EDITORIAL POLICY AND MANUSCRIPT SPECIFICATIONS

- 1. The *Journal of Public Administration* is a quarterly scholarly publication issued on behalf of the South African Association of Public Administration and Management (SAAPAM).
- 2. The purpose of the *Journal* is to further the understanding of the science and praxis of governance by publishing articles of interest to practitioners and scholars in English.
- 3. The *Journal* publishes peer-reviewed articles, review articles, case studies, exemplar profiles, viewpoints and research results from practitioners of all grades and professions, academics and other specialists on the broad spectrum of governance concerns regarding local, provincial, national, and international affairs.
- 4. All manuscripts are circulated anonymously to specialist referees for evaluation. Reports from referees may be made available to authors but the names of the referees will be withheld. On the basis of the referees' reports, content and other deficiencies, the Editor reserves the right to make minor alterations or to reject any manuscript.
- 5. Copyright of articles published in the Journal vests in SAAPAM and may not be published or reproduced in any form without the prior consent of the Chief Editor.
- 6. Warning: Infringement of copyright exposes offenders to criminal proceedings that could result in civil actions and/or a fine/imprisonment and a criminal record. Therefore, authors are advised to acknowledge the origin of any content in an article or other contribution obtained from another source.
- 7. Reprints of articles can be obtained from the Editor on the payment of a prescribed fee.
- 8. Opinions expressed in the *Journal* are, however, those of the individual authors, and are not necessarily subscribed to by the Editor, Editorial Committee or the Editorial Board.
- 9. Authors are required to pay a fee of R650-00 per page for any article or research results printed in the *Journal*. Payment is due on receiving confirmation from the Editor that a contribution is to be published in a particular issue of the *Journal*. Authors should consult their respective faculties or employer to establish the responsibility for the payment. An article will only be published once payment has been received. Payment should be made directly to the *Journal of Public Administration*, but proof of payment must also be submitted to the Editor or the Executive Director of SAAPAM to avoid any possible delay in the publication of a contribution.

- 10. Except in special cases where prior permission has been obtained, articles should not exceed 8 000 words. Prospective contributors are specifically requested to ensure that the language and technical aspects of their contributions are of a high standard. Manuscripts, typed in **1.5 line spacing, 12pt Times New Roman** should be emailed to the Editor. Each manuscript should be accompanied by an English abstract of up to 200 words. Since manuscripts are circulated anonymously for evaluation, the name and affiliation of the author(s) should appear on a separate page. If the manuscript is accepted, a computer disk with the text, preferably in MS Word or WordPerfect must be sent to the Editor, unless the Chief Editor grants special permission in some exceptional instances.
- 11. All manuscripts must be accompanied by a covering letter in which the author(s) state(s) that the manuscript has not been submitted or will not be submitted or published or is not being published elsewhere in any form unless rejected by the Editor of the *Journal of Public Administration*.