

Editorial policy

1. *Yesterday & Today* is a scholarly, peer-reviewed journal and is accredited since the beginning of 2012.
2. History Education, History in Education, and the History of Education and where research related submissions are welcomed.
3. Authors may submit individual contributions or contributions created in teams.
4. All manuscripts are subjected to a double-blinded review process.
5. The language of the journal is English. However, abstracts may be in any of the 11 official languages of South Africa.
6. Contributions must be accompanied by an abstract of not more than 250 words.
7. The titles of articles should preferably not exceed 15 words.
8. The names of authors and their full institutional affiliations/addresses, city and country of the institution must accompany all contributions. Authors also have to enclose their E-mail addresses and orchid numbers.
9. The Harvard or the Footnote methods of reference may be used. The authors' choice of which reference method will be respected by the editorial management. References must be clear, lucid and comprehensible for a general academic audience of readers. Once an author has made a choice of reference method, the *Yesterday & Today* guidelines for either the Harvard reference method or the Footnote reference method must be scrupulously followed.
10. Editorial material with images (illustrations, photographs, tables and graphs) is permissible. The images should, however, be of a high-density quality (high resolution, minimum of 200dpi). The source references should also be included. Large files should be posted in separate E-mail attachments, and appropriately numbered in sequence.
11. Articles should be submitted online to Professor Johan Wassermann, the editor-in-chief, can be contacted electronically at: Johan.wassermann@up.ac.za Notification of the receipt of the submission will be done within 72 hours.
12. The text format must be in 12pt font, Times New Roman and in 1.5 spacing. The text should be in Microsoft Word format.
13. The length of articles, all included, should preferably not exceed 8 000 words.
14. Authors must sign the author declaration document when submitting their articles for consideration.
15. For scientific research articles, page fees of R400:00 per page will be charged from the

South African author's university. It remains the responsibility of the author to ensure that these fees are paid.

16. The journal utilizes the Portico digital preservation system in order to create permanent archives of the journal for purpose of preservation and restoration.
17. *Yesterday & Today* is an Open Access journal which means that all content is freely available without charge to the user or his/her institution. Users are allowed to read, download, copy, distribute, print, search, or link to the full texts of the articles, or use them for any other lawful purpose, without asking prior permission from the publisher or the author. This is in accordance with the Budapest Open Access Initiative (BOAI) definition of Open Access.
18. The journal has a registered deposit policy with SHERPA RoMEO. This policy indicates to institutions whether they are allowed to upload a duplicate copy of an article by an author affiliated with the home institution, into their institutional repository (Green Open Access). The following link to SHERPA RoMEO can be followed: <http://www.sherpa.ac.uk/romeo/issn/0038-2353/>.
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THE FOOTNOTE OR HARVARD REFERENCE METHODS – SOME GUIDELINES

Both the footnote reference method and the Harvard reference method are accepted for articles in *Yesterday & Today*. See some guidelines below:

THE FOOTNOTE REFERENCE METHOD

Footnote references should be placed at the bottom of each page. Footnotes should be numbered sequentially throughout the article and starting with 1. Archival sources/published works/authors referred to in the text should be cited in full in the first footnote of each new reference. Thereafter it can be reduced to a shorter footnote reference. Do not refer to the exact same source and page numbers in footnotes that follow each other.

The use of the Latin word “Ibid” is **not** allowed. Rather refer to the actual reference again (or in its shortened version) on the rest of a page(s) in the footnote section.

The titles of books, articles, chapters, theses, dissertations and papers/manuscripts should NOT be capitalised at random. Only the names of people and places (and in some instances specific historic events) are capitalised. For example: **P Erasmus, “The ‘lost’ South African tribe – rebirth of the Koranna in the Free State”, *New Contree*, 50, November 2005, p. 77;**

NOT

P Erasmus, “The ‘Lost’ South African Tribe – Rebirth of The Koranna In the Free State”, *New Contree*, 50, November 2005, p. 77.

PLEASE NOTE: Referencing journal titles imply that every word of the journal must start with a capital letter, example: Yesterday&Today Journal.

Examples of an article in a journal

R Siebörger, Incorporating human rights into the teaching of History: Teaching materials, *Yesterday&Today*, 2, October 2008, pp. 1-14.

S Marks, “Khoisan resistance to the Dutch in the seventeenth and eighteenth centuries”, *Journal of African History*, 3(1), 1972, p. 76.

Example of a shortened version of an article in a journal**From:**

P Erasmus, “The ‘lost’ South African tribe – rebirth of the Koranna in the Free State”, *New Contree*, 50, November 2005, p. 77.

To:

P Erasmus, “The ‘lost’ South African tribe...”, *New Contree*, 50, November 2005, p. 77.

[Please note: ONLY the title of the article is shortened and not the finding place.]

Examples of a reference from a book

WF Lye & C Murray, *Transformations on the Highveld: The Tswana and the Southern Sotho* (Cape Town, David Phillip, 1980), pp. 7, 10.

JJ Buys, *Die oorsprong en migrasiebewegings van die Koranna en hulle rol in die Transgariëp tot 1870* (Universiteit van die Vrystaat, Bloemfontein, 1989), pp. 33-34.

[Please note: The reference variety to page numbers used.]

Example of a shortened version of a reference from a book**From:**

JA Conforti, *Samuel Hopkins and the New Divinity Movement: Calvinism, the Congregational Ministry, and reform in New England between the Great Awakenings* (Washington, Christian University Press, 1981), p. 23.

To:

JA Conforti, *Samuel Hopkins and the New Divinity Movement...*, p. 23.

Example of a reference from a chapter in a book

S Brown, “Diplomacy by other means: SWAPO’s liberation war”, C Leys, JS Saul et.al, *Namibia’s liberation struggle: The two-edged sword* (London, Oxford University Press, 1995), pp. 19-39.

Shortened version:

S Brown, “Diplomacy by other means...”, C Leys, JS Saul et.al, *Namibia’s liberation struggle...*, pp. 19-39.

Example of a reference from an unpublished dissertation/thesis

MJ Dhlamini, "The relationship between the African National Congress and the Pan Africanist Congress, 1959-1990" (Ph.D., NWU, 2006), pp. 4, 8, 11.

Examples of a reference from a newspaper

P Coetzee, "Voëlvlugblik ATKV 75 op ons blink geskiedenis", *Die Transvaler*, 6 Januarie 2006, p. 8.

or

Zululand Times, 19 July 1923.

Archival references**Interview(s)**

Provide at least key details such as: Name of interviewee and profession; the interviewer and profession and date of interview

Example of interview reference

K Rasool (Personal Collection), interview, K Kotzé (CEO, Goldfields, Johannesburg Head Office)/E Schutte (Researcher, NWU, School of Basic Science), 12 March 2006.

Example of shortened interview reference (after it has been used once in article)

K Rasool (Personal Collection), interview, K. Kotzé/E Schutte, 12 March 2006.

Example of an Electronic Mail - document or letter

E-mail: W Khumalo (Bigenafrica, Pretoria/Z Dube (Researcher), 22 October 2006.

National archives (or any other archive)

National Archive (NA), Pretoria, Department of Education (DoE), Vol.10, Reference 8/1/3/452: Letter, K Lewis (Director General) / P Dlamini (Teacher, Springs College), 12 June 1960.

[Please note: After the first reference to the National Archives or Source Group for example, it can be abbreviated to e.g. NA or DE.]

A source accessed on the Internet

A Dissel, “Tracking transformation in South African prisons”, Track Two, 11(2), April 2002 (available at <http://ccrweb.ccr.uct.ac.za/two/11-2transformation.html>, as accessed on 14 Jan. 2003), pp. 1-3.

A source from conference proceedings**First reference to the source:**

D Dollar, “Asian century or multi-polar century?” (Paper, Global Development Network Annual Conference, Beijing, January 2007), p. 7.

B Sautmann, “The forest for the trees: Trade investment and the China-in-Africa discourse” (Paper, Public Seminar: China in Africa: Race, relations and reflections, Centre for Sociological Research, University of Johannesburg, 28 July 2007), p. 7.

Shortened version:

D Dollar, “Asian century...” (Paper, GDN Conference, 2007), p. 7.

B Sautmann, “The forest for the trees: ...” (Paper, Public Seminar: China in Africa: ..., University of Johannesburg [or UJ]), p. 7.

GENERAL**Illustrations**

The appropriate positioning of the image should be indicated in the text. Original copies should be clearly identified on the back. High quality scanned versions are always welcome.

Authors, PLEASE obtain copyright and reproduction rights on photographs and other illustrations.

Copyright on all material in *Yesterday&Today* rests within the Editorial Advisory Committee of *Yesterday&Today*.

THE HARVARD REFERENCE METHOD**References in the text**

References are cited in the text by the author'(s) surname(s) and the year of publication in brackets, separated by a comma: e.g. (Weedon, 1977:13).

If several articles by the same author and from the same year are cited, the letters a, b, c, etc. should be added after the year of publication: e.g. (Fardon, 2007a:23).

Page references in the text should follow a colon after the date: e.g. (Bazalgette, 1992:209-214).

In works by three or more authors the surnames of all authors should be given in the first reference to such a work. In subsequent references to this work, only the name of the first author is given, followed by the abbreviation *et al.*: e.g. (Ottaro *et al.*, 2005:34).

If reference is made to an anonymous item in a newspaper, the name of the newspaper is given in brackets: e.g. (The Citizen, 2010).

For personal communications (oral or written) identify the person and indicate in brackets that it is a personal communication: e.g. (B Brown, pers. comm.).

Ensure that dates, spelling and titles used in the text are accurate and consistent with those listed in the references.

List all references chronologically and then alphabetically: e.g. (Scott 2003; Muller 2006; Meyer 2007).

List of references

Only sources cited in the text are listed, in alphabetical order, under References.

Bibliographic information should be in the language of the source document, not in the language of the article.

References should be presented as indicated in the following examples. See the required punctuation.

Journal articles

Surname(s) and initials of author(s), year of publication, title of article, unabbreviated title of journal, volume, issue number in brackets and page numbers: e.g. Shepherd, R 1992. Elementary media education. The perfect curriculum. *English Quarterly*, 25(2):35-38.

Books

Surname(s) and initials of author(s) or editor(s), year of publication, title of book, volume, edition, place of publication and publisher: e.g. Mouton, J 2001. *Understanding social research*. Pretoria: JL van Schaik.

Chapters in books

Surname(s) and initials of author(s), year of publication, title of chapter, editor(s), title of book, place of publication and publisher: e.g. Masterman, L 1992. The case of television studies. In: M Alvarado & O Boyd-Barrett (eds.). *Media education: an introduction*. London: British Film Institute.

Unpublished theses or dissertations

Fardon, JVV 2007. Gender in history teaching resources in South African public school. Unpublished D.Ed. thesis. Pretoria: Unisa.

Anonymous newspaper references

Daily Mail 2006. World Teachers' Day, 24 April.

• Electronic referencesPublished under author's name:

Marshall, J 2003. Why Johnny can't teach. *Reason*, December. Available at <http://www.reason.com/news/show/29399.html>. Accessed on 10 August 2010.

Website references: No author:

These references are not archival, and subject to change in any way and at any time. If it is essential to present them, they should be included in a numbered endnote and not in the reference list.

Personal communications

Normally personal communications should always be recorded and retrievable. It should be cited as follows:

Personal interview, B Ndlovu (Journalist-singer)/S Ntini (Researcher), 2 October 2010.

Yesterday & Today Template guidelines for writing an article

1. **Font type:** Times New Roman.
2. **Font size in body text:** 12pt.
3. **Author's details: Provide the following in 10pt:**
 - Initials and surname
 - Institutional affiliation
 - City and country of institutional affiliation
 - Emails address
 - Orcid number

Example:
 JM Wassermann
 University of Pretoria
 Pretoria, South Africa
Johan.wassermann@up.ac.za
 0000-0001-9173-0372
4. **Abstract:** The abstract should be placed on the first page (where the title heading and author's particulars appear). The prescribed length is between a half and three quarters of a page.
 - The heading of the Abstract: Bold, italics, 12pt.
 - The abstract body: Regular font, 10pt.
5. **Keywords:** The keywords should be placed on the first page below the abstract. The word '**Keywords**': 10pt, bold.
 - Each keyword must start with a capital letter and end with a semi-colon (;).
 Example: Meters; People; etc. (A minimum of six key words is required).
6. **Title of the article:** 14pt, bold.
7. **Main headings in article:** 'Introduction' – 12pt, bold.
8. **Sub-headings in article:** '*History research*' – 12pt, bold, italics.
9. **Third level sub-headings:** '**History research**': – 11pt, bold, underline.
10. **Footnotes:** 8pt, regular font; BUT note that the footnote numbers in the article text should be 12pt. The initials in a person's name (in footnote text) should be without any full stops. Example: LC du Plessis and NOT L.C. du Plessis.
11. **Body text:** Names without punctuation in the text. Example: "JC Nkuna said" and

NOT “J.C. Nkuna said”.

12. **Page numbering:** Page numbering in the footnote reference text should be indicated as follows:
Example: p. space 23 – p. 23. / pp. 23-29.
13. **Any lists** in the body text should be 11pt, and in bullet format.
14. **Quotes from sources in the body text** must be used sparingly. If longer than 5 lines, it must be indented and in italics (10pt). Quotes less than one line in a paragraph can be incorporated as part of a paragraph, but within inverted commas; and **NOT** in italics.
Example: An owner close to the town stated that: “the pollution history of the river is a muddy business”.
15. Quotes (**as part of the body text**) must be in double inverted commas: “...and she” and *NOT* ‘...and she’
16. **Images: Illustrations, pictures, photographs and figures:** Submit all pictures for an article in jpeg, tiff or pdf format in a separate folder, and indicate where the pictures should be placed in the manuscript’s body text. All visuals are referred to as Images.
Example: **Image 1: ‘Image title’** (regular font, 10pt) in the body text. Sources of all images should also be included after the ‘Image title’.
Example: **Source: ‘The source’** (regular font, 9 pt). Remember to save and name pictures in the separate folder accordingly.
Important note: All the images should be of good quality (a minimum resolution of 200dpi is required; if the image is not scanned).
17. Punctuation marks should be placed in front of the **footnote numbers** in the text.
Example: the end.1 **NOT** ... the end1.
18. **Single and left spacing** between the sentences in the footnote.
19. **Dates:** All dates in footnotes should be written out in full. Example: **23 December**
20. **2010; NOT 23/12/2010 [For additional guidelines see the Yesterday & Today Reference guidelines].**
21. Language setting in Microsoft Word as **English (South Africa); do this before starting with the word processing of the article.** Go to ‘Review’, ‘Set Language’ and select ‘English (South Africa)’.