



Institute for Security Studies Style Guide – SA Crime Quarterly

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SECTION 1

REFERENCES IN THE TEXT

The **short-title system of referencing** is to be used in the SA Crime Quarterly.

Use (end) notes, not footnotes. The heading should read 'Notes', not 'Endnotes'.

(END)NOTE INDICATOR: POSITION IN TEXT

Place the endnote indicator after the argument, not after the name(s) of the author(s):

Ghobarah, Huth and Russett point out that there has been a dramatic, but largely unknown, decline in the number of wars, genocides and human rights abuse over the past decade.¹

(END)NOTE: DESCRIPTION IN NOTE

1 Hazem Ghobarah, Paul Huth and Bruce Russett,¹ The postwar public health effects of civil conflict,² *Social Science and Medicine*³ 59 (2004), 869–884,⁴ 875.⁵ These results refine those in Ghobarah, Huth and Russett,⁶ Civil wars kill and maim people - long after the shooting stops, *American Political Science Review* 97(2)⁷ (2003), 189–202.

1 REFERENCES IN THE TEXT – (END)NOTES

In all examples in this section, the note containing the first reference (**IN BOLD RED**) is followed by a subsequent reference using the short-title method (**IN BOLD GREEN**). It is assumed that the references all pertain to direct quotes, where page numbers are required. When you are referring to a central idea in a specific work, no page numbers are required.

1.1 Books

Name(s) (or initials) and surname(s) of author(s)
Full title of book (including subtitle) in italics
Edition of book (if not first edition), not printing or impression
Place of publication
Publisher
Year of publication
Page number in case of direct quote

¹ Names of authors are given as they appear on the cover and title page.

² Only the first word in the title of article is capitalised; no quotation marks are required.

³ No comma is required following the journal title; the journal title should be written in uc/lc.

⁴ Inclusive page numbers only, need not be preceded by p or pp.

⁵ Number of page where direct quote was taken from.

⁶ Same authors, therefore no names are required.

⁷ This part of reference in the format: issue (number).

Daniel Bell, *The cultural contradictions of capitalism*, New York: Basic Books, 1976, 7.

Bell, *The cultural contradictions of capitalism*, 9.

If followed by a reference to the same page:

Ibid.

W Ulrich, *Critical heuristics of social planning: an overview*, 2nd ed, Chicago: University of Chicago Press, 2003, 117.

Ulrich, *Critical heuristics of social planning*, 179.

1.2 Books with multiple authors

Books with two or three authors, of equal status

J Kirk and R J Munday, *Narrative analysis*, 3rd ed, Bloomington: Indiana University Press, 2004, 66.

Kirk and Munday, *Narrative analysis*, 80.

Books with more than three authors

B Grace, T Sheradon, P Honey et al, *A short history of the world*, Princeton, NJ: Princeton University Press, 1998, 15.

Grace et al, *A short history of the world*, 89.

1.3 Books published under an editorship

Paul E Lovejoy and Toyin Falola (eds), *Pawnship, slavery, and colonialism in Africa*, Trenton and Asmara: Africa World Press, 2003, 111.

Lovejoy and Falola, *Pawnship, slavery, and colonialism in Africa*, 119.

1.4 Chapters of edited books

Jean Allman, *Rounding up spinsters: gender chaos and unmarried women in colonial Asante*, in Dorothy L Hodgson and Shirley A McCurdy (eds), *'Wicked' women and the reconfiguration of gender in Africa*, Portsmouth, Oxford, Cape Town: Social History of Africa, 2001, 89.

Allman, *Rounding up spinsters*, 190.

1.5 Journal articles

Name(s) (or initials) and surname(s) of author(s)

Title of article

Name of journal, in italics

Volume number followed by issue number (where relevant) in brackets

Year of publication in brackets

Comma, followed by page numbers only (no p or pp required)

Page number in case of direct quote

James Murdoch and Todd Sandler, *Economic growth, civil wars, and spatial spillovers*, *Journal of Conflict Resolution* 46(1) (2002), 91–110, 96.
Murdoch and Sandler, *Economic growth, civil wars, and spatial spillovers*, 101.

1.6 Newspaper articles

Name(s) (or initials) and surname(s) of author(s) (if known)
Title of article
Name of newspaper, in italics
Day, month and year of publication, followed by comma
Page number(s) where article appeared

Maggi Barnard, *AIDS 'an intelligence issue'*, *The Namibian*, 13 February 2001, 7-8.
Barnard, *AIDS 'an intelligence issue'*, 8.

1.7 Personal communications

Use an endnote reference, as in these examples:

'He called the current economic climate uncertain.'¹

1 R Jordan, Commissioner of police, Pietermartizburg, personal communication, 6 July 2004.

OR

'At our meeting R Jordan¹ pointed out ...'

1 Personal communication, 4 April 2004.

1.8 Referencing from the Internet

1.8.1 Documents

Name(s) (or initials) and surname(s) of author(s), or corporate author
Title of document (with a version number if later than the first)
Title of web page, normally the main heading on the page
Location URL
Date accessed in brackets (especially important in this context, since the page may have been updated)

United Nations Security Council, *Resolution 1862 (2009)*, adopted by the Security Council at its 6065th meeting on 14 January 2009, <http://daccessdds.un.org/doc/UNDOC/GEN/N09/208/38/PDF/N0920838.pdf?OpenElement> (accessed 12 February 2009).
United Nations Security Council, *Resolution 1862*.

1.8.2 Online newspaper articles

Maggi Barnard, *AIDS 'an intelligence issue'*, *The Namibian*, 13 February 2001, <http://www.namibian.com.na/2001/February/news/01D3168B4F.html> (accessed 30 May 2005).

Maggi Barnard, AIDS 'an intelligence issue'.

M Chittenden, L Rogers and D Smith, Focus: Targetitis ails NHS, *Times Online*, 1 June 2003, <http://www.timesonline.co.uk/print/11-1506-669.html> (accessed 17 March 2005).

Chittenden et al, Focus: Targetitis ails NHS.

1.8.3 Information obtained from a website

Political corruption, Wikipedia, [http://en.wikipedia.org/wiki/Corruption_\(political\)](http://en.wikipedia.org/wiki/Corruption_(political)) (accessed 12 February 2009).

Political corruption.

1.8.4 E-mail correspondence/discussion lists

Particular care needs to be taken if you are quoting from these sources, as they may include personal e-mail addresses and be from a restricted source. Permission should be sought before these sources are quoted:

J Jones (jones@jones.com), Mobile phone developments, Message to R G Schmit (rgschmit@syv.ac.uk), Sent Monday, 7 June 2005, 08:13, http://gog.defer.com/2004_07_01_defer_archive.html (accessed 7 July 2004).

Jones, Mobile phone developments.

1.9 Other types of document in (end)notes

1.9.1 Acts of Parliament

The standard method of citing an Act of Parliament is by its short title, which includes the year, followed by the number of the Act in brackets.

***Higher Education Act 2004 (Act 70 of 2004), London: HMSO.
Higher Education Act 2004.***

1.9.2 Law reports

Name of the parties involved in the law case
Law reporting series
Volume and number
Page reference
Year of reporting

***R v White (John Henry), EWCA Crim 689, 2005 WL 104528.
Jones v Lipman [1962] 1 WLR 832, 2005.
R v White (John Henry).***

1.9.3 Dissertations and theses

Name (or initials) and surname of author
Title of dissertation/thesis (usually in roman type: not published)
Academic level (for example 'master's dissertation' or 'PhD thesis')

Institution
Where situated
Relevant year

Julie Richmond, Customer expectations in the world of electronic banking: a case study, Unpublished PhD thesis, University of North West, Potchefstroom, 2005, 344.

Richmond, Customer expectations in the world of electronic banking, 367.

SECTION 2

STYLE AND FORMATTING

2.1 General principles

Style and formatting should be applied consistently. One way of presenting information may be as good as another is, but consistency promotes clarity and cohesion.

Use UK English, not US English.

2.2 Article titles, headings, and sections

2.2.1 Article titles

- Titles are generally nouns or noun phrases (Effects of the wild, not About the effects of the wild).
- Titles for SACQ should include a primary title and a secondary title e.g: Agents of restorative justice? Probation officers in the child justice system
- Titles should be short.
- The initial letter of a title is capitalised (except in very rare cases, such as eBay). Otherwise, capital letters are used only where implied by normal capitalisation rules (Funding of UNESCO projects, not Funding of UNESCO Projects).
- A, an, and the are normally avoided as the first word (Economy of the Second Empire, not The economy of the Second Empire), unless part of a proper noun (The Hague).
- Special characters such as the slash (/), plus sign (+), braces ({ }), and square brackets ([]) are avoided; the ampersand (&) is replaced by and, unless it is part of a formal name (Emerson, Lake & Palmer).

2.2.2 Header levels

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

HEADING 1

Heading 2

Heading 3

2.2.3 Section headings

- Section names should not explicitly refer to the subject of the article, or to higher-level headings, unless doing so is shorter or clearer. For example, **Early life** is preferable to **His early life** when **His** means the subject of the article; headings can be assumed to be about the subject unless otherwise indicated. Section headings should be kept short – fewer than 8 words

Capitalise the first letter of the first word and any proper nouns in headings, but leave the rest lower case. Thus **Rules and regulations**, not **Rules and Regulations**.

2.3 Acronyms and abbreviations

Write out both the full version and the abbreviation at first occurrence.

When introducing a new name in an article, it is good practice to use the full name on its first occurrence, followed by the abbreviated form in parentheses.

Initial capitals are not used in the full name of an item just because capitals are used in the abbreviation.

Incorrect (not a name):

We used Digital Scanning (DS) technology

Correct:

We used digital scanning (DS) technology

Correct (name):

Produced by the British Broadcasting Corporation (BBC)

If the full term is already in parentheses, use a comma (,) and **or** to indicate the abbreviation; for example **They first debated the issue in 1999 (at a congress of the African National Congress, or ANC)**.

2.4 Quotations

2.4.1 Minimal change

Wherever reasonable, preserve the original style, spelling, and punctuation.

Where there is a good reason not to do so, insert an editorial explanation of the changes, usually within square brackets ([for example]). If there is an error in the original statement, use [sic] to show that it is not a transcription error.

2.4.2 Allowable changes

Though the requirement for minimal change is strict, a few merely typographical elements of the quoted text should normally be altered without comment, to conform to English conventions. Such a practice is universal, in all publishing. Such alterations include:

- Styling of dashes (use spaced en dash).
- Such typographical elements as guillemets (« »), in quoted French, Portuguese, and other foreign-language material) should be altered to their English-language equivalents (guillemets become quote marks, for example).
- Spaces before periods, colons, semicolons, and the like should be removed, since they are merely typographical and are alien to the conventions in use throughout English-language publishing in general.
- Some text styling (of course the typeface will be automatically made the same as the article's default typeface; but preserve bold, underlining, and italics).
- Ellipses should be used whenever parts of a quotation are skipped. Legitimate reasons for omitting parts of quotation include removing extraneous, irrelevant, or parenthetical words or skipping over unintelligible or guttural speech (umm, ahhs, and hmms, for example). Care should be made not to use ellipses to remove context or to selectively quote so as to change the meaning of the quote.

2.4.3 Quotations within quotations

When a quotation includes another quotation (and so on), start with single quotation marks outermost, and, working inward, alternate double with single quotation marks. The following example has three levels of quotation: 'She

disputed his statement that “Voltaire never said ‘I disapprove of what you say, but I will defend to the death your right to say it.’” Adjacent quotation marks, as at the end of this example, can be difficult to read unless kerned apart slightly.

2.4.4 Attribution

The author of a quote of a full sentence or more should be named.

2.4.5 Block quotations

A long quote (more than four lines, or consisting of more than one paragraph, regardless of number of lines) is formatted as a block quotation. Block quotes are not enclosed in quotation marks.

2.5 Gender-neutral language

Use gender-neutral language where this can be done with clarity and precision. This does not apply to direct quotations or the titles of works (*The Ascent of Man*), or where all referents are of one gender, such as in an all-female school (*if any student broke that rule, she was severely punished*).

2.6 Bulleted and numbered lists

- Do not use lists if a passage reads easily using plain paragraphs.
- Do not leave blank lines between items in a bulleted or numbered list unless there is a reason to do so.
- Use numbers rather than bullets only if:
 - there is a need to refer to the elements by number;
 - the sequence of the items is critical; or
 - the numbering has value of its own, for example in a track listing.
- Use the same grammatical form for all elements in a list where possible, and do not mix the use of sentences and sentence fragments as elements.
 - When the elements are sentence fragments, they are typically introduced by a lead fragment ending with a colon. Final punctuation for these elements can be omitted entirely, or should otherwise be a period for the terminating element with each of its preceding elements having a final semicolon.

2.7 Graphs/tables/maps

All graphs/tables/maps should have headings and sources and be made available at a suitable resolution (300 dpi).