You are cordially invited to submit your manuscript to be considered for publication in the Journal of the South African Society of Archivists (JSASA) 2024 issue. The deadline for submission of manuscripts as per this call is 27 March 2024.

**Guidelines for contributors**

Authors are kindly advised to ensure that their manuscripts strictly conform to the criteria below, otherwise manuscripts may be rejected and not be taken through the review process.

**Journal Aim and Scope**

The *Journal of the South African Society of Archivists* (JSASA) is published annually by the South African Society of Archivists. The journal publishes original articles and book reviews in English on archival science, records and information management, as well as oral history. The purpose of the JSASA is to disseminate research content that support high level learning, teaching, community engagement and research in archives, oral history and records management. Articles submitted to the journal should not have been published before in their current or substantially similar form or be under consideration for publication with another journal. Emphasis is on empirical research. However, opinion papers and articles of high quality on theoretical aspects will be considered.

**Process for review**

All articles shall be critically blind reviewed by at least two independent referees after passing preliminary review by the editors.

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Contributions should not be less than 3000 words or exceed 6000 words including the list of reference. Book reviews should not exceed 500 words.

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A short title of not more than 16 words should appear on the first page. A subtitle should not exceed 10 words if applicable. The title should also relate to the key issues (purpose) of the article.

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All authors names, affiliations, ORCID number and e-mail addresses details should appear on the first page just below the title of the article.

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Each article must be preceded by an abstract of not more than 300 words in length. The abstract should give the content of the article concisely covering purpose, problem statement, methodology, key findings, conclusions and recommendations.

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Abstract must be preceded by up to six key words for abstracting and indexing purposes.
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Headings must be short, with a clear indication of the distinction between the hierarchies of headings. The preferred format is for headings to be presented in bold format, with consecutive numbering.

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Notes, Endnotes or Footnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers in upper script and listed at the bottom of applicable pages (footnotes), or at the end of the article (notes and endnotes).

Category of article
Categorise your article under one of these classifications:

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