

GENERAL GUIDELINES FOR CONTRIBUTORS TO *SCIENTIA MILITARIA: SOUTH AFRICAN JOURNAL OF MILITARY STUDIES*

Thank you for considering submitting to our journal. We and our readership look forward to reading the final product. This page aims to provide some general recommendations for contributors. However, providing guidelines and being prescriptive about using a particular style of reference in a multidisciplinary journal such as *Scientia Militaria* is difficult but necessary. The general guidelines and referencing styles below are for uniformity and appearance, to simplify the editorial process, and to avoid unintentionally influencing the peer-review process. Thus, all submissions should conform to the journal's requirements below.

Please note that the editorial team will not consider submissions for publication if they do not contain any references, have similarities to other texts, or use an alternative referencing style or method. If you used any electronic referencing system, such as Mendeley or EndNote, you would need to deactivate the program and convert all endnotes to static text before submitting your article to the journal.

Please also remember to provide all the requested information (such as ORCID ID, page numbers, and written permission for material reproduction) to ensure your paper is not delayed while we request the missing information from you. Finally, do not hesitate to contact the editorial team for clarification if any guidelines or explanations are unclear.

We look forward to receiving your paper.

Editorial Contact Details

The Editors
Scientia Militaria
Private Bag X2
Saldanha 7395
South Africa

E-mail: kleynhans@sun.ac.za

Tel: +27-22-702-3102

Fax: +27-22-702-3060

ORCID^s

An ORCID is unique, like an ID or password number specifically referring to an individual scholar. All academics should thus have an ORCID ID since it ensures that potential readers can quickly locate and identify your research, which means you gain more recognition, citations, and followers. You can easily register if you do not have an ORCID ID yet (please [click here](#)).

Submissions

Only Microsoft Word files will be accepted. In addition, authors must submit two files. One file should contain all the information, and the other should be anonymised for peer-review. The file containing all information should be saved as (year-Surname-short title), for example:

(2023-Skywalker – The Mysteries of the Galaxy).

The anonymised file should be saved the same but include 'For Peer-Review' at the end as here (year-Surname-short title – For Peer-Review). For example:

(2023-Skywalker – The Mysteries of the Galaxy-Anonymised).

The following information should also be removed from the anonymised file.

- All author names;
- All author affiliations;
- All author e-mail addresses;
- All author ORCID's and social media handles;
- All author biographical notes;
- Headers and footers that would reveal author identities;
- Self-citation in the main text or endnotes which might reveal your identity;
- Acknowledgements;
- Funding;
- References to authors in figure and tables captions;
- Clinical trial numbers and registration dates;
- File identifiers that would reveal author identities;

Article Processing Charges (APC) and Submission Charges

This journal does not charge any article processing or submission charges.

Word Length

Articles should be between 7 000 and 10 000 words in length, including endnotes, graphs, figures and lists.

Book reviews should be between 800 and 1 200 words in length, including endnotes, graphs, figures and lists.

Abstract

Abstracts accompanying Articles should be between 150 and 250 words in length.

Keywords

Please also provide 5–8 keywords for indexing.

Keywords

Authors of main articles must please include a short biography in the first endnote.

Publishing from a Treatise, Thesis or Dissertation

We welcome any current or past students to submit research from their ongoing or completed studies. The only requirement is that authors submitting articles, which originally formed or forms part of their treatise, dissertations, or theses, should consult with their supervisor(s) before submission and obtain written confirmation to publish as sole author. Moreover, also ensure that you revise your article before submission, as we will not publish an article that reads as a treatise, dissertation, research proposal or thesis.

Format and Layout

Please see the format and layout requirements in the section below if not using the template. However, to save time, we recommend downloading our templates along with this guide to help you prepare your article for submission.

Font	- Times New Roman
Margins	- Normal (2,54 cm)
Text Distribution	- Justified
Spacing	-1,5 spacing. -No spacing before and after paragraphs, -One space between paragraphs, -Two spaces between sections
Paragraphs	-Second paragraph onwards, after the heading, select First Line indented (1,27 cm)
Main Body Text	-12 pt font
Endnotes	- Single spacing, 10 pt font
Page Numbers	- Bottom in the middle -Arabic numerals

Headings

Indicate the hierarchy of levels, preferably not more than two, as follows:

Article Heading	Bold, 14 pt font
Level 1 Heading	Bold, 12 pt font
Level 2 Heading	Bold, Italic, 12 pt font
Level 3 Heading	Italics, 12 pt font

Lists

All lists need to begin with capital letters. The end of each list item requires semicolons, and the final bullet item requires a full stop. For Example:

- Use this symbol for bulleted lists;
- Use this symbol for bulleted lists;
- Use this symbol for bulleted lists.

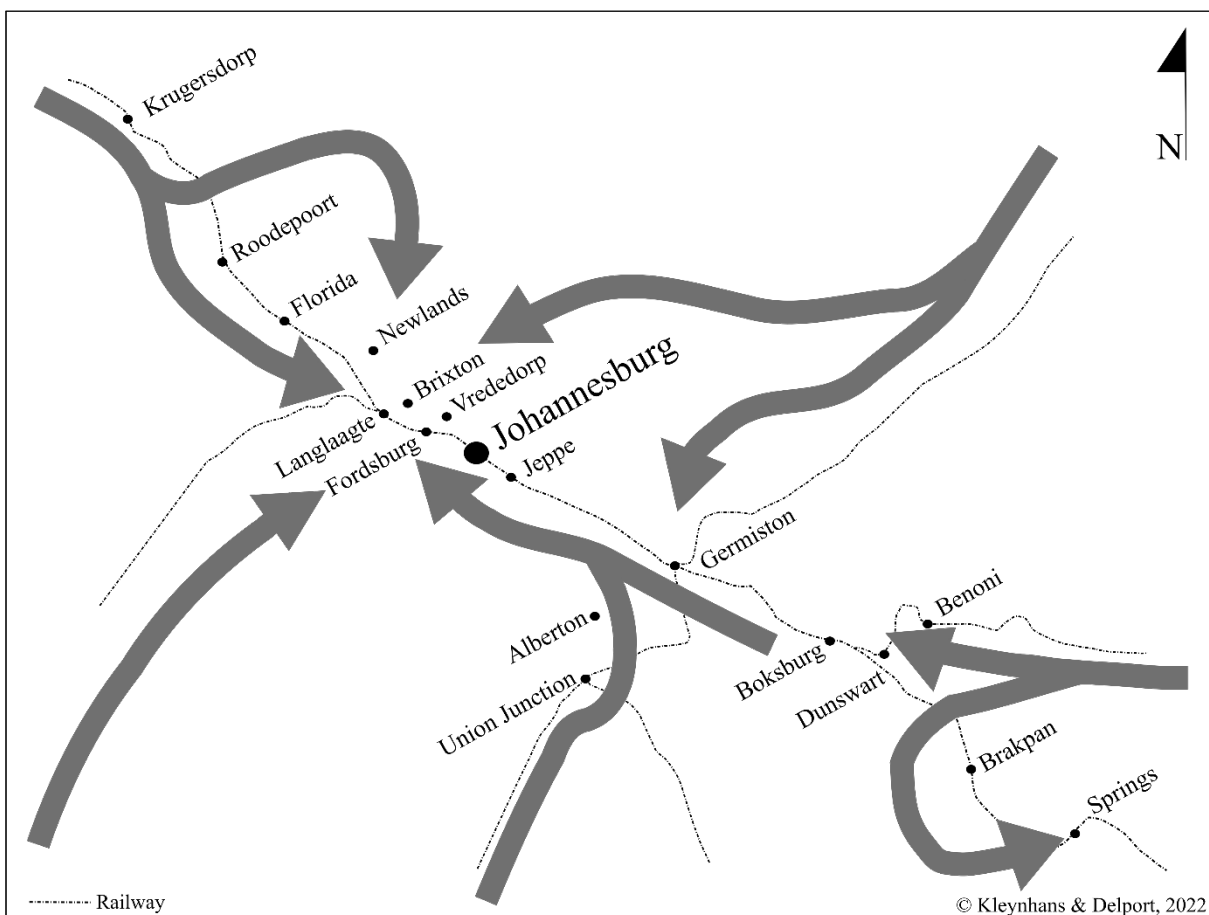
- (1) Use this format for numbered lists;
- (2) Use this format for numbered lists;
- (3) Use this format for numbered lists.

Maps, Tables, Graphs and Figures

Where maps, figures and graphs are presented, they must be professionally produced and ready for photographic reproduction. Maps and figures (images) must be in high-resolution format. All tables must be editable.

Tables, graphs, maps and figures should be numbered chronologically using Arabic numerals. Captions (in italics) should be placed below each item and referenced using an endnote (not in italics). Captions must include the matching number from the main text reference. The table, graph, map, figure, and caption should be centred on the page.

Remember to obtain permission and include the acknowledgement required by the copyright holder if it is reproduced from another source. If the item is compiled from self-collected data, it still needs to be referenced. For example:



Map 1: Type your caption here, followed by the reference.²

Rank	AES	POW	Africa Star	Italy Star	Total
Lt Col	1	-	1	-	1
Maj	-	-	1	1	1
Capt	1	-	-	-	1
Lt	2	-	2	1	3
WO	-	-	1	-	1
SSgt	-	-	-	-	1
Cpl	-	-	1	1	1
Pte	-	1	3	5	6
Seaman	-	-	1	1	1
Unknown	-	-	1	1	1
Total	4	1	11	10	17

Table 1: Type your caption here, followed by the reference.²

Numbers

Numbers from one to ten (not 1 to 10) are written out, except dates, page numbers, percentages, etc. Arabic numerals should be used to indicate numbers above 10. For example, 10, 40, 78, 174. The exception, in this case, is when there is a string of three or more numerals in a single paragraph; then, to make comparison easier, all of them are written in Arabic numerals.

A hard space must be used as the thousand's separator, for example, 1 000, and a comma for decimals, for example, 6,5 per cent.

The term 'per cent' is used in the text, while the symbol (%) should be used in tables, graphs, etc.

Dates

Use day, month, and year (for example, 13 January 2023).

Do not abbreviate the names of the months.

Do not write "in the year of" or "on the 1st day of June in 2010".

Centuries should be written out. For example: 'nineteenth century', not '19th century'.

Quotations

Use curled double-inverted commas [“ ”] to indicate informal or colloquial phrases.

Use curled single inverted commas [‘ ’] to indicate direct quotations.

Use square brackets to indicate authors' insertions and changes to the original text [as here and below]. Additional emphases are noted as [my italics/emphasis]. Omissions are indicated by one space, three ellipses, and another space. For example ... as can see here.

If a quote is used, which in its original text starts at the beginning of the sentence indicated by the uppercase, but now forms part of a sentence in your text, show the lowered case in [b]rackets. For example, As Hagrid wrote in his book, '[c]entaurs are very proud creatures which should not be disrespected.'⁹ In the original text, the sentence started with 'Centaur are very...', while here, the quote forms part of a sentence; thus, it is written in lower case.

Long quotations (40 words or more) are usually indented (2 cm on each side) and blocked (justified), single spacing and without quotation marks. Do not italicise these indented paragraphs. See the example below:

Scientia Militaria: South African Journal of Military Studies is published bi-annually by the Faculty of Military Science [of Stellenbosch University]. It is an accredited, peer-reviewed scholarly journal which investigates a broad spectrum of matters and issues relating to military affairs ... and publishes both discipline-based and inter-disciplinary research.⁷

If using a direct quote not found in its original source but already used in another secondary source, it should be indicated accordingly in the endnotes. For example:

⁹ Nigel Adhikari quoted in H Giliomee & B Mbengu, *New History of South Africa* (Cape Town: Tafelberg, 2007), 370

Abbreviations and acronyms

Abbreviations and acronyms should be given in full when they occur for the first time, followed by the abbreviation/acronym given in uppercase in brackets. Do not use full stops in acronyms, for example, U.S.A., R.S.A, U.N. Instead, write USA, RSA, UN. Also, avoid using abbreviations/acronyms in headings. For example:

The South African National Defence Force (SANDF)

Endnotes

The Journal uses endnotes only; no reference list is published except by prior arrangement in the case of special thematic issue. Endnotes should thus give full details of publications and other sources.

All direct quotes or ideas require a reference with a specific page number. Page numbers referenced should not extend past three pages. For example, 1-3.

No page numbers are required when referring to a central idea in a specific work or information that is common knowledge, such as the year when South Africa became a democracy.

The endnote indicator must be placed after the argument, not after the name(s) of the author(s). For example, Hermann Giliomee and Bernard Mbengu argue that the SADF conducted ‘... one of the most successful counter-insurgency campaigns in history’ in Namibia.⁵ Please note that the indicator always comes after the punctuation. For example:

⁵ H Giliomee & B Mbengu, *New History of South Africa* (Cape Town: Tafelberg, 2007), 370.

The exception to this rule is in the case of a direct quote. The footnote will be inserted after the single inverted commas in this case.

Endnotes should be numbered consecutively in Arabic figures.

The upper-case style is used for the titles of books and articles.

If the name of the author of a referenced source is unknown, it should be indicated as Anon., indicating Anonymous in place of the initial and surname. The same applies if the date is not known and indicated as n.d. However, authors are encouraged to supply the information and may use *World Catalogue* for assistance ([click here](#)).

Abbreviations and short-hand references such as *Ibid.*, *op. cit.* and *loc. cit* should be avoided. *Et al.* may be used where appropriate and should be italicised. See further examples below.

A space (Tab key on the keyboard) should follow the Arabic figure and the beginning of the reference. The subsequent lines as well by holding Ctrl and pressing T on the keyboard. Notice the alignment below:

⁵ EP Kleynhans, *How to spot a Bird and Identify it for Dummies: A Practical Guide for “Wannebe” Birders in Southern Africa* (Kleinmond: Beast Publishers, 2023), 36-38.

⁶ E Jordaan, *My Journey: One Man’s perilous Tale of how he conquered Malgas Kop during the Winter Solstice* (Bettiesbaai: Strikdas Drukkers, 2019), 12, 67, 309.

⁷ Delpont *et. al.* (eds.), *An Exploration of escape attempts from Azkaban Prison over the Ages, 1320-2020* (Diagon Alley: Platform Nine and Three Quarters, 2023).

Language

Italics are used for the titles of books, periodicals, and newspapers, as well as the title of legislation. For example, the *Defence Act (No. 13 of 1912)*, subsequently referred to as the *Defence Act*.

Use gender-neutral language and language free of derogatory assumptions or allusions based on race, ethnicity, religion, disability, birth or family status.

Use English (United Kingdom) or English (South African), not English (United States). Set your language preference and spell checker accordingly. Take note of the following differences:

- In the UK and South Africa (this journal):
 - Use -yse for words such as ‘analyse’;
 - Use -our for words such as ‘favour’, ‘flavour’, and ‘colour’;
 - Use ae in words such as ‘aesthetic’ and ‘encyclopaedia’;
 - Use of e and d ‘learnt’ and ‘centre’.
- In the United States:
 - Use -yze for words such as ‘analyse’;
 - Use -or for words such as ‘favor’, ‘flavor’, and ‘color’;
 - Use e in words such as ‘esthetic’ and ‘encyclopedia’;
 - Use of e and d ‘learned’ and ‘center’.

Also note, for instance, “learnt” and “learned” are two different things in English. Also, “hanged” and “hung” are very different. So it is good to check if in doubt.

Style of Reference

Books

References to books should give the initial(s) without punctuation, the surname(s) of the author(s), comma, the title in full (italicised) followed by only a space and (within brackets) the place of publication, followed by a colon, space, the publisher, comma, and the date of publication, followed by a comma and the page(s) referred to and a full stop. For example:

J Keegan, *War and our World* (New York: Vintage Books, 2001), 66–67.

More than one author is indicated with the ‘&’ symbol, not written out as ‘and’. For example:

KL Surrey & L Bank, *Women in Modern Warfare* (London: Brothers Inc, 2001), 67.

All subsequent references to the same book should use the surname(s), no initials, of the author(s) and a short title, followed by the page numbers. For Example:

Keegan, *War and our World*, 67.

Edited Book

If referring to an edited collection, it should be written as follows: initial(s) and surname(s) of the editor(s), (ed.) or (eds.), comma, the title in full (italicised), the place of publication, the publisher and the date of publication (within brackets). For example:

KL Bank & JJ Granger (eds.), *Magical Creatures of the Underworld* (Cape Town: Double Storey, 2006).

D Vader (ed.), *The Rise and Fall of the Republics* (Tatooine: Galaxy, 2006).

All subsequent references to the same source should use the editor's surname and a short title:

Vader (ed.), *The Rise and Fall of the Republics*.

This reference style is only used if referring to the source in a general sense in its entirety, for instance, in a literature review. The chapter should be referenced as shown below if referring to specific pages or sections in the book.

Chapter in Edited Collection

When referencing a chapter in an edited book, you should give the initial(s) and surname(s) of the author(s), the title of the article (within single inverted commas), followed by the full details of the book as shown above. If referring to the chapter in its entirety, the pages need to be referenced accordingly. For example:

N Mashatola & P Bester, 'Posttraumatic Growth: New Opportunities for the South African Military', in NM Dodd, PC Bester & J van der Merwe (eds.), *Contemporary Issues in South African Military Psychology* (Stellenbosch: SUN PReSS, 2020), 205–232.

All subsequent references to the same source should use the author's surname and a short title:

Mashatola & Bester, 'Posttraumatic Growth', 209.

Journal Articles

References to journal articles should give the initial(s) and surname(s) of the author(s), the title of the article (within single inverted commas), the title of the journal in full (italicised), and the volume, issue number, date in brackets and page number(s). For example:

IJ van der Waag, 'Smuts's Generals: Towards a First Portrait of the South African High Command, 1912–1948', *War in History*, 18, 1 (2011), 22–61.

Subsequent references to the same source should use the surname(s) of the author(s) and a short title:

Van der Waag, 'Smuts's Generals', 28.

Honours Treatises, Masters Theses and Doctoral Dissertations

Before referencing an unpublished treatise, thesis, or dissertation, make sure that the study has not already been published in a book format or that the chapter has not been published as an article since it is preferable to cite the most recent source material. If the material has not been published, then the original study can be referenced as indicated below.

References to a treatise/thesis/dissertation should give the initial(s) and surname of the author, the title of the study (italicised), and the degree, the university where it was awarded and the date (within brackets):

B Mokoena, *Conflict and Peace in Burundi: Exploring the cause (s) and nature of the conflict and prospects for peace* (MA Thesis, Stellenbosch University, Stellenbosch, 2006), 160–167.

Subsequent references to the same thesis should use the author's surname and a short title:

Mokoena, *Conflict and Peace in Burundi*, 182.

Archival References

Archival references should indicate the archival depot, library, or museum and identify the collection or group of documents or papers. The abbreviations for the various government archive depots can be found online ([click here](#)). Full stops should not be used in citing archival references; for example, use DOD, not D.O.D.

Archival material is referenced first by writing the depot's name, followed by the abbreviation in brackets, the archival group name, followed by the abbreviation in brackets, the box number, the file number, the name of the file, and the date. For example:

Department of Defence Archives (hereafter DOD Archives), Union War Histories Civil (hereafter UWH Civil), Box 607, File 1A, Interview with Private Venter re Tobruk, 10 July 1947.

Subsequent reference to this archive and/or archival group use the abbreviation of the archive depot and archival group as follows:

DOD Archives, UWH Civil, Box 607, File 1A, Interview with Private Venter re Tobruk, 10 July 1947.

A diary or journal found in the archives should be referenced as archival depot, box or collection number, name, and item type, followed by the entry date. For example:

NASAP, A164 Captain RC Forbes Collection, Diary, Tuesday 25 July 1936.

Books, pamphlets, government reports and other items found in archives or museums should be independently referenced as you would if found in a library.

Government Publications

Government Reports

Blue books, white papers, commissions of inquiry and other similar government reports are referenced by first noting the series, for instance, UG (Union of South Africa) or SC (Select Committee), followed by the number in the series, the abbreviated year of publication, the title in italics, the publisher, the year of publication and either a full stop or page number(s). For example:

UG 10-'15, *Report on the Outbreak of the Rebellion and the Policy of the Government with Regard to its Suppression (Fouche Report)* (Pretoria: Government Printing and Stationary Office, 1915), 23.

Subsequent references can be cited as follows:

UG 10-'15, *Report on the Outbreak of the Rebellion*, 34.

Another example:

UG 35-'32, *Annual Report of the Department of Defence for the Year ended 30 June 1932* (Pretoria: Government Printer, 1933), 1.

Subsequent references can be cited as follows:

UG 35-'32, *Annual Report of the Department of Defence*

Another example of a different series:

SC 2-'11, *Report of the Select Committee on Hansard* (Cape Town: Cape Times Limited, 1911), 2.

Subsequent references can be cited as follows:

SC 2-'11, *Report of the Select Committee on Hansard*, 56.

Parliamentary Debates

When referring to parliamentary debates, the country is noted first, then parliament's name, the session and parliament is noted, the dates that parliament was in session, the place, publisher and date in brackets. For example:

Union of South Africa, *House of Assembly. Debates of the Second Session of the First Parliament, 1912. Comprising the period 26th January to 24th June 1912* (Cape Town: Cape Times Limited, 1912), cols. 15-16.

Subsequent references can be cited as follows:

House of Assembly Debates, 7 September 1948, col. 1727.

Government Gazettes

Government notices and proclamations published in government gazettes are cited by first noting the number of the notice/proclamation, the title, the date it was signed, government gazette in italics, the number and volume of the gazette, the publication date and the page number. For example:

Government Notice No. 54 – Military Pensions Commissioner, 13 January 1916, *Government Gazette*, No. 705, Vol. XXII, 14 January 1916, 47.

Please take special care of the difference between the two dates: one for when the government notice/proclamation was signed, the second for the publication of the Government Gazette – in other words, the date of actual publication. This is important, for some matters are implemented from the date of signing, others from the date of publication.

Legislation

Legislation is italicised in the main text and the endnotes, followed by the number and year of promulgation in brackets. For example, the *Defence Act* (No. 13 of 1912). Where applicable, refer to the specific section, article or clause. For example:

Section 134 of the *Defence Act* (No. 13 of 1912).

Legislation is subsequently referred to as the *Defence Act* or Section 134 of the *Defence Act*.

Newspapers and Magazines

Newspaper articles and magazines are cited similarly to journal articles and the government gazette. The author's initial is cited first, followed by the surname, the article's title in single inverted commas, the newspaper and magazine name in italics, the date of publication and the page number. For example:

A Mazinsky, 'The Tactical Application of Airpower in Modern Times', *Strategy Weekly*, 28 October 2009, 45-46.

If the magazine has various issues and volumes, it should be included as with journal articles/government gazettes.

Subsequent reference to this source can be made as follows:

Mazinsky, 'The Tactical Application of Airpower'

Internet Sources

Internet sources should be avoided, especially where their origins or accuracy is uncertain. In cases where reputable internet sources are used, they should be cited with the full URL and the date the site was accessed.

Internet sources should be cited by initial(s) and surname of the author, the webpage's title in single inverted commas, the site owner in italics, date. <URL> Accessed on date with day, month and year. For Example:

L Engelbrecht, 'Analysts Welcome Defence Budget Boost', *DefenceWeb*, 28 October 2009. <http://www.defenceweb.co.za/index.php?option=com_content&view=article&id=4918&Itemid=379> [Accessed on 3 June 2022].

Line breaks in URLs should be avoided as far as possible, and the copyeditor will indicate breaks in the final text.

Subsequent reference to this internet source can be made as follows:

Engelbrecht, 'Analysts Welcome Defence Budget Boost'

Conference, Symposium Seminar Papers

Cite conference, symposium and seminar papers by first noting the initials, last name, followed by the title in single inverted commas, full stop, then 'Paper presented at' Name of Conference/seminar/symposium, place, date with day, month and year. For example:

B Heuser, 'Strategy Making: The Theory vs the Practice'. Paper presented at the First South African Conference on Strategic Theory, Stellenbosch, 11 June 2009.

Subsequent reference to this source can be made as follows:

Heuser, 'Strategy Making: The Theory vs. the Practice'

Films

Films/videos/documentaries are cited similarly to books. The director's initials and surname, followed by dir in brackets, the title of the film in italics, original release date, city (if available), production company, and year edition in brackets, followed by the medium type. When referring to a specific time frame, these should be cited in minutes and seconds, like a page number.

BG Hutton (dir), *Kelly's Heroes* (1970; Hollywood, United States: Metro-Goldwyn-Mayer, 2002), DVD.

Subsequent reference to this video can be made as follows:

Hutton (dir), *Kelly's Heroes*.

In the case of an online video, first cite the title in single inverted brackets, the file type, name of the Website where it is posted in italics, followed by 'Posted' by poster, date posted, time frame in MM:SS followed by a full stop. Then the URL and date accessed. For example:

'Feature Interview - Part 1 - Professor Peter Leahy AC, University of Canberra', Online Video on *Youtube*. Posted by WA Defence Review, 11 April 2018, 5:02. <<http://www.youtube.com/watch?v=AJzU3NjDikY>>[Accessed on 3 June 2022].

Line breaks in URLs should be avoided as far as possible, and the copyeditor will indicate breaks in the final text.

Subsequent reference to this internet source can be made as follows:

'Feature Interview - Part 1 - Professor Peter Leahy AC, University of Canberra', Online Video on *Youtube*.

Using 3rd party material

Authors should note that it is their responsibility to obtain the necessary written permission to include copyright material in their article owned and held in copyright by a third party as part of their Author Publishing Agreement with *Scientia Militaria*. Such material may include, for example, an archival photo or published cartoon. Other examples may include but are not limited to, proprietary text, illustration, table, or other material, including data, audio, video, film stills, screenshots, musical notation, and any supplemental material.

Understanding copyright for journals

It is every author's responsibility to make themselves fully aware of any copyright implications that protect original creative work, including academic articles. Copyright allows the creator of a work to decide whether and under what conditions their work may be used, published and distributed by others. As such, it governs how others can use, publish and distribute articles.

Copyright Notice

Authors, and copyright holders, may use the published version for teaching purposes in books, theses, dissertations, conferences and conference papers.

A copy of the authors' published version may also be hosted on the following websites:

Non-commercial personal homepage or blog.

Institutional webpage.

Authors Institutional Repository.

The following notice should accompany such a posting on the website: This is an electronic version of an article published in *Scientia Militaria*, Volume XXX, number XXX, pages XXX - XXX□, DOI. Authors should also supply a hyperlink to the original paper or indicate where the original paper (<http://scientiamilitaria.journals.ac.za>) may be found.

The authors' published version, affiliated with Stellenbosch University, will be automatically deposited in SUNScholar, the University's Institutional Repository.

Articles, as a whole, may not be re-published in another journal, without written consent from the Editor.

The following license applies:

Attribution CC BY-NC-ND 4.0

Privacy Statement

The names and e-mail addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.