



## **Guidelines for the publication of articles in the *INTERIM***

- a) Articles are published in English. The preferred length is between 3500-4000 words.
- b) All articles should be accompanied by a 100-word abstract.
- c) All articles should have three to five key words. These should be part of the abstract.
- d) The article should be properly edited, stylistically polished and carefully proofread.
- e) The editor reserves the right to make such alterations as he/she sees fit to accommodate the style and presentation of the article to meet the style of the *Interim*. Where major changes are necessary the text may be returned to the author for correction or approval.
- f) Copyright is transferred to the Central University of Technology, Free State on acceptance for publication.
- g) Titles should be short and concise. Suitable headings and subheadings should be provided. No more than 2 levels of sub headings are desired, for example: 1.1 and 1.1.1
- h) Source references in the text should be in the *Harvard* style, using the author's surname and date.
- i) All *notes* should be regarded as *footnotes*.
- j) Abbreviations and acronyms must be written out in full the first time that they are used.
- k) Italics should not be over-used for emphasis. Latin phrases such as *per se* must be italicised. Words in languages other than that of the manuscript should be given in quotation marks.
- l) All articles will be peer reviewed.
- m) The author of a published article will receive one copy of the relevant issue of the journal. No *honorarium* will be paid.

## **Common errors**

Authors are directly involved in the review and publication process, which enable them to reflect on common errors made by other authors. These are the common errors:

- a) Titles of papers: many titles are not representative of the contents of the paper and lack alignment of aims and objectives to the title of the paper.
- b) Design: not all papers are well planned with an appropriate methodology and sufficient evidence in support of the research question.
- c) Research question: many papers lack a proper research question or hypothesis.
- d) Methodology: very often the methodology is not supportive of the research, or authors don't know the difference between research method and research methodology.
- e) Literature review: too many authors simply repeat what is already stated in other papers instead of reflecting on and engaging with existing texts.
- f) Literature consulted: the latest texts are not always consulted.
- g) Conclusions: papers often have no new knowledge to add to an existing debate. Papers very often merely recycle what is already known in research.
- h) Referencing: authors do not always follow the appropriate referencing guidelines.
- i) Contents: there is often not a clear understanding that a paper has different parts and that each part has a specific purpose and must not be repeated.
- j) Footnotes: very few authors understand the purpose of footnotes.
- k) Language: papers do not always meet grammar, style and discourse requirements.
- l) Scientific writing: there is not enough argumentation and critical reflection in many papers.
- m) Ethical challenges: very often no evidence that basic ethical requirements are met, such as recognition of funding agency, feedback to sample group, etc.
- n) Relevance of paper: some papers are just add-ons to what is already known.
- o) Technical requirements: papers do not always meet the technical requirements of the *Interim* (for example, the length of the paper, the required referencing technique, the lay-out of the paper, etc.)

## **Guidelines to referees of papers for *INTERIM*:**

Please provide comments in respect of the following questions:

- a) Does the title reflect the contents of the paper?
- b) Do you deem the paper to be proof of thorough research and knowledge of the most recent debates and literature in this field of study?
- c) Does the paper reflect a high standard of scientific reasoning?
- d) Does the paper contribute to the technological sciences as specific field of study?
- e) Does this paper reflect application to business/industry/the world of work?
- f) What is the desirability of this paper being published in the *Interim*?
  - (i) Without alterations.
  - (ii) With the following alterations:
  - (iii) Preferably not.
  - (iv) Other comment(s):