COMMUNICATING WITH THE EDITOR

Send postal correspondence to the *Journal of Social Development in Africa, School of Social Work*, P. Bag 66022, Kopje Harare Zimbabwe. Send e-mail correspondence to zimreview@mango.zw. Authors should make every effort to remain in e-mail contact with the editor at all times and to give the editor alternative e-mail addresses when necessary. At certain stages of the editorial process authors and editor need to be in daily contact: email is the most effective way of doing so.

THE SCOPE OF THE JOURNAL

The journal publishes analyses, findings and recommendations relating to social development in Africa, including theoretical, empirical and descriptive works and relevant scholarly discussions of ethics.

SUBMITTING THE MANUSCRIPT

Contributions that further the aims of the journal are welcome. Manuscripts should ideally be submitted by e-mail or on a PC disk (in Word or similar). A typed copy on single-sided A4 paper, double-spaced and with large margins all round, may be required. Please ensure that electronic files do not contain a computer virus. If you have any doubts please communicate through .txt files. Large files should be zipped.

Covering page

A covering page with the author's name, affiliation and address (including e-mail address and fax number) is required. These details should not appear on the MS. The covering letter should state that the work has not been published or submitted for publication elsewhere and will not be so submitted unless it is formally withdrawn for consideration or rejected by the journal editor. Please note that submission of the MS gives the journal exclusive rights to publish, to copyright and to deny or allow reproduction of it in whole and in part.

Abstract

An abstract of around 200 words, which will be used by abstract indexing services, should be prepared. This states (in past tense) the principle objectives and scope of the research, briefly describes the methods employed, summarizes the results and states the main conclusions. Authors should note that the abstract is usually the first contact readers have with the article, especially if they have come across it on the Internet. The abstract requires, therefore, careful

thought to encourage the reader to venture further into the article. The same is true of the introduction and reference sections, which are usually the next items examined by readers before they turn to the article itself.

Structure of the article

- The following parts should appear in the article: an introduction; material and methods used; results and a discussion and conclusion. A brief literature survey and a theoretical discussion is useful for certain types of work. If used, these should be integrated into the work and argued for or against in the conclusion.
- Authors should not, however, hesitate to submit articles that have a strongly descriptive, empirical component or discursive theoretical one, whether they follow the traditional format outlined above or not. Well-designed empirical studies on aspects of social life in Africa have a place in this journal.
- Articles are expected to be between 5000 and 7000 words long.

References within the text

Within the body of the text use the Harvard or author: date style as follows:

We find that Makola (1982a:67) argues the view taken by Nkomo (1981). Another study (Makola 1982b:21–26), however...

Bibliographical references

A list of references (of only those works cited in the body of the text) should be listed at the end of the document alphabetically and chronologically by author and date as follows:

For books: surname, initial. date. title, place, publisher. For journals, author, initial. date. title. journal name, (or collection or book in which this is a chapter), page numbers. More detailed examples can be sent on request.

Footnotes

List any footnotes necessary consecutively at the end of the article.

Tables and figures

Tables and figures will be placed at the top or bottom of the page closest to the relevant text. As graphic materials, especially figures, often have to be redrawn, the raw data in a spreadsheet or table should be appropriately labelled and submitted separately. Other illustrations, e.g. maps, should be submitted electronically as .jpg files, or similar, at 360

dpi. and drawn to A5 or A6 size, as appropriate. An alternative is to submit a good quality, laser-printed version scaled to either A5 or A6. The position of these graphic elements should be indicated by inserting a placeholder in the text, saying "Place Fig. 3 around here", or similar. Authors are responsible for the factual accuracy of all such material and for the validity of all statistical inferences drawn from it.

Proof-reading

Many submissions to this journal are not written in the author's mother tongue and the editor is very willing to work with authors to achieve academically-acceptable standards of English usage. Authors should, however, note that reviewers (whose mother-tongue is also often not English) sometimes comment on the author's lack of elementary proof-reading before submitting work, resulting in sub-standard typing, spelling and grammatical mistakes. Such lack of care may prejudice an otherwise favourable review.

Content

The reviewers and editor welcome articles that display the following characteristics:

- The content is technically competent and professional in format;
- It displays originality and is presented logically;
- Mathematical and statistical material, where used, is complete, well-organized and interpreted for the non-specialist;
- The writing style is clear and unpretentious;
- The illustrative material is adequate;
- The literature review is adequate and the bibliography reflects up-to-date research;
- The theoretical underpinnings are up-to-date and are well integrated with the discussion and argument;
- The methodological approach is appropriate and clear;
- The article contributes significantly to current thinking or the development of the subject.

The editor is more than prepared to work with scholars to achieve their goals and many of our reviewers are most generous in helping to provide detailed and constructive advice on the first draft.

Complementary copies

Authors receive two copies of the relevant issue.

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