



Style Guide for Zambia Social Science Journal

For submissions, contact managingeditor.zssj@gmail.com

Overview

- o Each manuscript must include an abstract of no longer than 250 words
- o Between 8,000 and 12,000 words (including footnotes and references)
- o The manuscript should be accompanied by the author's signed declaration indicating that the paper has not previously been published or is not currently under consideration for publication elsewhere
- o All submissions must be sent electronically, in Word format

Structure

- o Manuscripts should be presented in the following order:
 - i. Title Page
 - ii. Abstract and key words
 - iii. Text
 - iv. Acknowledgements
 - v. References
 - vi. Appendices

Formatting

- o **Subheadings in bold; Sub-subheadings in bold and italics**
- o Use title case for all levels of heading (e.g. Use Title Case for All Levels of Heading)

Style

- o Papers are acceptable only in English
 - o Use British English spellings (e.g. colour instead of color, theorise instead of theorize)
- o Punctuation should be placed outside the quotation (e.g. "Yes". and "yes"), unless the final sentence is completed in the quotation (e.g. "When did that happen?" and "I had to run!")
- o Use the serial comma (e.g. red, white, and blue instead of red, white and blue)
- o Express general numbers one through ten in words
- o Use % instead of percent
- o Express dates in text as day month year (e.g. 14 March 2000); express the date of publication in the reference list as year, month day (e.g. 1955, April 12) for works such as newspaper articles; express decades as in the 1950s
- o Explain abbreviations and acronyms at the first occurrence
- o The style, including capitalisations, should be consistent throughout
 - o After a colon: Capitalise the first word of a full sentence.
 - o After a colon: no capital (if not a full sentence)

- o Use a colon in your reference list between a title and a subtitle, and capitalise the first word of the subtitle (e.g. Title: Subtitle)
- o Currencies
 - o ZK24 50 ngwee
 - o US\$50
- o Range of numbers: use a closed en dash (e.g. pp. 91–125) [Ctrl, and – on the number pad]
- o Interruptions—like this one—use a closed em dash [Ctrl and Alt, and – on the number pad]
- o Place footnote callouts after the punctuation.¹

Tables and Figures

- o All tables, maps and other illustrations must be professionally drawn
- o Label them accordingly (e.g. Table 1, Table 2, Figure 1, etc.) with a title at the top
- o Acknowledge the source in full in a note below:
 - o *Note.* Adapted from *title* by author, date, source.
 - o *Note.* From *title* by author, date, source.

The *title*, author, date, source is the full information that you put in your reference list as well.

Unlike in your reference list, use quotation marks and title case:
Note. From “Lusaka: The Historical Development of a Planned Capital, 1931–1970” by J. Collins, 1986, p. 100, in *Lusaka and its Environs: A Geographical Study of a Planned Capital City in Tropical Africa*, pp. 95–137, edited by G. Williams, Zambia Geographical Association.
- o Refer to tables and figures (and appendices) in text by the number (e.g. Figure 3) and not as “above” or “below”
- o For tips and examples see <https://apastyle.apa.org/style-grammar-guidelines/tables-figures>

Copy-Righted Material

- o Authors are responsible for securing permissions for the use of any proprietary text, illustrations, tables, or any other material
- o The reproductions of short extracts of text, excluding poetry and song lyrics, may be used without formal permission for the purposes of criticism on the basis that the quotation is reproduced accurately and full attribution is given

Quotations

- o Use p. or pp. for page number/s after year,
 - o The part of the citation in parentheses goes “within the sentence punctuation” (Author, 2016, p. 42).
 - o Author (2016) insists that the part of the citation in parentheses goes “within the sentence punctuation” (p. 42).
- o Use block quotations for 40 words or more
 - o The citation for a block quotation goes after the final punctuation, in parentheses, without its own period:

... under its jurisdiction. (Author, 2016, pp. 42–43)
- o Use a spaced ellipsis ... to indicate missing words within a quote.

- o Do not use an ellipsis at the start or end of a quote.
- o If the omitted words include the beginning or ending of a sentence, then use a period with the ellipsis. ... The next sentence of the quote

Citation in text

- o The journal follows APA Style
(<https://apastyle.apa.org/style-grammar-guidelines/citations>)
- o Cite the author's last name and the date:
 - o Author (year) observed that ...
 - o ... the Global South (Author, year) or (Author, year, p. ##).
 - o In year, Author reported that ...
 - o ... (see Author, date, for details about the raid).
- o For works with two authors:
 - o Use "and" between the last names in a narrative citation
 - o Use "&" between the last names in a parenthesis citation
- o For works with three or more authors:
 - o Use First Author et al.
- o For works with no authors:
 - o Use the first few words of the title, year
 - ("Title In Quotation Marks and Title Case," 2024). if the title is not in italics in your reference list
 - *Title In Italics and Title Case* (2024, p. 3). If the title is in italics in your reference list
- o For multiple works cited in parentheses ():
 - o Separate with a semi-colon;
 - o Arrange alphabetically
 - o Add lesser works alphabetically after "see also": (Author, date; see also AAuthor, date; BAuthor, date; CAuthor, date).
- o For a probable but not definite date, use ca. (e.g. ca. 1972); use n.d. for no date.
- o Do not use "ibid."

References

The journal follows APA Style (<https://apastyle.apa.org/style-grammar-guidelines/references>)

- o Each entry on your reference list should be:
 - o Either author. (date). *title*. source.
[for standalone titles like *books, working papers, and reports*]
 - o Or author. (date). title. *source title* source.
[for titles in a *bigger title* like articles in *journals*, chapters in *books*]
- o If you include a link:
 - o Use the doi instead of the url, if the doi is available
 - o Put <https://doi.org/> in front of the doi
 - o The link goes at the end of the source
 - o There is no period after the link
 - o Example:
Heyneman, S. P., & Lee, B. (2016). International organizations and the future of education assistance. *International Journal of Educational Development*, 48, 9–22.
<https://doi.org/10.1016/j.ijedudev.2015.11.009>
- o Use only spaced initials (e.g. N. L.) for first names of authors (unless you need to distinguish between different individuals who have the same last name and initials)
- o Do not give the place of publication
- o Arrange your list alphabetically by author; for the same author in different years arrange from oldest to newest
- o Do not abbreviate group author names in the reference list
[Citations can use abbreviations of group authors after definition at first use, if there are three or more occurrences in the article]
- o Use (Eds.) and (Ed.); (2nd ed.)
- o If there is no author, use the title:
 - o Cashew nut industry rejuvenation underway. (2019, March 16). *Times of Zambia*, p. 6.
[Cite with title case and quotation marks (“Cashew Nut Industry Rejuvenation Underway,” 2013)]
 - o *Common snakes and treatment of snakebites*. (n.d.). [Pamphlet]
[Cite with title case, italics, and no quotation marks (*Common Snakes and Treatment of Snakebites*, n.d.)]
- o Examples of APA style references are:

Archival material

- Barotse Protectorate Development Commissioner*. (1955). National Archives of Zambia (BSE 1/10/72, Loc. 5039), Lusaka, Zambia.
- Gauntlett, S. (1953, January 3). [Letter to the Director of Medical Services, W.C.B. Warrison]. National Archives of Zambia (MH1/2/77, Salvation Army Chikankata), Lusaka, Zambia.
- Peters, D. U. (1950–1951). *Report on the survey of agriculture in Barotseland*. National Archives of Zambia (MAG 2/9/10, Loc. 171), Lusaka, Zambia.
- Rural development*. (1974). National Archives of Zambia (Shelf 19, Box 144A), Lusaka, Zambia.

[For more examples, see <https://apastyle.apa.org/style-grammar-guidelines/references/archival>]

Article

Handa, S. (1994). Gender, headship and intrahousehold resource allocation. *World Development*, 22(10), 1535–1547.

Mwangilwa, G. (1968, May 6). Teachers talk of provocation bid. *Times of Zambia*, p. 1.

West cashew industry oozes potential. (2019, March 6). *Zambia Daily Mail*.

Book

Humphreys, M., Sachs, J., & Stiglitz, J. E. (2007). *Escaping the resource curse*. Cambridge University Press.

Chapter in a Book

Schoepf, B. G., Schoepf, C., & Millen, J. V. (2000). Theoretical therapies, remote remedies: SAPS and the political ecology of poverty and health in Africa. In J. Y. Kim, J. V. Millen, A. Irwin & J. Gershman (Eds.), *Dying for growth: Global inequality and the health of the poor* (pp. 91–125). Common Courage Press.

Conference Paper

Ching'ambu, A. (2019, July 12–15). *Cashew Growers Association of Zambia (CGAZ): Cashew cooperative movement*. [Paper presentation]. Inaugural Annual Cashew Conference, Mongu Trades Training Institute, Zambia.

[Add the date/s of the full conference, not just the date of the presentation.]

Interview

[An interview that is neither published nor lodged in a repository is a personal communication because your reader cannot access it. Give the interview information in your text not in your reference list. Use a footnote if necessary.]

Report

Ministry of Land and Natural Resources, Northern Rhodesia. (1963). *Annual report for the year 1962*. Government Printer.

Northern Rhodesia Government. (n.d.). *District Commissioner's report*.

Northern Rhodesia Government. (1944). *Report of the commission appointed to inquire into the administration and finances of native locations in urban areas* (Eccles report). Government Printer.

Orde-Browne, G. St. J. (1936). *Labour Conditions in Northern Rhodesia* (Colonial Office report no. 150). His Majesty's Stationery Office.

Statutes

Title. Source. (year)

Employment of Natives Ordinance of 1929, Section 45 (a). Northern Rhodesia Government. (1929).

[Cite: Employment of Natives Ordinance (1929)]

Statutory Instrument No. 6 of 1985: Trade Unions (Deductions of Subscriptions) Regulations.
Government of the Republic of Zambia. (1985).

[Cite: Statutory Instrument No. 6 (1985)]

Water Ordinance No. 4 of 1930 Amendment No. 34 of 1948. Northern Rhodesia Government.
(1948).

[Cite: Water Ordinance No. 4 of 1930 Amendment No. 34 (1948)]

Thesis or Dissertation

Boapeah, I. (2010). *The history of the Salvation Army in Ghana, 1922–2006* [M.Phil. dissertation].
University of Ghana.

[examples of abbreviations: M.Ed.; Ph.D.; M.A.]

Unpublished Paper or Report

Mpatha, N. T. (1996). The effect of flooding on plant pollination. [Unpublished manuscript].
Department of Botany, University of West Africa.

Website

Southern African Institute for Policy and Research. (2013). *Southern African Journal of Policy and
Development*. Retrieved 6 May 2013, from http://saipar.org/home/?page_id=250

[Retrieval date is only necessary for websites that are designed to change.]

Urban planning. (2020, March 1). In *Wikipedia*.

https://en.wikipedia.org/wiki/Urban_planning

Working paper

Wood, A. P. (1989). *Cattle and development in western Zambia*. Paper 28C. Department of
Geographical Science, Huddersfield Polytechnic.