as follows: Anderson (1982:305) or (Anderson, 1982:305). In referring to works by Classical or Medieval authors, the name of the author, the Latin/Greek title of the work (in italics) and the book, chapter, paragraph or line references (in Arabic figures with full stops in between) should be provided, e.g.:

Vergilius (*Aeneis* 12.601); or
Cicero (*De Officiis* 1.13.2).
 11. **Footnotes:** The **use of footnotes should be limited** as far as possible. However, if it should be necessary to use footnotes, please indicate the footnote number on the relevant page in the text. Also, give the footnote text at the bottom of each relevant page.

References to sources provided in footnotes must be the same as in the main text. **Bibliographical details should not be included in footnotes** but should be provided in a bibliographical entry in the list of references.
 12. **List of references**
Bibliographical details of references should be provided in the list of references and not through footnotes.
Only works referred to in the article itself should be included in the list of

references and arranged alphabetically.

Please note that *Koers* prefers the use of the Harvard referencing style. Please consult the guidelines below regarding this matter.

Please use the author's name and the initial(s) / first name(s) as indicated on the book's title page or in the journal article.

Title:

Nouns are not written with capital letters, except proper nouns (the names of persons, places, etc.)

Books:

ANDERSON, H.W. 1982. *Stylistics*. London: Macmillan.

ALFAU, F. 1988. *Locos: A comedy of gestures*. London: Viking.

The **place of publication and the publisher** should be stated. **Titles are not in italics.**

Journals:

VAN NIEKERK, P.J. 1985. Capitalism or socialism: a spurious dilemma. *Koers*, 50(1):38-55.

Titles of journals are given **in italics**. Please note: Quotation marks should not be used. Relevant page numbers should be stated.

Dissertations and doctoral theses:

COX, M.P. 2003. *Drinking among university students*. Pretoria: University of Pretoria. (Dissertation – MA)

Chapter in a compendium:

MASSIMO, J.L. 1970. Psychology and the gymnast. (*In* George, G., ed. *The magic of gymnastics*. Santa Monica: Sundby Publications. pp. 31-33.)

The relevant page numbers should be stated when referring to contributions in compendiums.

Use of the Internet:

NUNES, J. 1997. Hypermedia as a learning tool.
<http://www.shef.ac.uk/~is/lecturer/ircont.html> Date of access: 14 Oct. 2015.

Newspaper reports:

- In quotations from **anonymous newspaper reports**, the reference is made under **Anon.**

Example (in the text of the article):

It was recently stressed that "only sensational elements from new novels are highlighted in newspapers" (Anon., 2005:12).

In the list of references:

ANON. 2005. Critics criticise media coverage. *Sunday Times*: 12, 24 Feb.

- Newspaper reports in which the **name of the author stated:**

Example (in the text of the article):

Parents angrily responded to media reports on language tuition in schools (Roberts, 2005:13).

In the list of references:

ROBERTS, S. 2005. First language is always the best language!
Argus:13, 14 March.

Please take note of the following: Although *Koers* prefers the use of the Harvard referencing style, *Koers* also permits the use of the APA referencing style and the referencing style for Law. Click on the following link where guidelines for the two mentioned referencing styles are available: [chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://library.nwu.ac.za/sites/library.nwu.ac.za/files/files/documents/referencing-guide-2020b.pdf](https://library.nwu.ac.za/sites/library.nwu.ac.za/files/files/documents/referencing-guide-2020b.pdf).

13. **Layout:** Title of the article and section headings: The main words should not be in uppercase, except for proper nouns in the title and section headings.
14. **Opinions:** Opinions expressed in the articles are those of the author and are not necessarily endorsed by the editorial staff or the *Koers* Society of South Africa.
15. **Contributions, correspondence and subscription**
All *Koers* articles are available free of charge on the *Koers* website (www.koersjournal.org.za). At the end of each publication year, subscribers will receive a hard copy of all the articles published in *Koers* during that year. Any queries regarding subscription fees, single copies and contributions can be directed to the editor:

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