

GUIDELINES FOR THE SUBMISSION AND PUBLICATION OF ARTICLES

1. Articles are published in English. The preferred length is 5000-5500 words, excluding the reference list, figures, graphs, and images.
 2. All articles should be accompanied by an abstract of 150-200 words in English and three to five keywords.
 3. Articles should cover the following topics:
 - **Background:** What is the reason for the research?
 - **Objectives:** What does the article want to achieve?
 - **Literature review:** What are the salient aspects already in the public domain relevant to the literature on the research topic?
 - **Methodology:** What method(s) was/were used to address the research problem?
 - **Results:** What are the main results of the research?
 - **Discussion:** What new knowledge emanates from the results?
 - **Application:** What contribution is the research making towards government, business, industry and/or social communities?
 - **Conclusion:** Were the objectives of the article achieved?
- Note:** The above format reflects the scope of the article and can be used as the headings of sections in the article.
4. Articles should be properly edited, stylistically polished, and carefully proofread. A letter from a language editor should accompany the submission, confirming that the article was language-edited. The letter should not be older than one month before the submission. If the article is based on a completed study that was language-edited, evidence should still be provided that the article was language-edited as an independent publication.
 5. Source references in the text should be in the abridged Harvard referencing style. Where three authors are cited, first cite all their names whereafter the *et al.* reference is used. References with more than three authors use *et al.* from the beginning. Full details must appear in the reference list.
 6. All footnotes should be considered footnotes when sharing information that is not part of the content.
 7. Abbreviations and acronyms should be written out the first time used.
 8. Italics should not be overused 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.

9. Authors may suggest the names of three to five potential reviewers with a short motivation as to why a particular reviewer is nominated and an indication of any possible conflict of interest or benefit should a nominated reviewer be used.
10. All articles will be peer-reviewed by at least two reviewers. Peer review is always conducted anonymously.
11. Page fees will be charged upon the approval of the article's galley proof. Page fees will be levied in accordance with the approved page fees per year.
12. On submission of an article, each article must be accompanied by a cover page containing the following information:
 - i. Title of the article
 - ii. Corresponding author
 - iii. Full details of author(s) (Title, Initials and Surname, Position, University, e-mail address).
 - iv. Ethical approval of research project (for clinical and animal research).
 - v. Ethical clearance by authors' home research committee if human subjects are involved in the research.
 - vi. Research problem/focus of the article (maximum: 100 words).
 - vii. What new knowledge is created: List three major findings (maximum: 100 words per finding).
 - viii. Indication of how the article meets the scope of the JNGS (maximum: 100 words).
 - ix. Indication of each author's percentage of participation in writing the article.
 - x. Indication should the article be based on an Honours, a Master's or Doctoral study.

Note: The purpose of this submission is to act as a self-assessment by the author(s) and to involve the author(s) in the quality assurance of an article.
13. The article should be submitted as a MS Word document not exceeding 1MB. The following requirements apply:
 - Font: Arial, 10
 - Alignment: Justified
 - Line spacing: Single
 - All tables, figures and images should be readable and placed in the text.
14. Following the outcome of the review, the article will be assigned to an edition. Articles identified for an edition must comply with the South African Department of Higher Education's 25/75% rule on institutional representation as per DHET Research Outputs Policy, 2015. The guideline states that no institution may have more than 25% of the authorship of articles related to a university.
15. Email submissions to Ms Cecilé Swart, Journal Administrator, at olivierc@cut.ac.za.

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