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# **AGREKON: GUIDE TO AUTHORS**

#### Manuscripts

- Manuscripts should be written in English or Afrikaans.
- 2. Submit three copies of your manuscript. Enclose the original illustrations and two sets of photo-copies.
- 3. Manuscripts should be typewritten, typed on one side of the paper with wide margins. Every page of the manuscript, including the title page, references, tables, etc. should be numbered. However, in the text no reference should be made to page numbers; if necessary, one may refer to sections. Underline words that should be in italics, and do not underline any other words. Avoid excessive usage of italics to emphasize part of the text.
- Manuscripts in general should be organized in the following order:
- Title (should be clear, descriptive and concise)
- Name(s) of author(s)
- Affiliation(s)
- Present address(es) of author(s)
- Correspondence address to which the proofs should be sent (including telefax number).
- Any (short) additional information concerning research grants, etc., may be included on the title page under the address(es). If this information is long please include it in the text, either at the end of the introduction or in a separate acknowledgment section preceding the references. Abstracts
- Introduction
- Introduction
- Material studied, area description, methods, techniques
- Results
- Discussion
- Conclusion
- Acknowledgments
- References
- Summary (if article is in Afrikaans)
- Tables
- Figure captions
- 5. When typing the manuscript, titles and subtitles should not be run within the text. They should be typed on a separate line in lower case, numbered numerically.
- Upon final acceptance a computer diskette, (double sided, double density) containing the final text, including all corrections and relevant software programme names, should be submitted (WordPerfect 5.1 is preferred, but is not compulsory).
- 7. Agrekon reserves the privilege of returning to the author for revision accepted manuscripts and illustrations which are not in the proper form given in this guide.

# Abstracts

- 1. The abstract should be clear, descriptive and not longer than 250 words.
- 2. At the beginning of each abstract provide the complete bibliographic entry by which the paper will be referenced.
- 3. Abstracts should be in both Afrikaans and English, regardless of the language in which the contributions is written.

# Summary

- All papers written in Afrikaans should include an English summary directly after the references drawn in the paper.
- The summary should include details of the background, material, methods, techniques, results and conclusion.
- 3. The summary should be clear, descriptive and not longer than 600 words.

#### **Tables**

- 1. Authors should take notice of the limitations set by the size and lay-out of Agrekon. Large tables should be avoided. Reversing columns and rows will often reduce the dimensions of a table.
- If many data are to be presented, an attempt should be made to divide them over two or more tables.
- Tables should be numbered according to their sequence in the text. The text should include references to all tables.
- Each table should be typewritten on a separate page of the manuscript. Tables should never be included in the text.
- Each table should have a brief and self-explanatory title.
- Column headings should be brief, but sufficiently explanatory. Standard abbreviations of units of measurement should be added between parentheses.
- Any explanation essential to the understanding of the table should be given as a foot note at the bottom of the table.

# Illustrations

- 1. All illustrations (line drawings) should be submitted on separate pages.
- 2. Illustrations should be numbered according to the sequence in the text. References should be made in the text to each illustration.

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- Each illustration should be identified on the reverse side (or - in the case of line drawings on the lower front side).
- 4. Illustrations should be designed with the format of the page of the journal in mind. Illustrations should be of such a size as to allow a reduction of 50%.
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- 6. If a scale should be given, use bar scales on all illustrations instead of numerical scales that must be changed with reduction.
- 7. Each illustration should have a caption. The captions to all illustrations should be typed on a separate sheet of the manuscript.
- Explanations should be given in the typewritten legend. Drawn text in the illustrations should be kept to a minimum.
- Submit illustrations on a computer diskette (double sided and double density) in Harvard Graphics@ whenever possible.

# References

- 1. All publications cited in the text should be presented in a list of references following the text of manuscript. The manuscript should be carefully checked to ensure that the spelling of authors' names and dates are exactly the same in the text as in the reference list.
- In the text refer to the author's name (without initial) and year of publication, followed - if necessary - by a short reference to appropriate pages. Examples: "Since Peterson (1983) has shown that ....". "This is in agreement with results obtained later (Kramer, 1984:12-16)".
- 3. If reference is made in the text to a publication written by more than two authors the name of the first author should be used followed by *et al.* This indication however, should never be used in the list of references. In this list names of first author and co-authors should be mentioned.

4. References cited together in the text should be arranged chronologically. The list of references should be arranged alphabetically on authors' names, and chronologically per author. If an author's name in the list is also mentioned with co-authors the following order should be used: publications of the single author, arranged according to publication dates - publications of the same author with more than one co-author. Publications by the same author(s) in the same year should be listed in 1974a, 1974b, etc.

5. Use the following system for arranging your references:

#### For periodicals

8.

NIEUWOUDT, W L. (1976). Rents of land and production quotas in agriculture. South African Journal of Economics, Vol 44, No 2:194-196.

# b. For edited symposia, special issues, etc., published in a periodical

FENYES, T I. (1988). Concepts for formulating management approaches in a less developed agricultural economy. Proceedings of the Annual Conference of AEASA, Stellenbosch, 26-27 September:40-52.

#### c. For books

WILLIAMSON, O E. (1985). The economic institutions of capitalism. New York, The Free Press.

#### d. For multi-author books

GEORGE, P S. (1988). Costs and benefits of food subsidies in India. In Pinstrup-Anderson, P (Ed). Food subsidies in developing countries. Baltimore, The John Hopkins University Press:229-241.

# e. For unpublished reports, departmental notes, etc.

HOSSAIN, M. (1988). Credit for alleviation of rural poverty: The Grameen Bank in Bangladesh. Washington, DC, IFPRI Research Report No 65.

- Do not abbreviate the titles of periodicals mentioned in the list of references.
- 7. In the case of publications in any language other than English, the original title is to be retained. However, the titles of publications in non-Latin alphabets should be transliterated, and a notation such as "(in Russian)" or "(in Greek, with English abstract)" should be added.
- In referring to a personal communication the two words are followed by the year, e.g., "(J. McNary, personal communication, 1984)".

#### Formulae

- 1. Formulae should be typewritten, if possible. Leave ample space around the formulae.
- 2. Subscripts and superscripts should be clear.
- 3. Greek letters and other non-Latin or handwritten symbols should be explained in the margin where they are first used. Take special care to show clearly the difference between zero (0) and the letter O, and between one (1) and the letter 1.
- 4. Give the meaning of all symbols immediately after the equation in which they are first used.
- For simple fractions use the solidus (/) instead of a horizontal line, e.g. L/2m.
- Equations should be numbered serially at the right-hand side in parentheses. In general only equations explicitly referred to the text need be numbered.

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- 7. The use of fractional powers instead of root signs is recommended. Also powers of e are often more conveniently denoted by exp.
- Levels of statistical significance which can be mentioned without further explanation are \* P < 0.05, \*\* P < 0.01 and \*\*\* P < 0.001.</li>

## Footnotes

- Footnotes should only be used if absolutely essential. In most cases it will be possible to incorporate the information in normal text.
- If used, they should be numbered in the text, indicated by superscript numbers, and kept as short as possible.
- Footnotes should be included at the end of the article.

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- A suitable acknowledgment of any borrowed material must always be made.

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- 2. Fax numbers should be provided to ensure efficient communication (if possible /available).

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