



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):