

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 publishing of an article from non-members of the SASAE, they are required to pay a publishing fee of R2000. The peer review fee forms part of the publication fee for non-members of the Society. Payments must be made through the SASAE Treasurer, Dr J A Van Niekerk: vNiekerkJA@ufs.ac.za.

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. 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 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 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 three reviewers regarding their originality in the discipline of agricultural extension. Reviewers 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.