

KOERS STYLE SHEET

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 as far as point of departure, the presentation of data, the conclusions arrived at, et cetera, are concerned.

- **Typical *Koers* articles should have an integrated worldview as foundation, and should be predominantly reflective in nature. Articles should thus not merely be the presentation of factual or empirical research, but be embedded within a wider (philosophical) framework – articles should reflect a definite underlying worldview – an aspect that could feature, for instance, in the author’s point of departure, the stance he/she takes, or the conclusions drawn.**
 - 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* articles is thus Christian – but room is left for justified differences in opinion. Authors should therefore converse/argue about relevant issues from a Christian perspective. It does not mean the author has to agree with it.
 - *Koers* is an accredited interdisciplinary scholarly journal publishing articles from all fields of research. Articles should thus be directed to the reader public of a specific discipline, but should also be reader-friendly enough to accommodate a wider reader public, i.e. a reader public not necessarily conversant with the specific jargon and trends within a certain discipline. Articles should, however, still meet the required standards for scholarly articles published in an accredited journal.
1. **Agreement with authors:** Right of publication: The submission of an article entitles *Koers* to exclusive right of publication, both in printed and in electronic and other media. All articles published in this journal are open-source and licensed under the [Creative Commons Attribution](#) license.
 2. **Nature of articles:** *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 in principle** (that needs not necessarily 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. Identities of authors and referees are not divulged. Authors should **not identify themselves** by for instance inserting their initials, surnames or name of university in footnotes or in phrases between brackets.
 4. **Formal requirements:**

- **Language medium:** Manuscripts can be submitted in either English, Afrikaans or Dutch.
- **Manuscripts** should be in A4 format, in double spacing, with generous **margins**. The manuscript has to be finally edited with regard to language and general finish.
- **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, department, university, personal e-mail address. Also supply a private postal address (where a hard copy of the publication can be couriered) and a telephone or cellphone number (for urgent matters only).
- **Length:** A length of 15 printed A4 pages (± 6 100 words) is set as general guideline.
- **Facets of style**
 - The **title** should be as short and succinct 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).
 - The title **must be in lower case**, except where capitals are essential.
 - 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 SABC, is acceptable.
 - **Italics** should be used only as an indication of emphasis of a word or as an expression from another language.
 - **Graphs, sketches, tables and diagrams** can be created in any computer program, but must be saved in **jpeg** format.
 - **Graphs, et cetera should be integrated into the finalised document.**
 - These graphs, sketches and diagrams must be submitted – each graph with its own name stated clearly.
 - The font used in graphs, diagrams, et cetera should be in accordance with the font used in *Koers* (Arial) – preferable 12-pt size.
- **Once the refereeing process has been completed**, and the author has revised the article in accordance with suggestions, the revised

manuscript and the **accompanying letter** of the author 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. Directly after the abstract: insert the **Afrikaans translation** of the abstract. Please indicate the title of the article in **English** (for the abstract) **and in Afrikaans** (for the *Opsomming*).
6. **Key concepts:** At the end of the article: insert 3-4 key concepts/very short phrases to be used for indexing purposes. Also supply the **Afrikaans translation** under *Kernbegrippe*.
7. **Page fees:** Upon submission of a research article authors of tertiary institutions in South Africa undertake, should the article be approved for publication, to pay the prescribed publication fee/page fees (2020: R600 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.

There is an average of seven pages per article.
8. **Co-authoring:** Authors submitting articles which originally formed part of dissertations/theses should consult their study leaders/promoters prior to the submission of the article.
9. **Preliminary proof:** A preliminary proof of the article will be supplied to the author to proofread. Please note that there is normally a period of 3-9 months between submission and publication. The proof will normally 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. Should it, however, be necessary to make use of footnotes, please indicate the footnote number on the relevant page in the text and give the text of the footnote at the bottom of each relevant page.

References in footnotes: the same as in the main text. **Bibliographical detail should not be included in footnotes**, but should be given 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 by way of footnotes. **Only works referred to in the article** itself should be included in the list of references, and should be arranged alphabetically.

Please use the name of the author and the **initials/first names (authors' name)** as it is indicated on the titlepage of the book or in the article (journal).

Title:

Nouns are not written with caps – only proper names of persons, places, et cetera.

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**. No quotation marks are used with titles of articles in journals. Relevant page numbers should be stated.

Dissertations and doctoral theses:

COX, M.P. 2003. *Drinking among university students*. Pretoria: University of Pretoria. (M.A. dissertation.)

Chapter in a compendium:

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

Contributions in collections (Acta/compendia): **the relevant page numbers should be stated.**

Use of 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:

- Quotations from **anonymous newspaper reports**: 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 – **name of 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 always the best language! *Argus*: 13, 14 March.

13. Layout:

Title of article and subparagraphs in the text of the article (lower case, except where capitals are essential).

Headings of paragraphs: do not use capital letters.

14. Opinions: Opinions expressed in the articles are those of the author and are not necessarily subscribed to by the *Koers Society of South Africa*.

15. 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 that were published in *Koers* during that year. Any queries regarding subscription fees, single copies and contributions can be directed at the editor:

Koers
Buro vir Wetenskaplike Tydskrifte
P.O. Box 19124
Noordbrug
2522

E-mail: editor@koers.co.za