

SUBMISSION REQUIREMENTS

Authors should submit a letter requesting review, confirming that their article is original work, does not violate any contractual agreement and has not been published or is not under consideration for publication elsewhere. A copyright agreement must also be signed and returned to the journal Chief Editor.

Presentation

Authors should submit one **hard copy** of their article on A4 paper, together with an electronic file (MS Word format). Please ensure that the **electronic file** is exactly the same version as the hard copy, and that they are the latest and final version. This is essential both for initial submission and if you are asked to revise and resubmit. The full **title** of the article should be supplied on the **title page**. The article should be **typed** in Times New Roman in 11-point font size, in double-spacing (including all notes and references), on one side of the paper only. The **length** of an article is between 5 000 and 7 000 words, research notes 2 500 words and book reviews 1 000 words. Do not attempt **layout**. All **notes** should be kept to a minimum and appear at the end of the article before the **list of references**. **Figures and tables** should not be embedded in the text, but be saved as separate files at the end of each article with their position clearly marked in the text. Indicate clearly in which format they were generated. Please supply typed **captions including sources and acknowledgements**.

A structured **abstract** of 200 words in length, covering the main factual points and statement of objective or problem, method, results and conclusions, should accompany an article plus a list of at least six **keywords** for abstracting and indexing services.

All articles shall be critically **reviewed** by at least two referees.

Please supply short biographical **details of each author** on the title page, as well as the name, mailing address, telephone and facsimile numbers, e-mail address, and affiliation and country of each corresponding author at the time of the work.

Where to send articles

All correspondence concerning articles should be directed to

The Chief Editor

African Journal of Distance Education

ACDE Secretariat

P O Box 8023 - 00100

Nairobi

Kenya.

Tel: + 254 20 2711278

E-mail: editor@acde-africa.org

REFERENCES

The *Chicago manual of style* **author–date system** is used, that is, references are cited in the text by the author(s) name(s), the year of publication and the page number(s) in brackets, for example, (Apollonia 1973, 370), as a key to the full list of all references that appears at the end of the article. The **list of references** should include every work cited in the text. Ensure that dates, spelling and titles used in the text are accurate and consistent with those listed in the references.

Examples:

In text:

(Chambers 1983, 110--112) **book**
(Schellinger, Hudson and Rijsberman 1998) **three-author book**
(Secher et al. 1996, 243) (Note: first write out in full followed by et al.: *et al.* is not italicised) **multiple-author book**
(Michelangelo 1999, 122--134) **a translated book**
(UNDP 2003, 14) **organisation as author**
(Anon. 1547) **anonymous author**
(Garcia 1987, vol. 2) **book volume**
(Johnson 1979, sec. 24) **section**
(Wiens 1983, 357--359) **chapter in a multi-author book**
(Weber, Burlet and Abel 1928) **edition**
(Bhabha and Viswanathan 2002, 45) **journal**
(Wright 1968--1978, 2:241) **multivolume work**
(Barnes 1998, 2:244--255, 3:29) **journal volume number with page reference**
(Tulchin and Garland 2000) **series**
(H. J. Brody, pers. comm.) **personal communication**
(Kurland and Lerner 2000, chap. 9, doc. 3) **part of a document**
(Fischer and Siple 1990, 212n3) **note**
(Mampuru 2003, 14) **unpublished thesis**
(*Sowetan* July) **newspaper article.**

In reference list:

Anon. 1547. *Stanze in lode della donna brutta*. Florence.

Bhabha H. and G. Viswanathan. 2002. Border crossings in education. *Cultural Critique* 35 (2):34--48.

Chambers, R. ed. 1983. *Rural development: Putting the last first*. London: Longman.

Ezedu, H. 2001. Cross-cultural learning. In *Co-operation in African Education*, ed. S. Dlamini, 134--138. Pretoria: UNISA Press.

Kurland, P. B. and L. Lerner, eds. 2000. The founder's constitution. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/> (accessed 2 April 2004).

Mampuru, E. 2003. A sociological study of children's games. M.Ed. thesis. Pretoria: University of South Africa.

Michelangelo, 1999. *The complete poems of Michelangelo*. Trans. J. F. Nims. Chicago: Chicago University Press.

Schellinger, P., C. Hudson and M. Rijsberman, eds. 1998. *Encyclopedia of the novel*. Chicago: University of Chicago Press.

Secher, J. A., S. M. Pfaffilin, F. L. Denmark, A. Griffen and S. J. Blumenthal, eds. 1996. *Women and mental health*. Baltimore: Johns Hopkins University Press.

Sturkin, M. 1997. *Tangled memories*. Berkeley and Los Angeles: University of California Press.

Tulchin, J. S. and A. M. Garland, eds. 2000. *Social development in Latin America: The politics of reform*. Woodrow Wilson Center Current Studies on Latin America. Boulder, CO: Lynne Rienner.

UNDP *see* United Nations Development Programme.

United Nations Development Programme. 2003. *The economic cost of AIDS*. Pretoria: University of South Africa Press.

Weber, M. H., M. de Burlet and O. Abel. 1928. *Die Saugetiere*. 2nd ed. 2 vols. Jena: Gustav Fischer.

Wiens, J. A. 1983. Avian ecology: An iconoclastic view. In *Perspectives in ornithology*, ed. A. H. Brush and G. A. Clark Jr, 355--403. Cambridge: Cambridge University Press.

Wright, S. 1968--1978. Evolution and the genetics of populations. 4 vols. Chicago: University of Chicago Press.