

INTERNATIONAL JOURNAL OF AFRICAN REFLECTIONS

Multi-, Inter- and Transdisciplinary Perspectives

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EDITORIAL POLICIES AND PROCEDURES

[Note: this document may be read in conjunction with the journal's
'Publication Ethics and Publication Malpractice Statement']

PREAMBLE

The *International Journal of African Reflections: Multi-, Inter- and Transdisciplinary Perspectives (IJAR)* published by the Walter Sisulu University ('WSU') and Juta & Company (Pty) Ltd ('Juta'), are committed to maintaining the highest standards of publication ethics, and to supporting research and publishing best practice.

Authors, editors and peer reviewers are encouraged to refer to the [Committee on Publication Ethics \(COPE\) website](#) for further detailed guidance on any publication ethics or best practice-related issues.

In addition, the *IJAR* and its publisher comply with the following national code and guidelines:

- Academy of Science of South Africa's [Code of Best Practice in Scholarly Journal Publishing, Editing and Peer Review \(March 2018\)](#)
- *IJAR* Guidelines for Best Practice in Editorial Discretion and Peer Review.

What follows below should be read in conjunction with, and in addition to, the documents listed above.

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1. ABOUT THIS PUBLICATION

The *IJAR* is a peer reviewed journal which publishes original contributions on all fields of African Studies. It provides a forum for scholars and researchers, from South Africa, Africa and internationally, to reflect on African issues that are internationally significant as well as locally relevant. The *IJAR* aims to be essential reading for those inside and outside South Africa who wish to keep abreast of the developments in African Studies and its relationship to issues of local and international concerns.

2. ACCREDITATION

The *IJAR* will seek accreditation from the International Bibliography of Social Sciences, and also from the South African Department of Higher Education and Training for subsidy purposes. The *IJAR* will also seek for accreditation in a number of other countries.

3. PUBLISHER

The *IJAR* is published by Juta & Co (Pty) Ltd, a subsidiary of Kagiso Media Ltd. The publisher is responsible for all the typesetting, printing, publication, distribution, advertising, copyright matters and the financial arrangements (such as subscriptions, accounting, royalty payments) pertaining to the journal.

3.1 Publisher ethics

Juta & Co (Pty) Ltd is committed to:

- maintaining and supporting the editorial independence of its journal editors;
- supporting journal editors to run their journals transparently and ethically in terms of national and international best-practice guidelines;
- acting always in the interests of academic and scientific integrity, including taking all appropriate measures to clarify alleged or proven scientific misconduct, fraudulent publication or plagiarism, and publishing corrections and retractions when necessary.

4. FREQUENCY OF PUBLICATION

The *IJAR* will appear annually (comprising one volume per annum). Page numbering is consecutive, throughout the year's volume.

5. LANGUAGE OF PUBLICATION

All publications appear in English.

6. EDITORIAL STRUCTURE

The *IJAR* operates according to the following structures:

6.1 Editorial Management Committee

The Editorial Management Committee is headed by the Managing Editor(s). The Managing Editor(s) is the person who is in charge of the journal's academic content and standing in the academic profession, research and the management of the journal in general. *IJAR* has two managing editors and a technical editor.

The duties of the Managing Editor(s) are:

- to chair the Editorial Board;
- to work closely in conjunction with the publishers to ensure the *IJAR* is published professionally and efficiently;
- to ensure that the Editorial Board complies with all ethical obligations as contained in the *IJAR*'s Publication Ethics and Publication Malpractice Statement, as well as all other obligations contained in this policy document;
- to receive contributions from authors, and to keep a central record of all contributions received;
- to allocate contributions for reviewing to the other members of the Editorial Board;
- to collaborate with the other editors in the interests of the authors and the *IJAR*;
- to allocate successful contributions for publication, and to inform authors of their placement;
- to undertake a full technical and stylistic edit of all contributions prior to the submission of manuscripts to the publisher for typesetting;
- to liaise with authors about the checking of proofs, and to make all corrections necessary to the various proofs;
- to settle and sign off on the final manuscript of each part of the *IJAR*;
- to keep records of submissions, outcomes and reviewing processes;
- to compile an annual report of the journal's activities, for the Editorial Board, the International Advisory Board and the publisher,
- to review/handling, arranging for the reviewing of contributions, following up with reviews, communicating outcomes to authors, and doing a preliminary edit of successful contributions.

6.2 Editorial Board

In terms of the ASSAf Code of Best Practice, and the journal's own Best Practice Guidelines (Annexure A below), the *IJAR* has an Editorial Board to oversee the work of the Editorial Management Committee. The membership of the Editorial Board is by invitation based on the academic standing and recognition of such a person. There is no prescribed length of time of service: service is at the will of each respective editor. The names of the Editorial Board members shall appear on the inside front cover of each volume of *IJAR*.

The duties of the Editorial Board members are:

- to attend Board Meetings and to contribute to discussions and decisions about procedures, policies and operational issues pertinent to the *IJAR*;
- to select from its members a Managing Editor to lead the *IJAR*;
- to provide advice and assistance to the Managing Editor(s) when this is sought;
- to contribute in any other way to the efficient operation of the *IJAR* and the promotion of its activities.

6.2.1 *Editorial ethics*

The Editorial Board members are committed to —

- maintaining and promoting consistent ethical and publication best-practice policies for the journal;
- overseeing and acting to enforce these policies in a fair and consistent manner;
- acting independently to support the publication of quality academic work of relevance to the journal's scope, without regard to the author's race, gender, sexual orientation, ethnic origin, citizenship, religious belief, political philosophy or institutional affiliation;
- ensuring all academic work is subjected to double-blind peer review;
- ensuring the confidentiality of the review process;
- exercising the highest standards of personal integrity in their work as editors of the journal, recognising and planning for instances where they could have a competing interest or the appearance of a competing interest;
- working with authors, reviewers, and Editorial Board members to ensure they are sufficiently advised regarding the journal's ethics and publishing policies;
- ensuring that the journal's stewardship on ethical matters is fair, unbiased, and carried out in an efficient and timely manner.
- ensuring records are kept of reviewing processes and outcomes.

6.3 International Advisory Board

In terms of *ASSAF Code of Best Practice in Scholarly Journal Publishing, Editing and Peer Review (2018)*, the *IJAR* has an International Advisory Board to provide editorial oversight and advice to the Managing Editor(s), the Editorial Board and other persons involved in producing the journal. The International Advisory Board shall include a broad spectrum of members, both local and international that is drawn from both the academia and the research community. The members should be eminent persons of high standing in their respective fields. Members shall be appointed for a renewable period of five years. Due to their fiduciary role in respect of the operations of the journal, submissions from International Advisory Board members will be handled with extra confidentiality and attention so as not to compromise the peer review process. The names of the Editorial Board members shall appear on the inside front cover of each volume of *IJAR*.

6.3.1 *The role of the International Advisory Board*

The role of the International Advisory Board shall be to:

- advise and support the editorial team from time to time regarding the operation and quality of the journal contributions;

- review occasional articles that fall within the expertise of the board member when requested;
- encourage colleagues and peers to submit suitable articles;
- make suggestions to the editor(s) of suitable authors and reviewers;
- help to promote the journal through personal and professional networks, including social media and at meetings;
- provide prestige to the journal;
- provide advice to the Editorial Board in relation to matters involving publication ethics and publication malpractice, and, if necessary, to conduct investigations or provide advice on such matters;
- respect confidential journal information and ensure it is not inappropriately circulated;
- accept that the managing editor's decisions on publication or otherwise are final.

7. THE NATURE OF CONTRIBUTIONS CONSIDERED

The *IJAR* welcomes publications from academics from all academic institutions and the research community in South Africa and beyond its borders, provided the work meets the criterion for inclusion. The *IJAR* considers and publishes contributions of the following types:

7.1 Contributions type and eligibility for subsidy

Articles are the feature contributions of each part of the *IJAR*. These provide a comprehensive and detailed, if not seminal, analysis of the topic under discussion. Articles should not exceed 12 000 words (this number excludes references). Special permission will have to be sought from the editors to consider contributions longer than this, and this permission will not lightly be granted. Each article must be accompanied by an abstract of not more than 300 words. The abstract should summarise rather than introduce the argument of the article, and should contain not more than six (6) appropriate key words. This category includes inaugural lectures delivered by professors, which must be compiled and submitted as feature articles.

Articles submitted for consideration will be subject to **blind peer reviews** and would be eligible for subsidy in terms of the policies of the South African Department of Higher Education and Training **after accreditation has been obtained**.

8. CONTRIBUTORS' REQUIREMENTS

The editors welcome the submission of manuscripts in English for consideration for publication. Since the *IJAR* is a (MIT) journal with an international readership and a high reputation, it is normal that only work of the highest quality will be approved for publication. The *IJAR* will publish works from developing/emerging researchers, from designated groups (women, Black and young academics), research assistants, postgraduate students (Master's and doctoral candidates) who experience problems in getting their articles published in established journals. It will also, publish the works of established academics, both domestic and foreign.

The *IJAR* does not under any circumstances accept work that is broken up into a series of fragmented pieces (part 1, part 2, etc). Each article must stand on its own as a full analysis of the topic under consideration.

Although the *IJAR* recognises the principles referred to in Annexure A below, the *IJAR* will not consider re-publishing something already published elsewhere. The reputation of the *IJAR* is predicated upon it being the first to publish original material.

Therefore, a manuscript will be considered for publication:

- only on the assurance that it has not in whole or in part or in substance been published or offered for publication elsewhere;
- on the understanding that it may be submitted in confidence to expert reviews for evaluation;
- on the understanding that the editors reserve the right to make what changes they consider desirable
 - (a) to bring the manuscript into the house style of the *IJAR*;
 - (b) to eliminate errors of typing, grammar, syntax, punctuation, spelling, idiom and the like;
 - (c) to eliminate ambiguity, illogicality, tautology, circumlocution and redundancy;
 - (d) to produce accuracy and coherence ;
 - (e) to improve the mode of expression and style of writing;
 - (f) to avoid possible criminal or civil liability.

Authors are required to read their manuscripts very carefully to avoid the need for the editors to exercise these rights extensively. Note in particular that every quotation and every reference is to be *carefully* checked for accuracy.

Authors are asked to acquaint themselves with the house style of the *IJAR*, and to make the effort to follow the house style of the *IJAR* carefully. Manuscripts which do not show any attempt to comply with the house style will, regrettably, be returned to authors with a request to do so before the substance of the contribution will be considered.

A comprehensive guide to what is required will appear on a web page supplied by the publishers, and may also be requested from the Editorial Management Committee.

8.1 Author ethics

Authors should ensure that:

- their work is original and written by them;
- authorship of the paper is accurately attributed and represented, and there is no example of either ghost, gift or guest authorship, which *IJAR* considers unethical;
- their work has not been previously published or submitted elsewhere for publication in another journal or similar publication;
- where material is taken from other sources (including their own published writing), the source should be clearly cited and that where appropriate, permission is obtained;
- their work does not infringe on any rights of others, including privacy rights and intellectual property rights;

- their data or source material is true and not manipulated;
- their data or source material is their own or that they have permission to use data or source material reproduced in their paper;
- all efforts have been made to avoid plagiarism, furthermore that no generative AI tools or large language models (LLM) have been used to produce the article;
- any real or apparent conflicting or competing interest is clearly stated on submission of the paper (this would include funding support);
- they adhere to all research ethics guidelines of research, particularly where human or animal subjects are involved.

9. SUBMISSION OF CONTRIBUTIONS

9.1 The submission process

All material for publication, including articles, should be sent to the Managing Editor(s) at the contact details supplied in each part of the *IJAR*.

Authors must supply an accurate and up-to-date institutional affiliation. Those who are affiliated to academic institutions should supply an ORCID with their submission.

In order to avoid duplicate publication in other journals, and attendant copyright issues with other publishers, all contributors of articles will be required to submit a declaration, in writing, that the work has not, either as a whole or in part or in substance, been published or submitted for publication elsewhere. This will not include situations where the work has appeared in a thesis or dissertation, as authors are encouraged to submit such work. However, the fact that the work did appear in such a thesis or dissertation should be acknowledged. Any conflicts of interest or other factors relating to the ethics of the publication must be disclosed. A copy of the up-to-date declaration form may be found in the **Annexure C**.

In terms of [ASSAF Code of Best Practice in Scholarly Journal Publishing, Editing and Peer Review \(2018\)](#), where an author has submitted a contribution elsewhere, it will only be considered if the author has withdrawn it from the other journal, or if the other journal has rejected it. The *IJAR* will take a very dim view of authors using the reviewing process of another journal and the comments or assistance it generates as a mechanism to improve the contribution for publication in the *IJAR*, and if the *IJAR* editors discover that an author has done this, the contribution will normally be rejected.

If an author declares that part of the work has been published elsewhere, this will not necessarily mean that the *IJAR* will be unable to consider the contribution. It may simply mean that the relevant permissions must be sought, and acknowledgements must be made, if the contribution is ultimately accepted for publication. However, it is critical for the editors to know about any duplications upfront. Should any author fail to disclose any duplicate submission of material that has been published before, the editors reserve the right to withdraw the contribution from consideration or publication, or to retract the piece, where necessary.

9.2 Conflict of interest policy

The COPE Guidelines on Good Publication Practice indicate: ‘Conflicts of interest arise when authors, reviewers, or editors have interests that are not fully apparent and that may influence their judgments on what is published. They have been described as those which, when revealed later, would make a reasonable reader feel misled or deceived.’

Some scholars, researchers and professionals may have potential conflicts of interest, that could have an effect on—or could be seen to have an effect on—their research. A potential conflicting interest might arise from relationships, allegiances or hostilities to particular groups, organisations or interests, which may influence excessively one’s judgments or actions. The issue is particularly sensitive when such interests are private, relate to funding, and/or may result in personal gain. Perceptions of bias or tailoring of research outcomes are of specific concern.

Examples of conflicts of interest might include the following, although it is not an exhaustive list:

- having received fees for consulting on the research project;
- having received research funding that has enabled the research, from private donors;
- having signed confidentiality or non-disclosure agreements in relation to the research (this would normally be a bar to pursuing publication);
- having been, or currently being, employed by the organisation about which the research has been done;
- having received funds from a private donor or conference organiser reimbursing the author for preparing the work for presentation at a conference;
- If there are other interests which the reasonable reader might feel has affected the research, the author should declare them.

The *IJAR* requires a formal declaration of conflicting interests upon submission (see the declaration document in **Annexure**). If a conflict is not disclosed, but subsequently becomes apparent, the editors reserve the right to refuse to continue with the review process; to insist on full disclosure (if this is possible *ex post facto*); to refuse to publish the work; or to amend, correct or retract the article in terms of the journal’s Corrections Policy (see below).

9.3 Confidentiality policy

The *IJAR* recognises the importance in all phases of the editorial process of respecting the requirements of confidentiality, data protection and the principles relating to the protection of personal information. In the South African context, the editors are guided by the relevant provisions of the Protection of Personal Information Act 4 of 2013 and its regulations.

Unless otherwise specified, the *IJARs* editors and reviewers are to handle all submissions in confidence. The editors will protect the confidentiality of all material submitted to the journal and all communications with reviewers, unless otherwise agreed with the relevant authors and reviewers.

Unless reviewers have agreed to disclose their names, the editors will protect reviewers’ identities.

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's or reviewer's own research without the express written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.

If a reviewer wishes to delegate the review or seek the opinion of a colleague on a specific aspect of the submission, the reviewer is expected to clear this with the editor in the first instance.

In exceptional circumstances and in consultation with the publisher, the editor may share limited information with editors of other journals where deemed necessary to investigate suspected research misconduct. If such misconduct is identified, the editors reserve the right to report and disclose such adverse findings, including the identity of the authors, to any institution to which the author is affiliated, for its attention.

9.4 Record-keeping

The Managing Editor(s) shall be responsible for keeping a centralised list of manuscripts received, noting date of receipt, date of allocation to which editor for reviewing, and the eventual outcome of the process.

Each individual reviewer or handling editor is responsible for retaining records of the reports received from reviews, recommendations made, and decisions taken relating to publication.

Since the *IJAR* does not use an automated submission system (e.g. Scholar 1 or Manuscript Central), the Managing Editor(s) is responsible for operating a central database of reports and outcomes, which is to be populated by the reviewer or handling editors on an annual basis.

9.5 Submission dates

The *IJAR* does not have specific submission dates. Contributions are welcome at any time, and will be allocated for reviewing (where they comply with the journal's substantive and formal requirements and policies) as they are received. Contributions will then go into the reviewing process, the speed of which depends on a number of variable factors such as the efficiency of reviews; whether the contribution is rejected or can be accepted 'as is' after reviewing, or whether it requires revision; the extent of such revisions; and the speed with which the author attends to any further requirements or comments before the contribution is ultimately settled and accepted.

9.6 More than one contribution by an author

Normally, the *IJAR* does not accept a number of contributions by one author at one time. This applies both to independent substantive pieces, and any attempt to present pieces in a series of parts (the latter are not considered, as indicated in 8 above). As a general policy, only one contribution per author will be considered at a time, and further submissions will not be considered while a former piece is still in the reviewing process. In addition, the *IJAR* adopts a rule that no individual author's work in the subsidy-earning categories may be published more than once in each year's volume.

This rule has been adopted in the interests of giving as diverse a cohort of authors as is possible from across the academic and research spectrum an opportunity to publish in the *IJAR*, and to avoid certain individuals or institutions dominating the pages of the *IJAR*, as is mandated by the general guidelines in the DHET Research Outputs Policy.

9.7 Contributions under a *nom de plume*

Authors are, as a rule, both expected and encouraged to submit their work under their own name. However, it is possible for the *IJAR* to consider contributions written under a *nom de plume*: such contributions will be received and published. The conditions for doing so are that the author must (a) disclose his or her name to the Managing Editor(s) and the Publisher; and (b) must provide a reasonable explanation as to why the author wishes to adopt this course of action. Due to the fact that all contributions are peer-reviewed 'blind', a concern about the identity of the author in the reviewing process being disclosed will not be a valid reason. The final decision as to whether or not to publish the contribution under a *nom de plume* will rest with the Managing Editor(s) in consultation with the Publisher.

9.8 Submission of contributions by managing editors

Members of the editorial team are entitled to submit contributions for consideration in the same way as any other author, and they will be subject to the same reviewing and placement process as any other contribution. For general members of the team, the Managing Editor(s) will be responsible for undertaking the reviewing process. If the contribution is from the Managing Editor(s), the senior general editor shall undertake the reviewing process. Team members are all cautioned that such contributions should be made very sparingly, and that team members should, where possible, consider submitting the contribution elsewhere first, to avoid any impression that the *IJAR* operates on an in-house basis.

10. PEER REVIEW POLICY

10.1 Peer Reviewer ethics

Reviewers must:

- understand the importance of their role in contributing to making editorial decisions and, through editorial communications with authors, assisting authors in improving their manuscripts;
- conduct their review objectively and diligently;
- formulate their responses clearly, referring to supporting arguments, citation of further literature, and examples where necessary;
- Specifically, reviewers should:
 - conduct themselves fairly and impartially, particularly where the reviewer comes from a particular school of thought and/or may have strong ties to a particular interest;
 - identify gaps that could be explored to enhance the interpretability and strength of the findings and/or insights;
 - consider whether any instances of plagiarism appear in the work, and to report any such examples to the editor;

- suggest how the submission can be improved. Reviewers should always report in writing, with clear recommendations for acceptance of the paper in question, with or without revision, or rejection, as the case may be;
- assess the originality of references of previously published studies and ensure that the work is positioned in the relevant field;
- contest conclusions when they are not justified by the results or arguments presented;
- maintain the confidentiality of the review process;
- immediately alert their editor of any real or potential competing interest that could affect the impartiality of their reviewing, and decline to review where appropriate.

10.2 The peer review process

The reviewing process is central to the quality of what is ultimately published, is a critical part of the *IJAR's* work. The *IJAR* commits itself to following the *ASSAF Code of Best Practice in Scholarly Journal Publishing, Editing and Peer Review (2018)*, in respect of the reviewing process. What follows below should be read in conjunction with, and in addition to, those documents.

1. When a contribution is received by the Managing Editor(s), an initial assessment must be made as to whether it falls within the scope of what is published in the journal, or is suitable for further consideration. The journal will be interested in contributions that specifically link research to the contemporary needs of Africa as well as contributions that are imaginative in their attempt at shaping African discourse beyond affirmations of its existence.
2. Work that is self-evidently too brief or too long, is evidently a speculative draft, is not properly formulated, or is fundamentally flawed, may also be rejected without review. The Managing Editor(s) shall communicate clearly the reasons for such refusal to consider the work.
3. The *IJAR* commits itself to the adoption of a 'double-blind' peer review process. (The nature of this process, and who is considered to be a 'peer reviewer' is defined in the Journals Best Practice Guidelines C1–3). Where the editors deem it necessary in unusual cases, the *IJAR* reserves the right to have the contribution reviewed by more than two reviewers.
4. The reviewers must first be approached to determine their availability to act as a reviewer in terms of the relevant time frames (normally, to report within 3–4 weeks unless another arrangement needs to be made in the circumstances). Because of the status of the *IJAR*, it is desirable that the very best available reviewers be sought, and that suitable and appropriate reviewers are selected for this purpose, who have expertise and competence in the topic under consideration. Review editors must take pains to ensure that reviewers are not from the same institution, do not have a working relationship with the author, and are not aware of the authorship of the work (eg because they attended a conference at which the author presented the work). Managing editors will keep an updated list of potential referees, and will share it with other editors where necessary. If the reviewers agree to act, the editor must transmit the anonymised contribution to the reviewers, and a review report form for the reviewers to complete. Reviewers must complete the form and give a written assessment, by way of a written report, by marking up/making comments on the original document, or a combination of the two.

5. Editors may not act as reviewers of submissions they are handling.
The Managing Editor(s) is to ensure that the reviewing process occurs expeditiously, and to take active steps to avoid any inappropriate delays.
6. The reviewer reports must then be assessed by the Managing Editor(s) to decide whether, individually and collectively, they support the publication of the contribution in question; whether publication should follow once certain improvements are effected and/or further work is done and reported on; or whether the submission should be rejected. In deciding whether to publish a contribution, editors should accord significant weight to the reviewers' reports.

The Managing Editor's decision on publication, after considering all the reports is final. No outside interference, for example by a university or publisher, is permitted. Managing editors should convey relevant comments of the reviews to authors, but without compromising the reviews' anonymity.

7. In cases where the reviewers' reports conflict, there are a number of paths that the managing editor may adopt.
 - a If the difference is minor, it may be that the managing editor may make the appropriate recommendation from a conspectus of the two reports read together.
 - b If the recommendation is that further work needs to be done to the contribution, this may require (a) in minor cases, that these can be done to the satisfaction of the managing editor, or (b) in more major cases, that the contribution be reconsidered by the reviewers after that has occurred; or (c) that it be reconsidered by a new reviewer or reviewers after that has occurred. There will be times where (b) will be appropriate, but times where (c) will be appropriate (for example, where an original reviewer has adopted a dogmatic rejection of the author's approach that may mean that the original reviewer is not suitable for further consultation).
 - c Where there is a clear conflict in the two reports, it will normally be appropriate to refer the matter to an independent third reviewer, and for decisions to be taken only after that report has been received. In most cases the third reviewer should act independently of the others, but in some cases (particularly where the dispute is on a fine point or there is a dogmatic objection by one reviewer), it may be appropriate to seek specific guidance from the third reviewer on the problem that has been raised by the reviewers' conflict.
8. If a contribution is ultimately rejected, the Managing Editor(s) should communicate this to the author, and communicate this outcome to the Editorial Board for record-keeping purposes. Occasionally, it may be appropriate to encourage the author to do significant further work on the contribution and to resubmit it, but it must be made clear that this is subject to the new contribution being considered *de novo*.
9. If the contribution is ultimately accepted, the Managing Editor should undertake a check of the manuscript, specifically for the purpose of identifying any clear grammatical or other writing and stylistic errors. These should be corrected.

10.3 Placement

The general policy is that accepted contributions will be placed in the very next available slot of the publication roster in the relevant category (article review) in the *IJAR*.

12. THE EDITORIAL AND PUBLISHING PROCESS

1. The Managing Editor(s) shall be responsible (with assistance where necessary) for undertaking a careful edit of the contribution, both in regard to its composition, its technical accuracy and the correctness of the references.
2. Once each part of the *IJAR* has been settled, the manuscript shall be submitted to the publisher's representative for typesetting, according to the annual production schedule.
3. Once the manuscript has been typeset, the proofs shall be delivered to the Managing Editor(s) (in hard copy and electronic form) for onward transmission to the author for a full check of the text. The text will also be checked independently by a copy editor appointed by the Publisher. The copy/technical editor's proofs shall also be delivered to the Managing Editor(s) for onward transmission to the publisher for capturing on the master proof.
4. Additionally, each author shall be asked to review his or her manuscript (which he or she shall receive electronically from the Managing Editor(s)) and to make corrections or minor updates to the text.
5. The corrected master proofs, containing the Managing Editor's corrections, the copy editor's corrections, and the author's additions and corrections, shall be returned to the publisher for corrections.
6. The corrected typeset proofs shall be provided to the Managing Editor(s) and the copy/technical editor for perusal and final correction. If the corrections are minor, these can be signed off by the copy/technical editor and the publisher, with the input of the Managing Editor(s). If the corrections are significant, the Managing Editor(s) may request that a further set of proofs be delivered for checking.
7. Once the text is settled, the Publisher will have a front cover prepared, which will be sent electronically to the Managing Editor(s) for checking and approval.
8. The hard copy will normally be available within about six weeks of the manuscript being signed off. The electronic version will appear on any relevant electronic database only after the final hard copy has been received into the warehouse by the Publisher. The Publisher will keep the Managing Editor(s) informed of when this happens.

12.1 Complimentary copies

Each author of a published article will receive one pdf copy of the part of the *IJAR* in which his or her contribution appears, accompanied by a cover page and a contents page. Current members of the International Advisory Committee and Editorial Board will receive complimentary soft or hard copies of the volume of *IJAR* for which they were involved in.

13. PAGE FEES AND ADVERTISING

There are no page-fee charges for publishing work in the *IJAR*. Nor is the facility available for authors to buy pages in any part of the *IJAR* once their article has been reviewed and accepted for publication.

The *IJAR* and its publishers do not take or place advertisements or promotional material in the journal.

14. COPYRIGHT AND PUBLISHING RIGHTS

14.1 Assignment of publishing rights

Since the *IJAR* is published in the Republic of South Africa, the law of copyright as promulgated from time-to-time in South Africa applies to the work published in the *IJAR*. The current ruling statute is the Copyright Act 98 of 1978 (as amended). The authors of articles accepted for publication will be asked by the Managing Editor(s) to sign a short publishing agreement assigning publishing rights to the *IJAR* and especially the publisher, as a precondition for the ultimate publication of their work. The agreement contains further terms relating to dissemination of the work by authors. See **Annexure** for the up-to-date version of the author contract. Any further information relating to copyright and licensing issues may be sought from the publishers (see <https://juta.co.za>).

14.2 Permissions

The publishers are open to authors seeking permission to reproduce work published in the *IJAR*, subject to copyright laws and principles of fair dealing. Such permission must be sought in writing from the journal publisher of the *IJAR* at Juta & Co (Pty) Ltd. The Managing Editor(s) will provide contacts details of the appropriate person upon request.

The publishers are also sympathetic to the needs of scholars to include copyrighted material produced by others in their work, and the publisher is happy to provide guidance on this. Responsibility for obtaining permission to use any other copyright material rests with the author of the contribution.

14.4 Archiving of content

The publisher is responsible for archiving all typeset pre-print and final published versions of the journal. This includes both hard-copy versions and digital archiving of material in suitably secured environments.

15. PUBLICATION MALPRACTICE POLICIES

Allegations of misconduct or malpractice (including, but not limited to: research fraud, defamation; plagiarism; improper or inaccurate citation of source material; manipulation of data or source material; authorship identification irregularities; peer review fraud; undisclosed conflicts of interest) will be investigated in accordance with the journal's specific policies and procedures. The editors also act in such cases with reference to [COPE Best Practice Guidelines](#) as is suitable to the case.

15.1 Plagiarism

Plagiarism constitutes unethical publishing behaviour and is unacceptable. Plagiarism is the duplication in a text of another person's words, phrases, concepts or ideas in a manner that represents to the reader of the text that such words, phrases, concepts or ideas are the author's own original thoughts expressed in writing. Plagiarism takes many forms, from passing off another's work as the author's own, to copying or paraphrasing substantial parts of another's work (without attribution), to claiming results from research conducted by others. It can include copyright infringement. The *IJAR* takes guidance from the [COPE Discussion paper on plagiarism](#) as to the multitude of ways in which plagiarism can occur, and the forms it can take.

While many cases of plagiarism may be intentional, subjective intention may be difficult to prove, and even cases involving honest mistakes may amount to a form of plagiarism, in that the research or words come across objectively as the work of another, violating ethical publishing principles.

Managing Editors are encouraged to be vigilant about the possibility of plagiarism in the contributions which they receive, and are encouraged to ensure that the reviewers, who are likely to be best-placed to identify such transgressions, do the same.

The Managing Editorial Committee will also receive and consider any reports of suspected or alleged plagiarism from complainants, particularly after publication.

Where a case of suspected plagiarism is identified or reported, the editors in the first instance consult the COPE guidelines on [what to do if you suspect plagiarism](#).

Thereafter, the editors are guided by the assistance of the COPE [Flowcharts](#) when dealing with cases of suspected misconduct. To summarise some of the fundamental principles to which the *IJAR* subscribes:

- The managing editors shall immediately inform the author of the suspicion or allegation in writing, and give that author a reasonable opportunity to respond to the allegation in writing;
- If the case is substantial and serious, cannot be dealt with directly with the author, or where the author simply denies the charge despite *prima facie* evidence, the Managing Editor(s) must refer the case for investigation to an independent person, preferably one who is a recognised authority in the subject area of the submission. That independent investigator should conduct a thorough investigation of the submission, the allegation as to what may have been plagiarised, and the author's response. In addition, the independent investigator should scrutinise or consider any other sources relevant to the potential plagiarism, which may include, but are not limited to: consulting implicated researchers, and consulting all potentially relevant research sources.

- Where potential plagiarism is suspected, identified, alleged or reported, the managing editors and the publisher reserve the right to run the work through text matching software (eg Turn-it-In, Ithenticate) as a component of its investigation.
- The independent investigator shall deliver a full written report to the Managing Editor, detailing his/her findings. These findings may be shared with the publisher, for its views on the matter.
- The report should be shared with the author, and the author may make any further representations or concessions in response.
- The Managing Editor, in consultation with the full Editorial Board, reserves the right to make a determination as to how to proceed with the submission at this point. This includes reserving the right to withdraw the article from consideration, or to correct or retract published work. Please see the Errata, Corrigenda and Retractions Policy directly below for further details.

15.2 Errata, corrigenda and retractions

The *IJAR* takes issues of copyright infringement, plagiarism and other breaches of best practice in research publication very seriously. In the rare cases where a breach of publication ethics or copyright infringement are discovered after undertaking the investigative processes described above, the *IJAR* and its publishers reserve the right to take appropriate action to correct the academic record, including but not limited to:

- publishing an erratum or corrigendum;
- publishing an expression of concern linked to the article;
- retracting the article and publishing an accompanying retraction notice;
- removing an article for legal reasons and replacing the removed article with a notice; or
- publishing a retraction, correction or apology specifically written by the author(s).

In such cases the Management Editorial Committee and the publisher will be guided by COPE's [Correction and Retraction Guidelines](#).

Where significant editorial or formatting errors or omissions are identified after the publication of the part, the *IJAR* and its publishers will publish errata or corrigenda in the next immediate part of the journal due for publication. Digital versions will be adjusted to reflect the accurate position.

15.3 Defamation and other issues involving potential legal liability

Managing Editors are encouraged to be vigilant about the possibility of the author's views attracting legal liability in the contributions which they receive. In circumstances where the Managing Editor(s) or a reviewer identifies a case that could involve defamation or another form of legal liability, the matter must first be considered by the Managing Editor(s) and the relevant reviewer to whom the work is allocated.

The author must declare (see **Annexure**) that all efforts have been made to avoid plagiarism, furthermore that no generative AI tools or large language models (LLM) have been used to produce the article.

The Managing Editor(s) should communicate in the first instance with the author with a view to seeing if the problem can be resolved or settled by consensus. If this can easily be done, then the matter should be resolved by this consultative process.

If the matter is more serious, or the author is not prepared at this stage to make any changes upon first approach, in the second instance the matter should be referred to the Editorial Board for its views. If the view is that there is a more serious prima facie case, the Managing Editor, should communicate in the first instance with the author with a view to seeing if the problem can be sorted out or settled by withdrawal. If the author is adamantly of the view that there is no problem and wishes the process to proceed, then the matter should be referred to the publisher for its views, since the publisher is likely to be the primary respondent in any legal proceedings that might eventuate.

The Managing Editorial Committee may also seek the independent opinion of experts in the area, including members of the Editorial Board where relevant. Legal counsel may be sought if necessary. The Editorial Board may then, after considering representations from the author, and in conjunction with the views of any counsel and the views of the publisher: (a) proceed with the publication of the contribution; or (b) communicate to the author a recommendation that the contribution be reformulated along specific lines to avoid legal liability, and to seek the author's input in this regard; or (c) refuse to publish the contribution.

ANNEXURE: AUTHOR PUBLISHING CONTRACT

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Contributor Name (Surname & Full names)	
Contributor Address (Physical)	
Article Title (‘the Contribution’)	
To be published in (‘the Journal’)	
Published by (‘the Publishers’)	Juta & Company (Pty) Ltd 21 Dreyer Street, Claremont, SOUTH AFRICA
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Signed at this day of (month) (year).

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AUTHOR NAME(S)

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