ADMINISTRATIO PUBLICA EDITORIAL POLICY AND AUTHOR GUIDELINES

Editorial policy

1. *Administratio Publica* is a quarterly journal. The aim of the journal is to promote academic scholarship in Public Administration, Public Management, and related fields.

2. *Administratio Publica* publishes original theoretical and empirical manuscripts in Public Administration, Public Management, Public Governance, and related fields (teaching, research, and learning), which includes articles, debates, research notes, review articles, and book reviews in English.

3. All articles are submitted to the Chief Editor. The Chief Editor decides whether a proposed article falls within the ambit of scholarly material and research that supports the objectives of the Association of Southern African Schools and Departments of Public Administration and Management (ASSADPAM). The article is then submitted to subject specialist referees for evaluation. Normally, these referees are members of the editorial board of the journal. In the case of any one of two reviewers rejecting the article, the Editorial Committee considers the reports, and may appoint another independent reviewer.

4. Accepted papers will, as far as possible, be published in the sequence in which they were received. A page fee will be charged for all articles approved for publication. This fee is subject to annual adjustment.

5. A separate application page should contain proof of language editing by a qualified language practitioner, as well as the titles, names, e-mail addresses, telephone and fax numbers, and postal addresses of the authors, and to whom correspondence and the invoice for page fees should be addressed. The article is to commence on a new page in a separate file. Language editing fees will be added to the page fees if the language editing is not satisfactory.

6. Two kinds or references are distinguished: notes and bibliographical particulars. Notes should be numbered consecutively and be inserted at the end of the text and not in footnotes.

7. A statement should accompany all manuscripts (at the end of the document when submitting the paper) in which the authors state that the contribution has not been published, is not being published, or is not being considered for publication elsewhere, and will not be submitted for publication elsewhere unless rejected by the Editorial Committee. Authors need to declare that they are willing to pay the page fee if the article is approved for publication, that the article has not been submitted to any conference proceedings, is not plagiarised, and was checked on Turnitin before submission.

8. Confirmation of provisional acceptance of articles will be forwarded to authors on receipt by the Chief Editor. Authors will be given notice of the outcome of peer reviews within 12 weeks of submission. It is important to know that an article submitted in the second half of the year may only be published in planned editions of the following year.

9. Note the following important aspects relevant to the journal:
    -   **Anonymity:** Anonymity is maintained by omitting the name of the authors and all identifying footnotes or other references from the text. Referee reports may be made available to authors but the names of the referees will be withheld. The particulars of referees will only be made known to the Department of Education, for purposes of auditing the requirements as set out by the Policy for the Measurement of Research Output of Public Higher Education Institutions (Higher Education Act 101 of 1997).
    -   **Copyright:** Because the journal is open access, the authors retain the copyright of their articles. Articles are available to allow others to freely access, copy, and use the research – provided the authors are credited correctly. Authors, however, bear full responsibility for the contents of their own contributions. Opinions expressed in the journal are those of the authors, and are not necessarily subscribed to by the Chief Editor, the Editorial Committee, the Editorial Board, or the Executive Committee of ASSADPAM.
    -   **Conflicts of interest:** Authors should declare any conflicts of interest upon submitting manuscripts. Conflicts of interest include financial and non-financial interests. Examples of financial conflicts of interest include employment or voluntary involvement, collaborations with interest groups, personal fees (e.g., honoraria and consulting fees), and intellectual property (e.g., patents, copyrights, and royalties). Examples of non-financial conflicts of interest include holding a position on boards, close relationships with editors of the journal, competing interests (e.g., personal, political, religious, and academic), and involvement in legal action (e.g., paper retraction).
    -   **POPIA conduct and compliance:** The Protection of Personal Information Act (POPIA) was accepted during 2021 in South Africa. The POPIA regulates the processing of personal information, and regulates the processing of personal information for research purposes, as well as the flow of data. The journal abides by the POPIA principles and will ensure that confidentiality is adhered to during the submission, review, and processing of articles and personal information. It is, however, the responsibility of every author to protect the personal information of participants used in any article submitted to *Administratio Publica*.
    -   **Confidentiality:** A comprehensive double-blind peer-review process is followed by the journal. This implies that both the authors' and the reviewers' identities are concealed to ensure privacy and prevent bias. The identities of authors will not be released by the Editor during the review process. In the event that any reviewer has any questions related to an article being reviewed, it must be communicated directly to the Editor. No communication between authors and reviewers are allowed or will be facilitated.
    -   **Ethical guidelines:** Ethical conduct and practice, as well as scholarly integrity, are paramount for *Administratio Publica*. Authors are expected to accurately and honestly represent the objectives and findings of their research. Any conflicts of intertest pertaining to an article being submitted for review must be disclosed. Research methodology, as well as the analysis of data, must be explained sufficiently and accurately. In all instances, research submitted to the journal must be original work. Plagiarism or the misrepresentation of research will not be tolerated. The

authentication of articles through plagiarism software can be requested by the Editor from an author at any time. If an article was previously submitted to another journal for review and consideration, it will not be accepted by *Administratio Publica* for review.

- **Ethical clearance:** Ethical approval should be obtained by the authors' university, host institution, or research institute before the research is conducted. This will ensure that any possible risk that might affect the research was considered and approved. A copy of the authors' ethical approval needs to be provided to the Editor when submitting an article for review.
- *Errata*/**corrections/retractions:** It will be the authors' responsibility to ensure that all corrections required by the journal and publishers are completed. Corrections and changes made by the authors should be indicated to the Editor when resubmitting the article. All corrections and changes need to be completed before the online publication of the journal. Errors and inaccuracies found after publication must be communicated to the Editor immediately.
- **Advertising:** Authors will not be allowed to do any advertising in *Administratio Publica* or on the journal's website. *Administratio Publica* is a scholarly journal that is focused on the introduction and presentation of new research. The journal does not support advertising or marketing of any kind.
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- **Open access policy:** This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge. The journal's open access policy helps to make research more accessible and available. This in turn will benefit authors who publish in the journal since more people will be able to access their research.
- **Archiving:** This journal utilises the Southern African Bibliographic Information Network (SABINET) to create a distributed archiving system among participating libraries and permits those libraries to create permanent archives of the journal for purposes of preservation and restoration.

Page fees

Authors who are ASSADPAM members are required to pay a fee of R400.00 per page, as well as R200.00 per graphic for any manuscript printed in the journal (excluding the costs of language editing where needed). Authors who are not ASSADPAM members are required to pay a fee of R500.00 per page, as well as R200.00 per graphic for any manuscript printed in the journal (excluding the costs of language editing where needed).

Presentation of manuscripts before publication

- Manuscripts must be typewritten on one side of the paper and language edited; A4 format; one and a half line spacing with generous margins (at least 2.5 cm on all sides); statistics are to be presented in table format; and graphic images in boxed diagrams.
- Each article must start with an abstract (maximum length of 200 words).
- Abstracts should represent the contents of the article concisely.
- Length of article: Minimum length of 6 500 words and maximum length of 8 000 words.
- Composition: Title (in title case [see example below]), Affiliation (see example below), ABSTRACT, INTRODUCTION, HEADINGS (first-level headings in all caps, second-level headings in title case, and third-level headings in sentence case and in italics), CONCLUSION, NOTE (e.g., the article is based on a thesis or dissertation), REFERENCES, and AUTHORS' CONTACT DETAILS.
- Footnotes are not used but endnotes at the end before the reference list are acceptable, but should be kept to the minimum and only contain relevant elucidation of the text.
- Abbreviations and acronyms should be avoided except where an acronym is current parlance. When used, it MUST be written in full for the first time with the abbreviation in brackets; e.g., National Council of Provinces (NCOP).
- Numbering: Write out in full all numbers from one to nine; use numerals from 10 onwards.
- Tables and figures: The heading must be on top and the source below, e.g.:
  Table 1: Participant demographics
  Source: (Auriacombe 2016:22)
- Title and affiliation example:

Closing the Gap Between Theory and Practice with Action Research

C J Auriacombe
Department of Public Management and Governance
University of Johannesburg

- The introduction must be short. A concise synopsis of the current knowledge in the field must be provided. It must also provide a rationale for the rest of the study and a clear description of the methodology employed and/or the research techniques/process followed.
- Title of paper (centre, bold, 12 pt Times New Roman or Arial, all caps), name and surname, affiliation (name of university/institution) (align left, bold 12 pt Times New Roman).
- Biographical details: Please provide full details of title, surname and initials, address, fax number, cell number, work number, etc. at the end of the references/bibliography and not under the title on the first page.
- **ABSTRACT** (12 pt Times New Roman, title in all caps), 200 words. Do not format, shade, or place in textbox or table. The abstract should include a brief description of the research problem, methods, findings, and conclusions.

- **HEADINGS:** Do not number headings in the text.
- **HEADING 1:** Bold, 12 pt Times New Roman, all caps.
- **Sub-Heading 1.1:** Bold, 12 pt Times New Roman, title case.
- *Sub-heading 1.1.1*: Bold, italics, 12 pt Times New Roman, sentence case.
- <u>Sub-heading 1.1.1.1</u>: Underline, 12 pt Times New Roman, sentence case
- When listing, please use bullet form.
- Please do not format, indent, or use any special style in the article.
- All tables and figures should be numbered and given a heading before the table or figure is inserted. The source must be provided at the bottom of the table/figure.
- Remember to give credit to the original authors from which the table/figure was adapted.
- **Authors' contact details should be provided in the following format after the reference list:** The titles, names, e-mail addresses, telephone and fax numbers, and postal addresses of the authors to whom correspondence should be addressed.

Technical Requirements for Referencing Style

- **References in the text:** (Auriacombe 2008:3); (Cloete 2008:4; Webb 2009:6; Auriacombe 2008:3, 6, 5-10); (Cloete, Smith, Coetzee, Van der Walt and Brown 2002:7) and thereafter (Cloete *et al*. 2002:7). More than five authors: Use the first author's surname and *et al*. from the first instance of use.

- **Listings in the BIBLIOGRAPHY:** Bibliographical particulars are arranged **alphabetically**, <u>no</u> numbering and <u>no</u> categories (e.g., books, journals, etc.) and according to the simplified Harvard method.

- **Example of referencing books:**
  Almond, G.A. and Verba, S. 1963. *The Civic Culture*. Princeton: Princeton University Press.
  Gildenhuys, J.S.H. and Knipe, A. 2000. *The Organisation of Government: An Introduction.* 2nd ed. Pretoria: Van Schaik.

- **Example of referencing journal articles:**
  Wiatr, J.J. 1973. Political elites and political leadership. *Indian Journal of Politics*. 7(2):2. **OR**
  Auriacombe, C.J. 2007. Deconstructing the public interest for application in South Africa. *Administratio Publica*. November 2007. 15(1):28-52.

- **Example of referencing a chapter in a book with an author other than the editor:**
  Claude, I.J. 1990. Traditional concepts of human rights. In Welch, G. (Ed.). 1990. *Human Rights and Development in Africa*. London: Longman Publishers.
  Coetzee, G. 1991. The role of political parties. In Venter, J. (Ed.).1991. *Political Systems*. Pretoria: Juta.

* Use the same format for conference proceedings.

- **Official publications:**

Public Service Commission. 2008c. *Report on the Audit of Reporting Requirements and Departmental Monitoring and Evaluation Systems within Higher and Provincial Government. Public Service Commission.* Pretoria: Government Printer.

African National Congress (ANC). 2014. *Land Reform Policy.* Circular No 4. Johannesburg: ANC Publishers.

NB: If any official local, continental, or global publication is cited, it MUST have a place of publication (city, not country) and a publisher; e.g., Washington, D.C.: World Bank Publication. If it does not have a place or publisher, the website where it was obtained from must be provided; e.g., Available at: http or www…. etc.

- **Internet reference:**

Patton. M.Q. 1999. Utilization-Focused Evaluation in Africa. Training Lectures Presented at the African Evaluation Association, 13-17 September. Nairobi. Kenya. Available at: www.afrea.org/documents/document.cfm?docID=64. (Accessed on 25 March 2014).

- **Newspaper reference:**

Cloete, F. 2009. Municipal elections. *Sunday Times*. 20/09/09.

The Star. Breaking news today. 16/05/2014.

Mokati, N. 2021. Struggle veteran Ebrahim Ebrahim dies. *The Star*. 06/12/2021. Available at: https://www.iol.co.za/news/politics/struggle-veteran-ebrahim-ebrahim-dies-324b6399-d202-45a7-a19f-9e543cb74ada. (Accessed on 07 December 2021).

- **Acts:**

The Labour Relations Act of 1995 (Act 66 of 1995) **OR** Labour Relations Act 66 of 1995.

The Constitution of the Republic of South Africa, 1996.

- **Interviews:**

Khumalo, R. ANC Regional Organiser. Pretoria. Interview on 18 May 2014.

Maluleke, A.J. Director-General: Department of Health. Interview on 12 May 2014.

- **Dissertations/Theses:**

Joel, C. 2016. Risk Management Best Practices in the Department of Trade and Industry. Master's Thesis. Johannesburg: University of Johannesburg.

Ukwandu, D.C. 2014. The Role of Good Governance in Africa's Elusive Quest for Development. Doctoral Dissertation. Pretoria: University of South Africa.