AUTHOR WORKFLOW GUIDE DOCUMENT – HOW TO SUBMIT A MANUSCRIPT

Steps:

1. Navigate to https://journals.uj.ac.za/index.php/safa/index. After clicking ‘Submit a Manuscript,’ read the ‘Submission Checklist’, ‘Author Guidelines’, ‘Copyright Notice’ and ‘Privacy Statement’ PRIOR to starting your submission. When you are ready, click ‘Login’ or ‘Register’ to make a submission.
2. New authors click ‘Register’ on the login page and complete the registration process (not shown here; once registration is complete, select ‘Make a New Submission’). Preexisting authors enter their username and password and click ‘Login’.

3. On the SAFA ‘Submissions’ page select ‘New Submission’.
4. The ‘Submit an Article’ dialogue box will appear.

**Submission Requirements**

You must read and acknowledge that you’ve completed the requirements below before proceeding.

- The submission has not been previously published (except in part as an abstract, published lecture, dissertation or thesis), nor is it before another journal for consideration (or an explanation has been provided in the ‘Comments for the Editor’ section during submission).
- The submission is free of plagiarism and data manipulation.
- The submission file is in Microsoft Word format, written in good English and has been ‘spell checked’ and ‘grammar checked’. (Authors whose native language is not English are encouraged to seek help at an early stage.)
- Pages should be numbered serially, with 1.5 spacing for all text.
- All references mentioned in the reference list are cited in the text, and vice versa, and where available, URLs for the references have been provided.
- All illustrations, figures, and tables have self-explanatory captions and are placed and sized within the text at the appropriate points to assist readability (not at the end), and that images have been compressed so that the file does not exceed 15 MB/15 000 KB.
- Permission has been obtained for the use of copyrighted material from other sources (including the Internet).
- Details are provided in the ‘Comments for the Editor’ section during submission for: a) referee suggestions and contact details for at least three referees (current affiliations and email addresses; for peer-reviewed submissions only), and b) a declaration of conflict of interest.

**Acknowledgment of the Copyright Statement**
5. Select the relevant manuscript type under the dropdown list under ‘Section’, and read the ‘Section Policy’ text below to ensure the submission is appropriately allocated.

Peer-reviewed research report (~3000-8000 words excluding reference list), which may include additional online supplementary files. Include an abstract in English (an additional abstract in any African language is welcomed), briefly presenting the topic, scope, aims and outcomes of the contribution (~150 to 300 words). Provide five keywords.
6. Read and tick all submission requirement boxes. Failure to do so will not allow the submission process to continue. Complete the ‘Comments for the Editor’ section by supplying relevant referee details (peer-reviewed submissions only) and a declaration of any conflict of interest.

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### Comments for the Editor

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<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Institution</th>
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<tr>
<td>Reviewer 1</td>
<td><a href="mailto:reviewer1@gmail.com">reviewer1@gmail.com</a></td>
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<td><a href="mailto:reviewer2@gmail.com">reviewer2@gmail.com</a></td>
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<td><a href="mailto:reviewer3@gmail.com">reviewer3@gmail.com</a></td>
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No conflict of interest to declare.
7. Accept the copyright and privacy statements at the bottom of the page and click ‘Save and continue’.

8. Click ‘Add File’ to upload manuscript submission files. Multiple files can be selected and uploaded at once from the author’s desktop.
9. Indicate what kind each file is. Please note that SAFA only accepts Word manuscript files and Word and/or Excel supplementary files (these are the options that are provided). Once all the files have been uploaded, click ‘Save and continue’ to proceed.
10. Enter the requested submission metadata and add contributor details where/when needed for co-authored manuscripts (see pop-up dialogue box on following page). Click ‘Save and continue’ to proceed.
Add Contributor

Name

Given Name * Family Name

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

Contact

Email *

Country

Country *

User Details

Homepage URL ORCID ID

Affiliation

Bio Statement (e.g., department and rank)

Contributor's role *

- Author
- Translator

- Principal contact for editorial correspondence.
- Include this contributor in browse lists?
11. Click ‘Finish Submission’ and ‘OK’ to complete the submission.

12. The submission process is now complete, and the author can return to their dashboard, create a new submission or review the current submission.
13. Authors will now receive a submission acknowledgement with a URL link with which to track the progress of the submission.

FOR MORE DETAILS ON THE AUTHOR WORKFLOW, PLEASE SEE: https://docs.pkp.sfu.ca/learning-ojs/en/authoring