

Notes on Contributors

- * **Justin Barnes** is a Research Fellow at the School of Development Studies, University of Natal, Durban.
- * **Guy Berger** is Professor and Head of Department of Journalism and Media Studies at Rhodes University.
- * **Gibson Boloka** is lecturer in the Department of Media and Literary Studies, University of the North and a PhD candidate in the Graduate Programme of Cultural and Media Studies, University of Natal, Durban.
- * **Ron Krabill** is a PhD candidate in Sociology and Historical Studies at the New School of Social Research in New York City. He is visiting lecturer in the Graduate Programme of Cultural and Media Studies, University of Natal, Durban.
- * **Anthony Leysens** is Lecturer of Political Science, University of Stellenbosch.
- * **Laurence Piper** is Lecturer of Political Science in the School of Human and Social Studies, University of Natal, Pietermaritzburg.
- * **Lisa Thompson** is Senior Lecturer in the School of Government, and Acting Director of the Centre for Southern African Studies, University of the Western Cape.
- * **Goolam Vahed** is Senior Lecturer in the School of Social Studies and Development at the University of Durban-Westville.
- * **Shahid Vawda** is Senior Lecturer in the School of Governance, University of Durban-Westville.
- * **Harry Zarenda** is Associate Professor of Economics at the University of the Witwatersrand.

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References: In text (note punctuation; indent all longer quotations):

blah blah blah' (Davis 1974:43-45).

Davis was the first to direct us to 'blah blah dreamworld' (1974:485). This point was noted by other commentators as well (Cornell 1973, Samules 2000, Christopher 1973).

As Davis said:

The world

..... dreamworld. (1974:23)

In references (also note upper and lower case):

Davis, JL (1974) 'The meaning of dreams: a case study of daydreams', *South African Labour Bulletin* 21(1).

Davis, James, Claude Braverman and Cecile de Villiers (1976) 'The benefits of walking: veld, vlei, and farkore', in Veltie Froneman (ed) *These Boots Were Made for Walking: striding southern Africa*. Cape Town: Juta.

For double digit numbers in references in text use full number, eg 97-99. For treble digit numbers, use for example, 107-8 or 128-42 or 123-424. Page numbers of articles are not necessary in reference or bibliography section.

Newspapers and magazines, in italics in brackets in text, and not in references at end of article, eg (*Daily News*, January 11, 1987; *You*, November 1956).

If the author uses full names of authors, stick to that in the references at end of article, eg Malik, Kenan (1996); Tobias, Phillip (1963). Authors should reference full names or initials as appear in the sources.

No idem, op cit.

Absolutely no et als in references (except in text itself for more than two authors).

All book, magazine, journal, newspaper titles (iow all published material or collections) in italics. Unpublished dissertations or theses not in italics, but with quotation marks.

Dates: July 14, 2000

Quotations:

'Do not let time take its toll' – single quotation marks

'Do not let time, as Darwin said, "take its toll"'. – iow double for quotation within quotation, stop after quotation marks.

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