

## **SOUTH AFRICAN MUSEUMS ASSOCIATION BULLETIN: SAMAB SUBMISSION GUIDELINES FOR AUTHORS**

### **AIMS AND SCOPE OF SAMAB**

The *South African Museums Association Bulletin (SAMAB)* provides a forum for the publication of peer reviewed articles that promote the discussion, debate and the dissemination and exchange of information on aspects of museology, with particular but not exclusive reference to South Africa. *SAMAB* also enables the communication of current issues, practices and policies regarding collections management, curatorial discourse, museum administration, research, exhibitions, visitor studies, community engagement, education, conservation and other topics relevant to the museum and heritage sector. *SAMAB* promotes rapid communication amongst academics, practitioners and other persons who are interested in contributing to the discourse of disciplines resorting within museology. Only contributions focusing on theoretical, empirical or methodological issues relating to museology, or which address current heritage, cultural and/or intellectual topics of the disciplines within museology will be considered.

*SAMAB* is an accredited journal approved by the South African Department of Higher Education and Training (DHET) and is published annually by the South African Museums Association (SAMA). Paid up individual and institutional members receive free access to the SAMA and SABINET sites, where they can access the articles through the use of a username and password. *SAMAB* accepts original, well-authenticated research articles or other contributions. All contributions will be submitted to appropriate referees in a double blind peer review process. Anonymous critiques of articles will be forwarded to the author with recommendations for revision, if any, or with a notice of rejection. The editors' decision whether or not to accept an article for publication is final and no correspondence will be entered into. Copyright of the articles accepted for publication will vest with *SAMAB*. The opinions expressed by the published contributions are those of the author/s and are not necessarily endorsed by the Editors, the Editorial Team, the South African Museums Association or any sponsor of a relevant edition. It is regretted that no payment is made for contributions.

### **PREPARATION AND SUBMISSION OF AN ARTICLE**

Before preparing your submission, please refer to the guidelines given in this document. Articles must be prepared in MS Word (Microsoft Word 2007 or 2010) and saved as a doc. file type (not a \*.docx file). Only the English (UK) language setting will be accepted (not US spelling), and formatted throughout the text as follows: Times New Roman 12pt, one-and-a-half line spacing, justified aligned, auto spacing before and after paragraphs, and add spacing between paragraphs of same style. Articles must be language-edited, stylistically-polished and carefully proof-read prior to submission. Standard page margins of 2.45cm apply.

The title of the article must be in bold capitals (14 font size), and the headings in bold (12 font size), with sub-headings in normal Times New Roman font (12 font size). Further sub-division is not recommended. Avoid embedded fonts, special formatting, footnotes and endnotes are not permitted. Avoid indentations. Abbreviations and acronyms should be written out in full when used for the first time with the abbreviation or acronym in brackets. No formatted or auto-formatting of the references will be permitted.

### **Title page**

Provide each submission with a title page that includes:

- The title, name/s, institutional affiliation/s and email address/es of the author/s,
- The names and email addresses of four potential reviewers, not from the same authors affiliation.

- A declaration that the original research has not been published elsewhere nor is it under review elsewhere. This declaration is to be signed by the author/s. Articles submitted without such a signed declaration will not be considered for review.

### **Type of article and word count**

Research articles should contain a coherent research argument (the guideline for word count is a lower limit of 3000 and an upper limit of 6000 words). A short abstract (Minimum 150 and maximum word count of 250) and a set of 5 keywords must be submitted. The reference list does not contribute to the word count.

### **Writing conventions**

All submissions should be concise and should focus on communicating your perspective or research. Please avoid jargon, technical terms must be kept to the minimum and be clearly defined. Text should be reader-friendly, make proper reference to the relevant literature and avoid undue repetition of facts or methods already in the public record. Submissions must avoid the use of sexist or other derogatory language. Such inclusions will only be entertained IF they form part of the rationale of the article. It is of the utmost importance that authors acknowledge all their sources in discussion. Plagiarism is viewed as a serious infringement within the research and museum community.

Spacing and punctuation: there should be one space (not two) between sentences; one space before unit terms (e.g. 5 kg, 5 g, 5 cm, 5 km, 5 days); no space before % or ° (e.g. 5%, 23°C, 26°10'S). When used in a sentence format, per cent is to be spelt out and when used in brackets the symbol may be used (5%). Do not use page breaks. Please do not use the Word function that creates embedded footnotes or automatically formatted footnotes or auto format of references as this inhibits the final formatting process.

Dates, italics, bold: dates are written in the following style: 13 July 2009. Book and journal titles as well as words within the text that are not English must be italicized (e.g. *et al.*). Bold is used for emphasis. Use capital letters for titles (the Secretary-General) or institutions (the Organisation of African Unity).

Inverted commas: double inverted commas are used for all direct citations. Direct quotations of longer than 30 words must be indented on both sides by .5cm. In such instances no quotations marks are required. Direct citations must be referenced with a page number thus, (Brown 1999:45). Single inverted commas are employed when a word is used in specific manner that may be different to its standard dictionary definition and/or in a manner not accepted by the author, for example, "In San folklore 'traditional hunting' refers only to..." or "The Apartheid government's conception of 'black' prehistory was..."

### **References**

All references and citations are listed alphabetically at the end of the manuscript. Please follow the author-date style using the APA System. Please do not make use of the automated referencing system available on most computers. See reference guide provided for further examples.

## **BOOKS WITH/WITHOUT EDITIONS**

- Arndt, H. 2010. *A study of heritage in Southern Africa*. Heidelberg: Ravan.
- Arndt, H., Jukes, K.L. & Baloyi, K. 2010. *A revised study of heritage in Southern Africa*. (2<sup>nd</sup> edn.). Heidelberg: Ravan.
- Babbie, E. 1990. *Survey research methods*. (2<sup>nd</sup> edn.). Belmont, CA: Wadsworth.
- Baloyi, Y., Klein, H.L. & Khumalo, T. 2014. *Museum basics revisited*. (3<sup>rd</sup> edn.). Cape Town: Palgrav.
- Ingold, T. 2007. *Lines: a brief history*. London: Routledge.
- Wood, E. & Latham, K.F. 2013. *Objects of experience: transforming visitor-object encounters in museums*. Walnut Creek: Left Coast Press.

## **CONTRIBUTION IN A COLLECTION (WITH OR WITHOUT AN EDITOR)**

- Gallinetti, J., Muntingh, L. & Skelton, A. 2004. Child justice concepts (Pp. 24-38). In J. Sloth-Nielsen (Ed.). *Child justice in Africa: A guide to good practice*. Cape Town: Community Law Centre.
- Inskeep, R.R. 1967. The Later Stone Age (Pp. 557-582). In W.W. Bishop & J.D. Clark (Eds.). *Background to evolution in Africa*. Chicago: Chicago University Press.
- Strydom, H. & Venter, L. 2011. Sampling and sampling methods (Pp. 56-67). In A.S. de Vos, H. Strydom, C.B. Fouché & C.S.L. Delpont (Eds.). *Research at grassroots: For the social sciences and human service professions*. (5<sup>th</sup> edn.). Pretoria: Van Schaik.

## **LEGISLATION**

- South Africa. 1957. *Population Registration Act No. 30 of 1957*. Pretoria. Government Printer.

## **JOURNALS**

- Alberts, C. & Meyer, J.C. 1998. The relationship between Marcia's ego identity status and selected variables in an African context. *International Journal for the Advancement of Counselling*, 20(4): 277-288.
- Ammaniti, M., Van Ijzendoorn, M.H., Speranza, A.M. & Tambelli, R. 2000. Internal working models of attachment during late childhood: An exploration of stability and change. *Attachment and Human Development*, 2(3): 328-346.

## **ONLINE/ WEB BASED SOURCE:**

- African Charter on the Culture. 2014. Available at:  
<http://www.umn.edu/humanarts/africa/culture.htm> (accessed on: 14 January 2019).
- Mashaba, S. 2008. Priceless artworks stolen. *Sowetan*, 23 June: 5. Available at:  
<http://www.sowetan.co.za/PrintArticle.aspx?ID=1147429> (accessed on: 25 January 2019).
- Spence, C. 2016. Museum curator reports leaking roof. *The Star*. 24 June. Available at:  
[http://www.ionline/new/TheStar/1078/9ed/26-07-2016/Museum\\_curator\\_reports\\_leaking\\_roof](http://www.ionline/new/TheStar/1078/9ed/26-07-2016/Museum_curator_reports_leaking_roof) (accessed on: 26 July 2019).

## **PERSONAL COMMUNICATION/INTERVIEWS**

- Khumalo, R. 2014. Curator at Neo Classic museum, Pretoria. Personal communication/interview, 25 June 2014.

## **PRINT MEDIA**

- Anon. 2005. Worry over training of police units. *Eastern Province Herald*, 26 August: 3.
- Spence, C. 2016. Museum curator reports leaking roof. *The Star*. 24 June: 7.

## **POST GRADUATE RESEARCH DISSERTATIONS AND THESES**

- Maluleke, K. 2014. *The influence of tribalism on the interpretation of culture and heritage in Southern Africa*. Unpublished MEd dissertation, Cape Peninsula University of Technology, Cape Town.

Book and journal titles which have been published should be written in full, in title case and placed in italics.

References and citations in the text should be thus, 'Brown (1997:12) stated that....' or 'It has been demonstrated (Brown 1997; Green 2005; Jones 2000, 2004, 2009; Smith 1998; Wright 2008) that...'. Multiple authors are mentioned first time as Baloyi, Khumar, Jensen and Max 2015 or (Baloyi, Kumar, Jensen & Max 2015), and thereafter as Baloyi et al (2015) or (Baloyi et al. 2015). Personal communications/interviews should be incorporated in the text thus, (Brown 2007). The reference list will reflect this as personal communication/interview. Brown, B. 2007. Curator, Hluhluwe museum, Hluhluwe. Personal interview, 25 January.

### **The review and editorial process**

*SAMAB* makes use of a double blind peer review system, where both the referees and the author remain anonymous throughout the process. Submissions are screened by the Editor and the sub-editors. The initial screening is to determine whether the article falls within the stated vision (scope) of the journal; whether the contribution is sufficiently original; and whether the article is without serious conceptual and/or methodological errors/flaws. Finally the editors consider the quality of the writing. Only those submissions which the editors deem suitable for peer review will be sent to two expert reviewers for input. Referees are afforded 3 weeks for review. Authors will receive communication to this effect. Articles submitted for peer review are not necessarily accepted for publication. This step indicates a provisional acceptance, provided changes/alterations as suggested by the peer reviewers have been made to the satisfaction of the Editor.

Authors will receive their submission containing either one consolidated review report or the two separate reports from the reviewers. The required amendments are to be made and returned to the editor within 4 weeks to avoid delays in publication. The editors reserve the right to make alterations (even substantial alterations) to the text to comply with current standards of language usage and journal conventions. Manuscripts are normally published in the order in which they are accepted and finalised, alternatively alphabetically.

In relation to the submissions, peer reviewers are asked, broadly, the following questions (reviewers' quantitative and qualitative checklists have been prepared):

- Does the title fully capture the essence of the submission?
- Do you understand the article?
- Is the submission relevant?
- Are the research question/s and methods clear?
- Are the important questions being asked or are the important issues being probed?
- Is the article balanced in that more than one side of an argument is explored?
- Does the submission deal with the subject in a novel and/or creative manner?
- Are opinions clearly separated from the evidence provided?
- Does the submission add to the existing body of knowledge in a specific subject area or even across disciplines?
- Is the writing and the manner in which information/ data are presented clear?
- Are references scholarly and sufficient?
- Are the conclusions drawn relevant/ justified by the data provided?
- Does the submission provide insights that contribute to extending and deepening the issue/s under discussion?
- Does the submission add to an understanding and/or engagement with museology within the Southern African context?

Strict adherence to these guidelines and conformity to the house style of *SAMAB* streamlines the processing of submissions and expedites publication. Those whose contributions are not provisionally accepted for peer review are notified in writing and their submissions are returned.

**Submission**

Annually *SAMAB* issues specific calls for submissions. Please take note of this on the official SAMA website. For the forthcoming issue, please send submissions to the Editor-in-Chief, Dr Bernadine Benson at email: [bensobc@unisa.ac.za](mailto:bensobc@unisa.ac.za). Submissions for SAMAB 41/2019 are to be received by the Editor, on/before 1 June 2019.