



# STYLE GUIDE AND AUTHOR GUIDELINES

## Manuscript Preparation

This guide outlines the essential formatting and stylistic requirements for all manuscripts submitted to Hekma Press. Adherence to these standards is mandatory to ensure a smooth and timely production process.

### SECTION 1: MANUSCRIPT SUBMISSION AND LAYOUT

#### A. Document Format

| ITEM                      | REQUIREMENT                                                                                                                                                                  |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Format</b>        | Submit the complete manuscript in <b>MS Word format</b> only.                                                                                                                |
| <b>Basic Structure</b>    | Must include a <b>Table of Contents</b> and all relevant prelim pages (front matter, e.g. Introduction, Table of Contents) and end matter (e.g. Conclusion, Reference List). |
| <b>Automated Features</b> | <b>Do not</b> use automatic features such as generated Tables of Contents, inserted equations, or automated hyphenation. These are prone to formatting errors.               |

#### B. Simple Formatting

Formatting should be **simple and consistent** throughout the manuscript.

| ELEMENT           | SPECIFICATION   |
|-------------------|-----------------|
| <b>Paper Size</b> | A4 (not Letter) |



|                   |                                                                                                                                                     |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Margins</b>    | 20 mm on all sides                                                                                                                                  |
| <b>Spacing</b>    | <b>1.5 line spacing</b> throughout (body text, quotes, notes, references)                                                                           |
| <b>Alignment</b>  | Body text must be <b>justified</b>                                                                                                                  |
| <b>Font</b>       | One clear serif font family throughout (e.g., Times New Roman)                                                                                      |
| <b>Font Sizes</b> | Body text and running quotes: <b>11 pt.</b>                                                                                                         |
|                   | Footnotes, Endnotes, Figure/Table Captions: <b>9 pt.</b>                                                                                            |
| <b>Returns</b>    | <b>Hard return (Enter)</b> only to end a paragraph or section. Use a <b>soft return (Shift+Enter)</b> to break a line within a header or paragraph. |
| <b>Spacing</b>    | <b>No double spacing</b> between words or after sentences.                                                                                          |

## C. Heading Levels

Use a maximum of three levels for numbering.

| LEVEL            | STYLE                                                                                                                                                 | EXAMPLE                                    |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>Level 1</b>   | <b>Bold, 12 pt.</b>                                                                                                                                   | <b>1. Introduction and Scope</b>           |
| <b>Level 2</b>   | <b>Bold, Italic, 11 pt.</b>                                                                                                                           | <b>1.1 <i>Methodological Framework</i></b> |
| <b>Level 3</b>   | <i>Italic, 11 pt.</i>                                                                                                                                 | <i>1.1.1 Data Collection</i>               |
| <b>Numbering</b> | Use <b>Arabic figures</b> consistently: 1, 1.1, 1.1.1. Do not use numbering on more than three levels; use bullet points for sub-sections thereafter. |                                            |

This formatting assists with creating a clear and navigable manuscript with clear structure and features. The style, fonts, headings and other features will be improved upon during the typesetting phase.



## SECTION 2: STYLE, MECHANICS, AND LANGUAGE

### A. Language and Spelling

- **Language:** Use **UK English** (e.g., 'colour', 'labour', 'programme'). US English spelling should only be retained in direct quotations or formal reference titles. Deviations from this convention are, of course, acceptable for books aimed mainly at a US market.
- **Avoid '-ize':** Use '-ise' endings (**no '-ize'**), e.g., organise, prioritise, realise.
- **Dashes:**
  - **Ranges:** Use a **closed en dash (–)** for all numerical ranges (e.g., page numbers, dates, times): **1990–1995; pp. 35–48**. **Do not** use hyphens or em dashes.
  - **Text Dashes:** Use a **spaced en dash ( – )** for mid-sentence breaks: The argument – though compelling – requires more evidence. Commas are, however, preferred over this.
- **Quotes:** Use **double quotation marks ("...")** for direct quotations within the running text. Use single quotation marks ('...') for quotations within quotations.
- **Punctuation:** Use the **Oxford comma** (serial comma) in lists of three or more items: A, B, and C.
- **Numbers:**
  - Spell out numbers one to ten; use numerals for 11 and above.
  - Use the symbol % (per cent) in tables and running text; do not write out 'percent'.

### B. Terminology and Latin Phrases

- **Technology Terms:** Use **email** (no hyphen, lowercase), **internet** (lowercase) and **eBook** (no hyphen, capital 'B').
- **Latin:** The following Latin phrases are **not italicised**: et al., ibid., cf., sic, vice versa, i.e. (no comma after), e.g. (no comma after), N.B., P.S.



## SECTION 3: REFERENCING AND SOURCE MATERIAL

Hekma Press prefers the **Author-Date (Harvard)** style for in-text citations and the **Reference List** (Bibliography). However, alternative styles are perfectly acceptable as long as the application is consistent. **Consistency is paramount.**

### A. In-Text Citations

- **Format:** (Surname, Date:Page Range). The date and page range must be separated by a colon.
  - **Example:** ... as demonstrated (Green, 2021:178–180).
- **Multiple Works:** Separate different works by different authors with a semicolon: (Westin, 2017:28; Black, 2019).
- **Et al. Rule:** Use **et al.** for all references with **three or more authors** immediately (Krul et al., 2015:176).

### B. Reference List (Bibliography)

- **Arrangement:** List all sources **alphabetically** by author surname. If an author has multiple works, list them **chronologically** (earliest to latest).
- **Et al.: Never** use *et al.* in the Reference List; all authors' names must be given.
- **Page Ranges:** Use a closed en dash for all page ranges in the Reference List (**no 'pp.'**): 135–163.
- **Italics:** Italicise **book titles** and **journal names**.

| Source Type     | Reference List Example (Author-Date)                                                 |
|-----------------|--------------------------------------------------------------------------------------|
| Book            | Holden, G. 2001. <i>Imagining an Artificial Intelligence</i> . London: Jarvis Books. |
| Chapter in Book | Macworth, G. 2017. The problem with now. In: Reshetar, J (ed). <i>The</i>            |

|                        |                                                                                                                                                                                              |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                        | <i>Ukrainian Revolution</i> . New York: Macmillan. 102–130.                                                                                                                                  |
| <b>Journal Article</b> | James, B. & Brown, J. 1985. Happy-Competent Matrix. <i>The Journal of Business</i> , 41(1):77–79. <a href="https://doi.org/10.2307/1250386">https://doi.org/10.2307/1250386</a>              |
| <b>Government</b>      | RSA DoE (Republic of South Africa. Department of Education). 1996. <i>Green Paper on Higher Education Transformation</i> . Pretoria: Government Printing Works. [Accessed 08 February 2019]. |

## SECTION 4: FIGURES, TABLES, AND NOTES

### A. Artwork and Tables

- **Numbering:** All figures and tables must be **correctly numbered** and referenced in the running text (e.g., Table 7.1, Figure 6.1).
- **Captions:** Captions are placed at the **top of a table** and at the **bottom of an image or figure**.
- **Quality:** High-resolution images (preferably **300 dpi**) must be supplied in a **separate folder** in their original format (.jpg, .png or .tiff).

### B. Footnotes and Endnotes

- **Function:** Use footnotes for **additional explanatory material** or to render **hyperlinks/URLs** outside the body text. **Do not** use them for primary citations (use in-text Author-Date instead).
- **Placement:** Reference numbers must be indicated in **superscript Arabic figures** (e.g., ...as argued by Brown.<sup>4</sup>). Use the automatic function in MS Word to insert them.