

## Submission Guidelines

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### Online Submissions

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Registration and login are required to submit items online and to check the status of current submissions.

### Author Guidelines

We recommend that authors review the [About the Journal](#) page for the [journal's section policies](#) first.

#### 1. Registration

Authors need to [register](#) with the journal prior to submitting, or if already registered can simply [log in](#) and begin the 5 step process. During registration, authors will be asked to fill out a form giving details on their name, affiliation, address, email, phone, discipline and a short bio statement. This data is used for internal communication and enables authors to foster their personal presence on the web (e.g. the bio statement and affiliation will be available with every article they will publish with SAJSS). Authors can administrate or update their profile at any time.

#### 2. Submission

**2.1** Authors start with choosing the section they want to submit their paper to; check the submissions checklist and agree to the terms of the Copyright notice.

**2.2** The authors data is automatically imported from the registration database. If a submission has multiple authors, additional authors' data should be entered now. The author has to add a title, metadata for indexing (academic discipline and sub-disciplines, keywords, methodology or approach, and language), and, if appropriate, supporting agencies. Authors can administrate or update the metadata (important for visibility on the web) during the review process until the article is published online.

**2.3** Authors upload the first draft of their paper. They must use our Word template for formatting their contribution according to our formal guidelines. The template for Word can be [DOWNLOADED HERE](#). In Submission Round 1 authors are not bound to use the SAJSS template. If accepted the author has to format the article within the layout template (at least in Round 2). Authors should have a close look at Ensuring a Blind Peer Review before submitting their draft papers. The authors of the document have to delete their names from the text, with "Author" and year used in the references and footnotes, instead of the authors' name, article title, etc.

### **3. Types of Reviewing**

SAJSS offers double-blind and editorial review. Double-blind reviewing will be applied on submitted scientific papers and case studies, whereas project descriptions will be allocated to editorial reviews. Reflections (comments, reviews, discussions, interviews, etc) are welcome, but not peer-reviewed.

### **4. Title Page**

Title

Author's Name

Author's Contact, Affiliation and Mailing Address (Department, Institution, City, State, E-Mail, Phone)

Abstract: 100-150 words

Maximum 5 Keywords

### **5. Sections and Subsections**

If authors use sections and subsections to structure their article, sections must be numbered with Arabic numerals (such as e.g.: *1. Introduction*), and must be identified with section and sub-section numbers (e.g. *1.1. Subsection*). Our template gives clear directions how to format these sections.

(TEMPLATE)

## **6. Exact Layout Details**

Authors have to use our Word template for formatting their contribution. The template defines format details such as style of continuous text, headings, subsection headings, footnotes, header, footer, etc.

## **7. Mathematical Notations**

Mathematical notations should be typewritten. Authors should use the Word formula-editor and try to limit the use of mathematical formulas and notations. SAJSS favors excellent qualitative analysis over excessive quantitative data.

## **8. Illustrations (tables, images, diagrams, charts etc.)**

Illustrations must be numbered consecutively in Arabic numerals (such as *Table 1: Description of Table 1*, or: *Figure 2: Description of Figure 2*). All illustrations must be complete and final. Illustrations should be inserted wherever they should appear in the text. Illustrations should not be inserted on separate pages, files or documents, or at the end of the document.

## **9. References**

References should be listed alphabetically at the end of the paper in a section titled *References* and referred to in the text by name and year in parentheses (e.g. *Author surname, year*). Where there are six or more authors, only the first author's name is given in the text followed by et al. The list of references should include (in this order): last names and first name of *all* authors, year published, title of article, name of publication, volume number, and inclusive pages. The style and punctuation of the references should conform to the following examples:

### **Books:**

Chadwick, A. (2006). *Internet Politics: States, Citizens, and New Communication Technologies*. Oxford: Oxford University Press.

Heeks, R. (2006). *Implementing and Managing eGovernment*. London: Sage Publications.

### **Journal Article:**

Mingers, J. (1996). A Comparison of Maturana's Autopoietic Social Theory and Giddens' Theory of Structuration. *Systems Research*, 13(4), 469-482.

Wolfram, D., & Spink, A., & Jansen, B. J., & Saracevic, T. (2001). Vox populi: The public searching of the Web. *Journal of the American Society for Information Science and Technology*, 52(12), 1073-1074.

### **Contribution to a Book:**

Coleman, S. (2000). Parliament in the Information Age: The Case of Westminster and Holyrood. In R. Gibson & S. Ward (Eds.), *Reinvigorating democracy? British Politics and the Internet* (pp. 67-80). Farnham, Surrey: Ashgate Pub Ltd.

### **Internet Articles:**

Macintosh, A., & Whyte, A. (2006). Evaluating how eParticipation changes local democracy, eGovernment Workshop 11 September 2006, Brunel University, West London. Retrieved July 31, 2008, from [www.iseing.org/egov/eGOV06/Accepted%20Papers/624/CRC/Evaluation%20of%20eParticipationv-v2-submitted.pdf](http://www.iseing.org/egov/eGOV06/Accepted%20Papers/624/CRC/Evaluation%20of%20eParticipationv-v2-submitted.pdf)

### **Reference to Literature:**

As Niklas Luhmann (1988) has shown....

“Allocative resources refer to capabilities - or, more accurately, to forms of transformative capacity - generating command over objects, goods or material phenomena. Authoritative resources refer to types of transformative capacity generating command over persons or actors” (Giddens, 1984, p. 33).

For More Reference List Examples using APA style please visit:

## SFU Library Citation - Guide: APA

## APA Formatting and Style Guide -The OWL at Purdue

## CiteFast automatically formats references Chicago, MLA and APA

### **10. Footnotes**

If necessary and used, footnotes should be numbered consecutively using Arabic numerals and should be typed at the bottom of the page to which they refer. Authors should place a line above the footnote so that it is set off from the text. Authors should not use endnotes.

### **11. Word Count Limits**

Length of paper: 3,000-4,000 words excluding tables, graphs, and references, all drafts have to be typed double-spaced, the format has to be Word for processing reasons.

### **12. Page Charges**

The journal makes no page charges. SAJSS is both print and online version; An online version of the journal is free. This ensures a large readership and a high degree of reception in the scientific community.

### **13. Publication Frequency**

**SAJSS** is published twice a year.

### **14. Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- Manuscripts/articles to be submitted for publication in the Journal should not exceed 4000 words excluding tables, graph, and references; and be sent in printed or softcopy format. The submitted manuscripts should contain an

abstract between 100-150 words. References should be prepared following APA 6<sup>th</sup>

- Each submission must accompany a signed statement that it is an original contribution.
- Please provide an autobiographical note in 50 words accompanied by your full mailing and email addresses.
- Your submissions will be reviewed using a double-blind system that ensures anonymity of the identity of both the author and reviewer.
- This journal will be available in both printed and online versions. Please note that there is no publication fee for this open-access journal.
- Submissions are requested on rolling basis. You can submit your paper any time which will be published in January-June or July-December issue of the year. You will be informed about the status of your paper within three weeks of submission.

## **15. Copyright Notice**

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