

Higher Education Compass

Style Guide

Higher Education Compass (HEC) adheres to a number of formatting, style, and referencing guidelines. These formatting, style, and referencing guidelines are used to ensure that published submissions are consistent in their presentation. Authors are requested to follow these guidelines when preparing their manuscript for submission. Submissions that do not follow the below guidelines will likely be returned to the author.

The guidelines are as follows:

- Academic articles should have a clear purpose highlighting the originality of the contribution.
- The research methodology must be clear and accurate.
- The structure and systematisation of the manuscript should be in order.
- The figures and tables that are included should be necessary and sufficient.
- The quality and quantity of the references must be acceptable.
- Ensure that there is no plagiarism in the manuscript and that all your work is properly referenced where applicable.

Specifics:

1. Submit the electronic copy in **MS Word format**. All high-resolution images must be placed in a separate folder in the original format (.jpg). All graphics must be **named** according to their placement (for example "Figure 1").
2. **Spelling, punctuation, capitalisation and abbreviation should be consistent**. UK English (not US English) should be used, except in direct quotes and source references where US English was used.
3. Keep **formatting** as simple as possible and consistent throughout:
 - Paper size: **A4** (not *Letter*).
 - Margins: **20 mm** on all sides.
 - **1.5 spacing** throughout.
 - justified.
 - Font: use the same font throughout.
 - **11pt** for all body text, quotes.
 - **10pt** for **endnotes** and captions (*HEC does not accommodate footnotes*).
 - Distinct **heading levels** - level 1: bold, 12pt; level 2: bold, 11pt; level 3: bold, italics, 11pt.
 - Use **hard return** ('Enter') only to end a paragraph or section, not to break a line.
 - To break a line, use a **soft return** ('Shift' + 'Enter').
 - No automatic **hyphenation**.

- Only one **space** after a punctuation mark (such as a full stop at the end of a sentence).
- **Ellipsis** = space, three full stops, space (e.g.: *Act ... stipulates that*), but no space between a punctuation mark and an ellipsis, e.g.: "... *the situation in a case like this ...?*" No space between word and ellipsis if the word was cut off (e.g.: *The rules stipu...*).
- **No space** between punctuation marks and quotation marks.
- **Latin** phrases (such as *per se*) in italics, as well as any other foreign words and phrases.

4. Abbreviations and acronyms:

- Keep the use of the following abbreviations to the minimum (*e.g.* and *etc.*).
- All acronyms should be written out in full upon initial use, for example: United Nations (UN), European Union (EU), etc.

5. Quotations and quotation marks:

- *Italicise* words from foreign languages.
- Use **double** quotation marks for direct quotations or direct speech ("...").
- Use **single** quotation marks to **emphasise** a specific word: ('...').

6. Each **diagram**, **image**, **graph** and **table** should be included in the MS Word document, have a title/caption and be correctly numbered and referenced in the running text (for example, the first table in chapter 7 is *Table 1*, not just *Table 1*).

7. **Endnote** numbers in the running text must be in superscript Arabic figures without brackets and after punctuation marks, e.g. as argued by Duckworth,¹¹ Lennon¹² and Brown.¹³

- In addition, use the automatic function for inserting footnotes and endnotes (References > Insert Endnote/Footnote).

Copyright:

Be aware of copyright laws when using someone else's material in your work. If for instance, quoting a poem, part of a poem, or lyrics; or using photographs, tables or images, written consent needs to be obtained. Queries can be referred to the publisher.

Referencing

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- Potter 1980:297 – one author with date and page number.
- Coetzee 1986:234-245; 1988; 1991:99-135 – one author, multiple works, some with page references.
- Brown 1991:22; Le Roux 1990:24-60, 1991:181-201; McDonald 2003:53 – different authors and works (Le Roux, for example, with multiple works).
- Thomas, King & Williams 1983:74-115 – multiple authors, one work, the first reference to this work in the running text.
- Thomas *et al* 1983:296 – multiple authors, one work, in further references to the above work.
- ... Thomas, King and Williams (1983:74-115) ... – **and** i.s.o. **&** when the authors' names form part of the running text (i.e. they are not in brackets together with the year and page numbers).
- **Hyperlinks** should indicate the complete URL of a source or the closest permanent link to it, e.g. <https://ujonlinepress.uj.ac.za/>. It is the author's responsibility to verify that links are valid and active.
- **DOIs** should indicate the complete DOI of a source e.g. <https://doi.org/10.18820/9781928357247/01>
- A complete **reference list/bibliography** must be provided with all relevant details. All sources must be listed alphabetically by authors' surnames, and then each author's works.

Basic principles for the **style**:

- No comma between the surname and initials (e.g.: Coetzee H).
- No full stop after an initial and no space between more than one initial (e.g.: Coetzee HJA).
- No "pp" or spaces in page reference, and hyphen i.s.o. en dash (e.g.: 245-364).
- No full stops after abbreviations, eg: (ed)=editor; (eds)=editors; (transl)=translator; No=number; titles; *et al*, etc.
- Edition not abbreviated and with a capital "E".
- Title of unpublished work must be in Roman (no quotation marks or italics).

Examples of various types of sources and the style for each source:

- *Manuscript not yet accepted for publication*

Du Bois M. 2003. The evolution of men. (In press.)

- *Article in a journal*

Coetzee HJ. 1977. Inflation in South Africa. *Acta Economica*, 27(3):17-36.

- *Sacred scripture*

Genesis. 1988. *The Bible*. Cape Town: Bible Society of South Africa.

- *Electronic reference: www page*

National Research Foundation. 2007. *Overview of grants, scholarships and the rating of researchers*. [Retrieved 13 January 2008] www.nrf.ac.za

- Government report

Republic of South Africa. Department of Education. 2003. *Funding of Public Higher Education. Schedule to the Higher Education Act (Act 101 of 1997)*. Pretoria: Department of Education. November.

- Government report (abbreviated form of the department as used in references in the running text)

RSA DoE (Republic of South Africa. Department of Education). 1997. *Education White Paper 3: A Programme for the Transformation of Higher Education*. Pretoria: Government Publishers.

- *Translated work*

Sergardi L. 1994. *The Satires*. RE Pepin (transl). New York: P. Lang.

- *Chapter in an edited work*

Snyman AL. 1986. Human rights in political reform. In: DS van Rensburg, P du Toit &

LJ van der Merwe (eds). *Human rights in South Africa*. 2nd Edition. Pretoria: HAUM. 1-34.

- *Multiple editors*

Van Rensburg DS, Du Toit P & Van der Merwe LJ (eds). 1986. *Human rights in South Africa*. 2nd Edition. Pretoria: HAUM.

- *Conference paper in published proceedings*

Vilet D. 1998. Focus on a career in the South African school. In: M Hudson (ed). *Educational expansion: Proceedings of the fourth EDU conference*. Johannesburg: University of the Witwatersrand:145-187.

- *Unpublished thesis*

White TH. 1997. *The Power of Women in the Family in Medieval France*. PhD thesis. Stellenbosch: Stellenbosch University.

Other reference/bibliography styles may be used as long as the chosen style is used consistently.