

Note to contributors

The *International Journal of African Reflections: Multi-, Inter- and Trans-disciplinary Perspectives (IJAR)* invites submission of manuscripts in English for consideration. Since the *IJAR* is a multi-, inter- and trans-disciplinary (MIT) journal with an international readership and a high reputation, it is normal that only work complying with the requirements and standard 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.

A manuscript will be considered for publication:

1. only on the assurance that it has not in whole or in part or in substance been published or offered for publication elsewhere;
2. on the understanding that it may be submitted in confidence to an expert referee or expert referees for evaluation;
3. on the understanding that the editors reserve the right to make whatever 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 introduce or enhance accuracy and coherence;
 - (e) to improve the mode of expression and style of writing;
 - (f) to avoid possible criminal or civil liability.

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 a text already published elsewhere. The reputation of the *IJAR* is predicated upon its being the first to publish *original* material.

Authors are required to read their manuscripts very carefully to avoid the need for the editors to exercise these rights extensively. In particular, authors are asked to acquaint themselves with the house style of the *IJAR* and to review either hard copies or PDFs of their work to ensure that they are of publishable quality before submission.

When edited articles are returned to authors for queries to be answered or missing information to be supplied, this should be responded to as quickly and as fully or accurately as possible.

Title, heading and subheading hierarchy

Title

The title should be in bold typeface and centred in the text width; sentence case is preferred:

Cost of reskilling employees versus profitability of a business: a reflection of selected small businesses in Mthatha, Eastern Cape

Author details

Authors should preferably provide their name, affiliation, title, email address and ORCID reference in an unnumbered footnote, as follows:

Dxxxxxxx Gxxxxxxxxxx*

Abstract

Ensure that every main section of your article is covered by at least one sentence in the abstract. To enhance search-engine optimisation (SOE), include keywords in your abstract.

Keywords

A list of keywords must be provided and placed below the abstract; it should be left aligned, with commas separating the keywords. The keywords should be as specific as possible to your research topic.

Keywords: reskilling workforce, Fourth Industrial Revolution, 4IR, automation, profitability, small businesses

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Heading and subheading levels: format

Headings and subheadings should be limited as far as possible to three levels, each formatted and numbered as indicated below:

Level 1: **1. Introduction**

Level 2: **2.1 Cost of reskilling**

Level 3: *2.2.1 Creativity*

Citing references in footnotes

Note in particular the preferred style for referencing various sources: books, journal articles, newspaper articles, online references, case citations, and the titles of treaties, conventions and legislation.

Books

The name of the author of a book or article cited should, on the first occasion it is mentioned in a footnote or an endnote, be given in full exactly as the author gives it (first name or initials). The title of a book is to be in italics, with, if appropriate, the volume number referred to by an uppercase roman numeral (not in italics), the edition (not in italics), year of publication, section or paragraph number and page number (the page number should be preceded by a 'p' only if there is a section or paragraph number). Thus:

Frits Kalshoven & Liesbeth Zegveld *Constraints on the waging of war* 3 ed (ICRC 2001) 53.

James Crawford *The international law commission's articles on state responsibility* (2002) para 4 p 153.

DP O'Connell *International law vol II* 2 ed (1970) 842 (cited in J Dugard *International law: A South African perspective* 3 ed (2005) 238).

Thomas M Franck *Recourse to force* (2002) 49–52.

Roger Crisp (ed) 'The history of utilitarianism' in *Stanford encyclopaedia of philosophy* rev ed (Stanford University 2014) 1.

Sir Hersch Lauterpacht (ed) *L Oppenheim's international law: A treatise vol II: Disputes, war and neutrality* 7 ed (1952) 209.

Jean-Marie Henckaerts & Louise Doswald-Beck *Customary international humanitarian law vol I: Rules* (2005) 291.

Carl von Clausewitz *On war* (English translation by JJ Graham) (1968) 103.

Journal articles

The name of the author of an article cited should, on the first occasion it is mentioned, be given in full exactly as the author gives it (either first name or initials). The title of the article should be enclosed in single quotation marks and follow sentence case (after a colon, the first word of a subtitle should start with a capital letter). Then the year of publication, the volume number and the part number (not in italics), followed by the title of the journal (in italics); the number of the first page of the article or the page range of the article; the specific section or paragraph number and page number (the page number should be preceded by a p if there is a section or paragraph number). Therefore:

Jabbari, J, Zheng, H, Roll, S, Auguste, D & Heller, O 'How did reskilling during the COVID-19 pandemic relate to entrepreneurship and to optimism? Barriers, opportunities, and implications for equity' 2023 *Journal of Family and Economic Issues* 1–20.

Hennie Strydom '*Jus ad bellum* and *jus in bello* in the South African Constitution' (2004) 29 *South African Yearbook of International Law* 78–93 at 82.

Jutta Brunné & J Stephan Toope 'The use of force: International law after Iraq' (2004) 53(4) *International and Comparative Law Quarterly* 785.

Newspaper articles

If mentioned, the name of the author of an article cited should, on the first occasion it is mentioned, be given in full exactly as the author gives it (either first name or initials). The title of the article should be enclosed in single quotation marks. After this: the title of the newspaper (in italics); then; between parentheses, the place of publication and the date of publication; the page number. If the author is not identified, start with the title of the article. Thus:

Duncan Campbell 'Depression and suicide attempts are reported from Guantanamo Bay' *The Guardian* (London, 5 July 2003) 4.

'The Legal Black Hole' *Daily Telegraph* (London, 12 June 2006) 3.

Online references

If mentioned, the name of the author of an article cited should, on the first occasion it is mentioned, be given in full exactly as the author gives it; alternatively, the name of the organisation responsible for the article should be given if there is no author. The title of the article or report should be in sentence case and enclosed in single quotation marks. After that follow the words 'available at', followed by the internet address; then, between parentheses, the date on which the site was accessed: '(accessed 2 May 2023)'. For example:

- I Asimov 'Runaround' (1942) www.britannica.com/topic/Runaround
- J Engelberger & G Devol 'Unimate' (1954) <https://robotnik.eu>
- IMDb 'Cyborg movies' (25 October 2018) www.imdb.com/list
- SY Lee & AJ Hong Psychometric investigation of the cultural intelligence scale using the Rasch measurement model in South Korea' (2021) <https://www.mdpi.com/2071-1050/13/6/3139>
- United Nations 'Report of the Secretary-General to the Security Council' (A/65/820-S/2011/250), available at <http://unispal.un.org/UNISPAL.NSF/0/70BF34991DA5D6B08525788E004BA583> (accessed 27 May 2012).
- Cooperative Governance and Traditional Affairs (CoGTA) 'Profile: OR Tambo District Municipality' (2020) <https://www.cogta.gov.za>
- General Assembly Resolution 1386 (XIV) (adopted on 20 November 1959), available at <http://www.unicef.org/lac/spbarbados/Legal/global/General/declaration_child1959.pdf> (accessed 21 February 2012).

Case citations

As a general rule, the first reference to a case in the body of the text might employ a common abbreviated reference. Thus:

The International Court of Justice (ICJ) defined '*erga omnes* obligations' as follows in the *Barcelona Traction* case: ...

However, the footnote reference should provide the full citation: the name of the court handing down the decision; the case name (in italics); between parentheses, the date of the judgment; the case reference – if in a published collection, the title of the collection should be in italics; the number of the first page of the judgment; the specific section or paragraph number and page number (the page number should be preceded by a 'p' if there is a section or paragraph number). Thus:

Abrams v Boyce 2002 (4) SA 305 (EC)

ICJ *Barcelona Traction, Light and Power Company, Limited (Belgium v Spain)* (judgment of 5 February 1970) *ICJ Reports* (1970) 3 paras 33–34 p32 (hereafter *Barcelona Traction* case).

ICJ *Legality of the Threat or Use of Nuclear Weapons* (Advisory Opinion of 8 July 1996) *ICJ Reports* (1996) 226, 256 (hereafter *Nuclear Weapons* Advisory Opinion).

SCSL *The Prosecutor v Alex Tamba Brima, Brima Bazzy Kamara and Santigie Borbor Kanu* (Trial Chamber II Sentencing Judgment) (19 July 2007) 36, available at <<http://www.sc-sl.org/documents/SCSL-04-16-T-624.pdf>> (accessed 27 May 2012).

ICTY (Appeals Chamber) *Prosecutor v Radoslav Branin* (3 April 2007) Case No IT-99-36-A para 482.

Treaties, conventions and legislation

The titles of international treaties, conventions and domestic legislation should be in regular script, not italics. When first referred to, the relevant instrument should not be abbreviated; however, if referred to subsequently, an abbreviation might be used – in which case, the first reference to the instrument should be followed by the abbreviation between parentheses.

Thus:

The recruitment of child soldiers was first addressed in the Additional Protocols (API and APII) to the four Geneva Conventions (GC).

A footnote reference should spell out the full name of the relevant instrument, its date and where it might be found. Thus:

The Geneva Conventions of 12 August 1949, available at <<http://www.icrc.org/eng/assets/files/publications/icrc-002-0173.pdf>> (accessed 28 May 2013).

In the body of the text, reference to an article should always appear as 'Article'. Thus:

Article I of the Genocide Convention places the obligation on states 'to prevent and to punish' genocide, and Article IX provides that disputes relating to inter alia 'the responsibility of a state for genocide or for any of the other acts enumerated in Article III' is to be submitted to the ICJ for adjudication.

The guidance provided in Common Article 3 (CA3) of the GCs as to what constitutes a Non-International Armed Conflict (NIAC) is limited.

In the case of footnotes, 'Article' should be spelt out in full if the first word of the sentence; if not, 'art' (plural 'arts') should be used. In both the body of the text and in the footnotes,

'section', with reference to an enactment, is spelt out in full as the first word of a sentence, but otherwise is 's' (plural 'ss'); subsection is 'sub-s' (plural 'sub-ss').

'paragraph' and 'subparagraph' are spelt out in full as the first word of a sentence, but otherwise they are 'para' (plural 'paras') and 'subpara' (plural 'subparas').

'section' with reference to a book or certain foreign codes of law is § (plural §§).

Cross-referencing

Some hints:

See note 21.

Franck op cit (note 21) at 367.

Franck (note 21) 367.

Franck (n 21) 367.

In the work cited in note 21.

See also s 7.

See text to note 21.

Ibid (meaning in the same place, to be used only immediately below the reference being referred to).

Ibid at 367 (meaning in the place referred to in the immediately preceding footnote, but at page 367, which is different from that in the note above).

Intext referencing

Follow the Harvard style of intext referencing. For instance:

Single author and date: (Aspers, 2019)

Single author, date and page number: (Aspers, 2019: 35–40)

Joint authors within a sentence followed by date: Bahri and Min (2023)

Joint authors in parentheses and date: (Bahri & Min, 2023: 71)

Series of authors and dates in parentheses: (Bahri & Min, 2013; Aspers, 2019) – follow chronological order by date of publication, references separated by semicolons; date order for publications by the same author, dates separated by commas: (Bahri & Min, 2013, 2019; Aspers, 2014, 2019).

Reference list

Your references must also be provided in a reference list at the end of an article and be arranged in alphabetical order according to author surnames (eg Asmal, Z, Carolus, BR) or the names of organisations or institutions (eg World Economic Forum).

Do not separate your published references into different groups or categories (eg books, journals, online sources); treat them instead as one consolidated list.

Ensure that every source cited intext or in footnotes is included in the reference list, and vice versa. Ensure that the details of each reference are both complete and accurate, and are consistent with those provided either intext or in footnotes.

They should be in the same font and line spacing as the body text.

The second and subsequent lines of each reference should be indented below the first line, by 7 mm.

If a reference ends in a URL, do not terminate it with a full stop.

The publisher name and the date of publication should be placed between parentheses and follow the book title. The place of publication should not be included. Do not insert a comma before the date: In *Digital transformation for business and society* (Routledge 2023).

References

- Asmal, Z, Bhorat, H, Martin, LC & Rooney, C *Technological change in the insurance sector in South Africa* (DPRU Working Paper 202306, 2023).
- Aspers, P & Corte, U 'What is qualitative in qualitative research?' (2019) <https://link.springer.com/article/10.1007/s11133-019-9413-7>
- Bahri, ENA & Min, W 'Job creation vs job destruction following Industrial Revolution 4.0' in *Digital transformation for business and society* (Routledge 2023) 1–22.
- Cooperative Governance and Traditional Affairs (CoGTA) 'Profile: OR Tambo District Municipality' (2020) <https://www.cogta.gov.za>
- Jabbari, J, Zheng, H, Roll, S, Auguste, D & Heller, O 'How did reskilling during the COVID-19 pandemic relate to entrepreneurship and to optimism? Barriers, opportunities, and implications for equity' 2023 *Journal of Family and Economic Issues* 1–20.
- Jeni, FA 'The impact of training and development on employee performance and productivity: An empirical study on private bank of Noakhali region in Bangladesh' (2021) <https://www.researchgate.net/publication/352816350>
- World Economic Forum 'The global risks report' (2019) <https://www.weforum.org/reports/global-competitiveness-report-2019>
- Xu, M, David, JJ & Kim, SH 'The Fourth Industrial Revolution: Opportunities and challenges' (2018) 9(2) *International Journal of Financial Research* 1923–4031.

Other key points

A would-be contributor is urged to comply with the following requests:

1. The body of the text should be in Times New Roman, 12 font, one-and-a-half line spacing.
2. Avoid unnecessary use of punctuation marks in both the text and footnotes. Thus: 'Ibid' not 'Ibid.'; 'Mr' not 'Mr.'; 'Doc' not 'Doc.'; 'No' not 'No.'; 'Alan EF Jones' not 'Alan E.F. Jones'.

3. Short quotations (up to 29 words) are to be included within the text; long quotations (30+ words) are normally to begin on a new line, to be indented 1,25 mm, 11 font, single spacing, not between quotation marks.
4. In the case of quotations within the text, 'single quotation marks' should be used; if there is a 'quotation "within a quotation"', then double quotation marks should be used. In the case of a long, indented quotation, quotation marks should not be used (unless there is a quotation within the original quotation, in which case single quotation marks should first be used).
5. The footnotes of an article should be numbered consecutively in Arabic numerals in superscript after any punctuation mark, and without any surrounding bracket or full stop. Footnotes should be 10 font, single spaced and indented 0.7 from the left margin.
6. Every quotation and every reference is to be carefully checked for accuracy; the editors will try to check once more, but are not always able to do so, and accuracy is to be sought at all times.
7. The author of an article accepted for publication is to supply his or her university degrees, professional qualifications, professional or academic status, and their email address. This information should appear as the first footnote reference, but not a numbered reference, rather, use an asterisk (*). If there are multiple authors, use similar signs: (**), (†), (‡).
8. Words in a foreign language, including African languages, should be in *italics*; especially if they are in italics in a quotation, they must be left so and '[Emphasis original]' must be added after the quotation. If the author adds italics to a quotation, then after the quotation '[Emphasis added]' must be inserted.

All material to be considered for publication (including articles, recent case notes, notes and comments, correspondence) should be sent electronically to **The Managing Editor(s)** at:

ijar@wsu.ac.za

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