

Contributors guide

Style sheet for contributions to the *ESR Review* (Economic and Social Rights in South Africa)

The *ESR Review* aims to inform and educate politicians, policy makers, NGO's, the academic community and legal practitioners about key developments relating to socio-economic rights at the national and international levels. It also seeks to stimulate creative thinking on how to advance these rights in South Africa and abroad.

General

- Contributions to the *ESR Review* must be typed and supplied electronically in MS Word to serp@uwc.ac.za.
- If the article has already been published elsewhere, provide full details, including whether it has been shortened, updated or substantially changed for the *ESR Review*.
- Provide your full name and present position. Titles and qualifications are not necessary.

Contributions should:

- Reflect contemporary debate or spark new debate.
- Be opinion pieces or serve an advocacy function, rather than simply stating legal principles or being descriptive in nature.
- Not be on a topic already published in the Review unless they take the debate forward.
- Not be a marketing exercise for a particular project or programme.
- Be written in a simple, clear style that avoids technical language and legal jargon where possible, and take into account that the Review is read by both legal practitioners and grassroots human rights organisations.

Publication

- The decision on whether contributions meet the Review's criteria rest with the editors.
- The decision to publish a contribution in the *ESR Review* does not guarantee that it will be published in a specific issue. Though every effort is made to inform authors of when their contribution is expected to appear, contributions can nonetheless sometimes be held over and published in later issues of the Review.

Process

- The editors will decide whether or not a contribution fits its publishing criteria and merits publication in the Review.
- If it does, it may be sent back to the author with suggestions for reworking.
- It will then undergo an internal editing process.
- If substantial changes are made it will be sent back to the author for approval.

- Thereafter it will be sent to the external editor.
- It may be referred back to the author again after the external editor's comments.
- If not, it will be sent for external language editing.
- Thereafter it will slot into the production process.

Length

- Contributions should be no longer than 2500 words, except contributions for the Events and Updates section (1500 words) and the Publications section (1000 words).
- For reasons of space, the editors reserve the right to shorten contributions that are too long or to refer them back to authors for shortening.

References and notes

- No footnotes. Rather try to work explanations into the text.
- Use the abbreviated Harvard style of referencing, for example: "Child abuse is rising (Author 1999:10)" or "According to Author (1999:10), child abuse is rising".
- Keep references to the absolute minimum – preferably only for publications from which direct quotes have been taken, or for backing up potentially contentious statements.
- Provide a list of references at the end of the contribution.