



## **Southern Journal of Engineering Education – Style guide for authors**

Articles published in the Southern Journal of Engineering Education are based on the APA style, with UK punctuation and spelling following the Oxford English Dictionary. There are some deviations for house preference, as listed below.

**Note:** For the first submission of a manuscript, it is sufficient to follow this style guide – the Microsoft Word template provided [at this link](#) is optional. However, if your article is accepted for publication, you will be required to use the template for final formatting.

### **Font, spacing and sizing**

The default text for the article is Times New Roman font, 12-point with 1.5 line spacing as in this style guide.

### **Abstract**

Each submission must have an abstract which should be one paragraph of 150 to 250 words in a smaller font (10 point) as in this paragraph.

### **Article title and headings**

Use capitalisation in the article title for the first word only and for any proper nouns.

Subsequent words should not be capitalised. Note that the first word after a colon is also not capitalised (e.g. The South African engineering education model with a European perspective: history, analogies, transformations and challenges.)

- The font size of the article title must be times New Roman 14-point bold, as in this guide;
- For Level-1 headings, use 12-point **bold** as in this style guide;
- For Level-2 headings, use 12-point *italics*;

Note that level-1 and level-2 headings have their own paragraph, i.e. the following text starts on a new line. There is no prescription for other level headings in the first submission.

### **Abbreviations**

Acronyms must be spelt out on first appearance, with the explanation in parentheses, as in CHE (Council on Higher Education). Avoid the excessive use of abbreviations or acronyms (e.g. EER in HE in SA).

## **Punctuation**

Do not use full stops for *contractions*: Mr rather than Mr. ; Ltd rather than Ltd. ; for *degree names*: BSc, MSc, PhD ; for *names of countries*: UK rather than U.K. and for *acronyms*: AAEE ; ECSA ; DHET.

Use a full stop/s for *abbreviations*: e.g. vol. seq. no. *ibid.* et al. etc.

## **[Brackets] and (parentheses)**

Use square brackets for editorial comments within quotations or for uncertain data in references (e.g. if the publication year or city is known but does not appear in the book).

Brackets are also used within parentheses: (he used to go there [to Lagos] every winter).

Include translations of foreign-language quotations in brackets immediately following the quotation (without italics and without quotation marks): ‘We don’t have time to say [said really slowly]: *NdinguNomthunzimna* [Me, I am Nomthunzi]. *Eyo!*’

## **Foreign words**

Foreign words (except proper names or words in common English usage) should be italicised.

## **Quotation marks**

Always use single quotation marks. Double quotation marks are used only within a quotation. He remarked: ‘This charge of “fraudulent conversion” will never stick’.

Quotations of more than 60 words should be indented and separated from the main text. Like the abstract, such quotations should also be 10-point font size and indented by 1.3 cm left and right. Such text extracts should not be set within quotation marks.

Extracts longer than 400 words require copyright permission.

## **Dashes**

The UK style for dashes requires blanks before and after the **en dash**, e.g. ‘...students – and institutional expectations...’

## **Ellipses (...)** (. ... ) (, ... ) (... !)

Three points should be used for omitted text. There should be one space before and after the ellipsis. If the omitted text follows a completed sentence, there should be four dots with no spaces, with the first indicating a full stop.

**Dates, numbers and ranges**

Dates should be set in the order of day month year, with no comma between the elements, e.g. 26 January 1988.

In general, use words for numbers that are less than 10, and numerals for all other numbers: four; seven; 10; 23; 185.

Number ranges should not be abbreviated. In-text number ranges should employ prepositions, not dashes: 'from 1924 to 1928' or 'between 1924 and 1928' rather than 'from 1924–1928', or 'between 1924–1928'.

**Tables and figures/graphs**

Please ensure that tables and figures/graphs do not simply repeat what is in the text. Also ensure that you have copyright or permission to reprint and/or modify the table/figure.

The title for a table must be above and for a figure, below.