

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, thus contributing to extension knowledge, debate and science.**
- 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. Only English contributions are accepted for publication.
- 1.9 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.
- 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.
- 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 12 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.

All figures and Tables must be inserted in the place where the author wants them in the text. The Editor or his delegate will not do it. If not adhered to the article will not be accepted. Use normal tables with the gridlines visible. It makes reading them easier.

- 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 The articles will be edited by a professional company for grammar, spelling and use of references. If an author(s) does not accept the editing, the article cannot be published.

2.10 Non-adherence to these points will result in rejection of the article.

3. ADMINISTRATION

3.1 Manuscripts (in Microsoft Word 97 or later edition) must be submitted electronically to the following email address: swanepoeljw@ufs.ac.za.

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 We publish two volumes of the Journal per year. Manuscripts received after the last day of February will only be considered for publication in the second edition of that year. Manuscripts received after the last day of August 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.

4. **FORMATTING GUIDELINES**

General specifications of manuscripts

Format of text: Manuscripts should be typed in Times New Roman, 12 point font with single line spacing, 6 pt before and after, justified at the left margin.

Layout: Start each paragraph at the margin (no tabs to indent first line). Include a line space between paragraphs to separate.

Heading style: First level headings: Boldface, upper case, justified at left margin, on a separate line, 12pt. Second level heading: Boldface, normal case, justified at left margin, on a separate line, 12pt. Third level heading: Not bold, normal case, justified at left margin, on a separate line, 12pt. Headings to be typed out in normal style, do not use automatic heading styles. All headings to be manually numbered. No automatic numbering will be allowed.

Example:

3. RESULTS AND DISCUSSION

3.1 Perceptions and attitudes of farmers

3.1.1 Extension competencies

Spelling: Use South African (UK) spelling and not US spelling.

Quotations in the text: Double quotation marks are used for all direct quotations. If quotations are longer than 30 words, do not use quotation marks, rather indent the quotation and italicise it. A reference with a page number is required for all direct quotations.

Acronyms: If a phrase with an established acronym or abbreviation is used, please include the acronym/abbreviation in brackets after first mention of the phrase, then use the acronym/abbreviation only thereafter. Please note that you should not define acronyms or abbreviations in any of your headings. If either has been used in your abstract, you need to define them again on their first use within the main text. Abbreviations/acronyms used in figures and tables must be explained in the main text.

Units: Figures from one to nine must be written out in full. Use figures for numbers higher than nine, fractions or units (e.g. 3 kg). The use of units should conform to the SI convention and be abbreviated accordingly. Metric units and their international symbols are used throughout.

Spacing and punctuation: There should be one space between sentences; one space before unit terms (e.g. 5 kg, 5 mm, 5 mmol, 5 days, 5 °C); but no space before %. Thousands/millions are marked with a space, not a comma, from 10 000 (e.g. 10 000, 1 000 000 but 1000).

Title: The title must be short, concise and relevant. The content of the article must match its title. Format of title: Boldface, uppercase, justified at the left margin.

Example:

AN OVERVIEW OF PERCEPTIONS AND ATTITUDES TOWARDS EXTENSION SERVICE DELIVERY IN FEZILE DABI DISTRICT, FREE STATE PROVINCE

Author name(s): The surname and initials 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.

Example:

Anderson, A. A. and Brown, B. B.

Correspondence author: If there are two or more authors, the correspondence author's name and email address must appear below the authors' names.

Example:

Correspondence author: B. B. Brown. Email: b.brown@gmail.com

Abstract: The abstract should not exceed 250 words. It should contain four to five concise sentences that summarise the content of the article. No references should appear in the abstract. Format of the abstract: Italicised, heading in boldface and centred, paragraph justified at the left margin.

Keywords: Identify at least three, but not more than five keywords/ phrases. Keywords should appear below the abstract. List keywords in alphabetical order and capitalise each first word.

Example:

Keywords: Agricultural extension, Nitrogen fertilizers, Postharvest, Sustainable development

Tables: Table captions must be placed above the relevant tables. Format: Boldface, normal case, justified at the left margin. Use normal tables with the gridlines visible. It makes reading them easier.

Example:

Table 1: Sources of agricultural information and advice used by farmers (n=200)

	Extension officer		Fellow farmers		Private companies (fertiliser, chemical)		Cooperative and NGOs		Total	
	n	%	n	%	n	%	n	%	n	%
MUNICIPALITIES										
NGWATHE	44	88.0	4	8.0	1	2.0	1	2.0	50	25.0
MOQHAKA	42	84.0	1	2.0	1	2.0	6	12.0	50	25.0
MAFUBE	44	88.0	3	6.0	0	0.0	3	6.0	50	25.0
METSIMAHOLO	44	88.0	2	4.0	0	0.0	4	8.0	50	25.0
TOTAL	174	87.0	10	5.0	2	1.0	14	7.0	200	100

Figures: Figure captions must appear below the relevant figures. Format: Boldface, normal case, justified at the left margin.

Example:

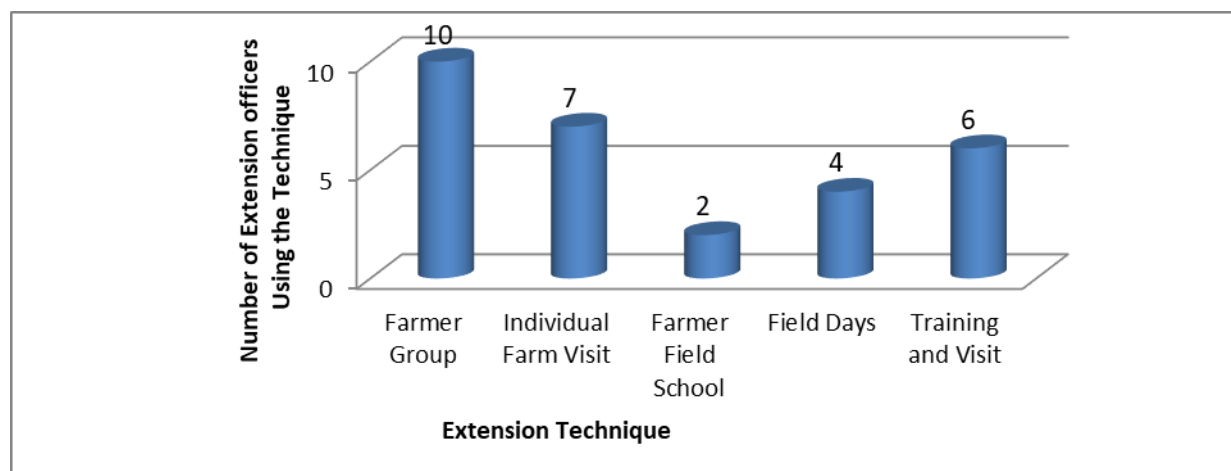


Figure 3: Number of extension officers using a certain extension technique

All tables and figures must be referred to in the text. All tables and figures must be inserted in the place where the author wants them in the text.

References: All in-text references must be cited in the reference list and vice versa. See document called *Examples of Referencing for SAJAE* for guidelines.

Length of manuscript: The total length of the article should not exceed 12 pages.

5. EXAMPLES OF REFERENCING FOR SAJAE

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.

The names of Journals must be abbreviated according to the “World List of Scientific Periodicals”. Abbreviations of Journals should appear in italics.

Use of et al.

For **4 or more authors** of a single source use ‘et al.’ in all in-text citations but list all the names in full in the reference list.

IN-TEXT REFENCING EXAMPLE

1 Author

(Mushwana, 2014)

Mushwana (2014)

2 authors

Swanson and Sammy (2002)

(Swanson & Sammy, 2002)

More than 2 authors

(Ashby, Gracia & Roa, 1995)

Ashby, Gracia and Roa (1995)

JOURNAL ARTICLES

1 Author

CAMPBELL, R.P., 1966. A suggested paradigm of the individual adoption process. *Rur Soc.*, 31:458-466.

More than 1 author

AFFUL, D.B., OLUWATAYO, I.B., KYEI, K.A., AYISI, K. & ZWANE, E.M., 2015. Contribution of Public Extension to Food Security of Smallholder Farmers in Limpopo Province, South Africa, in an era of Climate Change. *J. Hum. Eco.*, 50(3):205-212.

BOOKS

1 Author

BELL, J., 2005. *Doing your research project: a guide for first time researchers in education, health and social science*. 4th ed. Maidenhead: Open UP.

More than 1 author

BENIN, S., NKONYA, E., OKECHO, G., RANDRIAMAMONJY, J., KATO, E., LUBADDE, G., KYOTALIMYE, M. & BYEKWASO, F., 2011. *Impact of Uganda's National Agricultural Advisory Services Program*. Washington DC: International Food Policy Research Institute.

WEBSITES

BENNETTE, C, 1975. Up the hierarchy [viewed 10 January 2017]. Available from: <https://www.joe.org/joe/1975march/1975-2-a1.pdf>

DISSERTATIONS AND THESES

ANNOR-FREMPONG, C., 2013. The influence of intervening variables and subjective norms on the adoption behaviour of small scale farmers in South Africa and Lesotho. PhD Thesis, University of Pretoria.

REPORT

STEVENS, J.B. & VAN HEERDEN, P.S., 2016. Knowledge brokering and dissemination of irrigation management guidelines for training of extension advisors. Report No. KV, 356, 16.

STUDY GUIDE

STEVENS, J.B., 2008. Study guide. Extension approaches and principles. University of Pretoria, Pretoria.

PRESENTED PAPER

NAGEL, U.J., 2003. Back on the agenda: Extension and its institutional linkages – some personal observations on the rediscovery of a key player. Tropentag in Goettingen, Germany.

Reference list single line spacing, 12pts after. Second line hanging indent 1cm.

EXAMPLE REFERENCE LIST

CAMPBELL, R.P., 1966. A suggested paradigm of the individual adoption process. *Rur Soc.*, 31:458-466.

AFFUL, D.B., OLUWATAYO, I.B., KYEI, K.A., AYISI, K. & ZWANE, E.M., 2015. Contribution of Public Extension to Food Security of Smallholder Farmers in Limpopo Province, South Africa, in an era of Climate Change. *J. Hum. Eco.*, 50(3):205-212.

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BENIN, S., NKONYA, E., OKECHO, G., RANDRIAMAMONJY, J., KATO, E., LUBADDE, G., KYOTALIMYE, M. & BYEKWASO, F., 2011. *Impact of Uganda's National Agricultural Advisory Services Program*. Washington DC: International Food Policy Research Institute.

BENNETTE, C, 1975. Up the hierarchy [viewed 10 January 2017]. Available from: <https://www.joe.org/joe/1975march/1975-2-a1.pdf>

ANNOR-FREMPONG, C., 2013. The influence of intervening variables and subjective norms on the adoption behaviour of small scale farmers in South Africa and Lesotho. PhD Thesis, University of Pretoria.