



Instructions to authors

Submitting a manuscript

SAJP is a peer-reviewed journal publishing empirical, theoretical and review articles on all aspects of psychology. Articles may focus on South African, African or international issues. Manuscripts to be considered for publication should be e-mailed to sajp@up.ac.za. Include a covering letter with your postal address, email address, and phone number. The covering letter should indicate that the manuscript has not been published elsewhere and is not under consideration for publication in another journal. An acknowledgement of receipt will be e-mailed to the author (within seven days, if possible) and the manuscript will be sent for review by three independent reviewers. Incorrectly structured or formatted manuscripts, or manuscripts not edited for language, will not be accepted into the review process.

Only one article per author will be published per calendar year. Exceptions to this rule will be at the sole discretion of the editor (with his or her associate editors) in the case of an exceptional article that needs to be published, a special issue where the specific article will make a significant contribution, in writing or responding to a *riposte*, etc.

Authors must please quote the manuscript number in ALL correspondence to the editor.

Revised articles

Where authors are invited to revise their manuscripts for resubmission, it is crucial that the editor be notified (by e-mail) **within three weeks** of the author's intention to resubmit. Author(s) must then submit the revised manuscript **within six weeks from the date of their expressed intention to do so and resubmit within three months**. All articles where this procedure was not followed will automatically be disqualified and removed from the process. Should an author wish to resubmit this article after a longer period, it will be treated as a completely new submission and a new article number will be allocated.

Manuscript structure

- The manuscript should be no longer than 20 pages (5 000 - 6 000 words).
- **First page:** The full title of the manuscript, the name(s) of the author(s) together with their affiliations, and the name, address, and e-mail address of the author to whom correspondence should be sent.
- **Second page:** The abstract, formatted as a single paragraph, and no longer than 300 words. A list of at least six keywords should be provided alphabetically below the abstract, with semi-colons between words.
- **Subsequent pages:** The text of the article should be started on a new page. The introduction to the article does not require a heading.
- **Concluding pages:** A reference list, followed by tables and figures (if any). Each table or figure should be on a separate page. Tables and figures should be numbered consecutively and their appropriate positions in the text indicated. Each table or figure should be provided with a title (e.g. Figure 1: Frequency distribution of critical incidents). The title should be placed at the top for tables and at the bottom for figures. The appropriate positions in the text should be indicated.
- Authors are requested to pay attention to the proportions of illustrations, tables, and figures, so that they can be accommodated in a single (136mm) column after reduction, without wasting space.

Manuscript format

- The manuscript should be an MS Word document in 12-point Times Roman font with 1.5 line spacing. There should be no font changes, margin changes, hanging indents, or other unnecessarily complex formatting codes.
- The SAJP referencing style should be adhered to. The referencing style of the SAJP is similar to those used by the British Psychological Society and the American Psychological Association. The American Psychological Association (APA, ver. 5) style guidelines and referencing format should be adhered to.
- Headings should start at the left margin, and should not be numbered. All headings should be in **bold**. Main headings should be in **CAPITAL LETTERS**.
- The beginning of paragraphs is indicated by indenting the paragraph's first line using the tab key on your keyboard, except when the paragraph follows a main or secondary heading.
- Indents are only used for block quotes.
- In the reference list, the first line of each reference starts at the margin; and subsequent lines for each reference are indented.

Language

Manuscripts should be written in English. As the SAJP does not employ a full-time or dedicated language editor, authors are requested to send their manuscripts to an external language specialist for language editing before submission. Should the editor not be satisfied with the quality of language usage, she or he reserves the right to send the article to a language editor of the Journal's choice and invoice the author(-s).

Ethics

Authors should take great care to spell out the steps taken to facilitate ethical clearance, i.e. how they went about complying with all the ethical issues alluded to in their study (or studies), either directly or indirectly, including informed consent and permission to report the findings. If, for example, permission was not obtained from all respondents or participants, the authors should carefully explain why this was not done.