

FORMAT GUIDELINES

Manuscripts submitted for publication in the NRF, A United Nations Sustainable Development Journal must comprise original, unpublished material not being submitted for publication elsewhere. It is important that the journal editors are notified if a version of a paper has been posted online or has been made available previously in any other form.

General Presentation

Manuscripts should be 6000-8000 words in length.

Text should be sent in an MS Word-compatible format (not as PDF).

A one-sentence blurb indicating the authors' current affiliation and email should appear as an unnumbered footnote at the bottom of the first page of text.

All parts of the text of the paper should be included in a single file. Please ensure that your submission meets the arrangement and specifications below:

- Title, subtitle (if desired), authors' names, affiliation, full postal and e-mail addresses, and telephone and fax numbers.
- Abstract of up to 200 words outlining the aims, scope and conclusions of the paper. The abstract should not duplicate the introduction or any part of the article text.
- A disclaimer, if applicable, can be placed following the abstract.
- Keywords should be indicated, after the abstract.
- Main body of text suitably divided under headings (flush left). The journal normally uses 2 levels of headings, bold for main headings, and italics for sub-headings, sentence case, numbered hierarchically: 1., 1.1, 1.2, etc. A third level is acceptable if necessary. Bullets may also be used.
- Acknowledgements, if applicable.
- References
- Figure and Table legends
- Appendices
- All measurements should be given in metric (SI) units.

Footnotes and References The journal uses footnotes, not endnotes, for necessary explanations and asides. Please use only sparingly. Text references are in Harvard style, i.e. (Author, year) inserted where quoted in the text. All references should also be listed alphabetically at the back, after the acknowledgement, giving complete information. Only those references quoted in the text should be listed. References must conform to journal style. Please consult past issues for guidance. We recommend the use of a tool such as EndNote or Reference Manager for reference management and formatting.

Tables, Figures and Other Illustrations All illustrations must have captions, which should also be submitted as text, on a separate page at the end of the manuscript. If the tables/figures appear within the electronic text, they can be arranged with their captions as they will appear in the final printed form (see specific style of each below). If captions are included inside electronic artwork, excel charts, electronic figures etc, they should be removed and typed separately. Please make sure all illustrations and their captions are clearly cross-referenced.

Please indicate the source of all illustrations, if other than author(s). All illustrations should be referenced in the text, e.g. (see Figure 1). It is also important that you indicate where in the manuscript illustrations should be placed. Please note that colour graphs CANNOT be used since the journal is printed in black/white only. Please substitute graphic patterns (dotted, cross hatched, striped, etc) for colours.

Tables:

Tables should be numbered consecutively in Arabic numerals and given a suitable title/caption (appearing above the table). Notes and source for tables should appear below the table (in a smaller font). Multiple notes to a table should be referred to by superscript letters. All table columns should have an explanatory heading.

Figures:

Figures, graphs, diagrams and other drawings should be referred to as Figures and should be numbered consecutively in Arabic numerals. For Figures, the caption should appear under the figure, preceded by the figure number, e.g., "Figure 1. [caption]". "Source" if any, should appear at the end. Authors should minimise the amount of descriptive matter on graphs or drawings, and refer to curves, points, etc, by their symbols. Descriptive matter should be placed in the caption. Scale grids should not be used in the graphs, unless required for actual measurements.

Photographs:

Glossy black-and-white photos are welcome. They are to be referred to as Plates, and be numbered.

Authors are encouraged to submit line artwork as EPS files and photographs as high resolution (300 DPI) TIFF files. Please refer to Blackwell's instructions for submitting electronic artwork:

<http://www.blackwellpublishing.com/bauthor/illustration.asp>