

SOUTH AFRICAN JOURNAL OF AGRICULTURAL EXTENSION - DIRECTIVES TO AUTHORS

1. EDITORIAL POLICY

- 1.1 Only original scientific contributions relating to agricultural extension will be considered for publication. By “scientific originality” is meant:
 - original thought; and
 - responsible scientific reasoning.
- 1.2 Conclusions must as far as possible be empirically founded.
- 1.3 Because of the multi-disciplinary nature of agricultural extension, contributions from other learned disciplines can also be considered for publication on condition that the articles under consideration have sufficient bearing on agricultural extension.
- 1.4 Submission of a paper will be taken to imply that the material has not been published previously, and is not being submitted for publication elsewhere.
- 1.5 The South African Society for Agricultural Extension (SASAE) does not necessarily subscribe to the opinions/conclusions expressed by authors in its Journal. Authors carry the full responsibility themselves regarding the correctness of their publications.
- 1.6 Copyright of all published material rests with the SASAE.
- 1.7 All submitted articles are reviewed by a panel of SASAE adjudicators and at least two outside referees to determine whether an article can (or cannot) be published.
- 1.8 To facilitate the international exchange of knowledge, articles should be written in English. Articles that have been presented in Afrikaans, should be accompanied by a comprehensive summary in English. Such a summary should comprise approximately 20 percent of the total length of the article.
- 1.9 Only English and Afrikaans contributions are accepted for publication.
- 1.10 Before the reviewing of an article can proceed, non-members of the Society are required to pay a reviewing fee of US\$45.00 which is non-refundable. The reviewing forms part of the publication fee for non-members of the Society of US\$10.00 per page on the receipt of written confirmation by the Editor of successful screening of the article. Payments must be made through the SASAE Secretariat, P O Box 20773, Protea Park, 0305.

2. EDITORIAL PREPARATION

Authors should take note of the following:

- 2.1 The TITLE of their article must be short and concise. The initials and surname of the author(s) must appear directly below the title with the author’s title(s) and the name(s) and address(es) of the institution(s) where the research was done appearing as a foot note at the bottom of the first page of the article. The content of the article must match its title. Articles written in Afrikaans must include the above details in English.
- 2.2 Keywords: Identify at least 3 keywords.
- 2.3 The ABSTRACT should not exceed 200 words. Normally four to five concise sentences should summarise the content of the article. Afrikaans articles must include an “Abstract” in English.
- 2.4 The CONTENT must be orderly arranged with appropriate headings for each sub-section. The following sub-division is recommended:
 - Definition of problems/Hypotheses
 - Procedure
 - Findings/Conclusions/Recommendations
 - Summary (or paragraph 1.8)
 - References/Acknowledgements

Decimalise all paragraph nomenclature (e.g. paragraph 4.2.1). Headings should not be underlined. Control the technical and grammatical correctness of the article. The total length of the article should not exceed 8 pages, (using a 12 font letter size).

- 2.5 Table captions must be placed above the relevant Tables and Figure captions below the relevant Figures e.g.

Figure 3: A hypothetical model of the mediating function of perception with decision making (after Düvel, 1975:27).

All Tables and Figures must be referred to in the text.

- 2.6 Only accepted ABBREVIATIONS may be used. Figures from one to nine must be written out in full. Use figures for numbers higher than nine, fractions or units (e.g. 3,6 kg). Use metric units according to the SI and in accordance with international practice.

- 2.7 REFERENCES in the text must include the relevant page reference (e.g. Vosloo, 1979:24). The abbreviation *et al* (in Italics) is only permissible after the relevant authors have been quoted in full in the text and is in any case only applicable to sources consisting of three or more authors. All references must be listed alphabetically according to the surnames of the authors. The names of the authors appear in capital letters and the rest of the reference in small letters. The names of Journals must be abbreviated according to the “World List of Scientific Periodicals”. Abbreviations of Journals should appear in italics, e.g. CAMPBELL, R. P., 1966. A suggested paradigm of the individual adoption process. *Rur Soc.*, 31:458-466.

- 2.8 Authors should use Microsoft Word 97 or later edition with the following settings: Language - English South Africa; Font - Times New Roman 12; Style - Normal with single line spacing. Authors should not use any other style for headings, paragraphs, etc. Your article will be returned and not be evaluated if you do that. No automatic paragraph numbering will be allowed.

- 2.9 Tables and Figures must be placed in their correct places in the text. Use normal tables with the gridlines visible. It makes reading them easier.

3. ADMINISTRATION

- 3.1 Manuscripts (in Microsoft Word 97 or later edition) must be submitted electronically to the following email address: ben@sasae.co.za or per CD to: The Editor, SASAE, Publications, P O Box 20773, Protea Park, 0305.
- 3.2 Manuscripts are judged by the SASAE panel of adjudicators and two referees regarding their originality in the discipline of agricultural extension. Referees submit their written recommendations to the Editor (or his delegate).
- 3.3 Manuscripts received after the last day of May will only be considered for publication during the following year.
- 3.4 Decisions made by the SASAE Publication Committee regarding SASAE publication matters are final.