SACJ article submission template

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ABSTRACT

This document outlines preparation of submissions to South African Computer Journal and provides examples of layout conventions. Final layout is in LaTeX, so the MS Word template is provided for authors not familiar with that system; guidelines for MS Word are designed to simplify writing without losing the general look and feel of the finished article; the LaTeX template similarly is designed to simplify document preparation rather than to produce a finalised paper. Please note that author names in any submission for review need to be left out and any references to author anonymised.

Keywords: article layout, document processing

Categories: • **Applied computing ∼ Document management and text processing** • *Applied computing ∼ Document preparation*

1 INTRODUCTION

South African Computer Journal is an accredited specialist academic journal, publishing research articles, technical reports and communications in English in the Computer Science, Computer Systems and Information Systems domains. Its primary target is research of interest in Africa or research published by African researchers, but all quality contributions are considered. All research articles submitted for publication are rigorously refereed by independent peer reviewers. The journal publishes original work that is of international stature. The editorial board comprises local and international scholars of high repute. The journal is published online using the Open Access model, making papers accessible in developing countries where funding to subscribe is scarce.

Our standard for originality implies that papers that contain content from other published sources *unless by the same authors* may be rejected without review. If you do reuse your own work, there are limits to the extent that that can be accepted.

The journal uses double-blind review so author names should not appear in manuscripts submitted for review; any references that may reveal the author name or names should be

anonymised. For example, you may use *clearly* fake author names during review and substitute correct names if your paper is accepted.

Initial submission must be in PDF, though you should note the following so you can submit a final version if your paper is accepted.

SACJ is prepared for publication using the LaTeX document preparation system [1][1]. On acceptance, submissions are prepared for final publication by the *SACJ* production editor, who provides contributors with proofs for approval prior to publication. *SACJ* accepts submissions prepared using either the LaTeX system or Microsoft Word-compatible software, and a submission template for each system is available. Please note that initial submissions should be uploaded as PDF files. Please also note that contributors are *not* required to emulate the formatting, layout or styling of published *SACJ* articles: the production editor is responsible for these cosmetic details.

1.1 Important links

The authoritative version of these guidelines is available at this page. This page includes links to the submission template files, detailed notes on preparing a LaTeX-compatible bibliography, as well as information on the reviewing process and copyright.

Information on the *SACJ* editorial policy is available here, while general information about the journal is available at this page.

Please also see the Notes for Contributors section in the frontmatter of any recent issue of *SACJ* (e.g. Vol. 28 No. 1).

1.2 Differences from this document

This document is intended to demonstrate by example how to construct your own document. However, there are a few details where this document does not follow the correct style.

For simplicity of reference, this document contains embedded hyperlinks, as you will need to be in an online environment to find the relevant information. However, in your own submission, *do not* embed hyperlinks but rather make them explicit, either in a footnote or in a reference, so the paper can be read meaningfully offline.

2 PREPARING A SUBMISSION

As of December 2015, *SACJ* uses a single-column format optimised for screen viewing, which additionally makes figures containing large pictures and tables easier to fit. Articles should *not* be prepared in two-column format.

Authors working in LaTeX or a Microsoft Word-compatible package are encouraged to make use of the template files provided at this page. These templates produce an approximation of a final *SACJ* document in the interest of minimising the complexity authors have to deal with while preparing submissions.

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[1]The PDF version of this template is prepared using LaTeX.

We strongly recommend that if you work in Microsoft Word that you use a reference manager that either stores in BibTeX format or allows to export in BibTeX format, of which there are numerous examples including Refworks, Mendeley and JabRef.

Other distinctions between the final format and the submission templates are made for the convenience of authors and referees. The most important of these is the citation and referencing style used.

2.1 Citation and referencing style

SACJ uses the American Psychological Association 6th edition style for citations and referencing [2]. However, to make the submission and review process as straightforward as possible, authors are *not* required to use this style when preparing their submissions. On acceptance, the process of converting the references and citations in your submission into the APA 6th ed. format is the responsibility of the production editor.

The preferred citation style for *SACJ* submissions is numeric, as in the following example:

> When we have a sentence that needs backing up, we cite a reference [1] and if several back it up, cite several [1, 2]. If a reference needs to cite a page number we include that in the citation [2, 42].

The preferred referencing order for *SACJ* submissions is by order of citation: the *SACJ* template and class file are configured to achieve this. Authors using Word can enable a numeric citation style by installing the IEEE reference styles freely available from BibWord, but this is *not* mandatory.

The preferred referencing style for *SACJ* submissions is as specified by the American Psychological Association. The *SACJ* production will update your references for compliance, but to expedite this process please consider consulting the APA publication manual, 6th edition [2] or a reputable online guide.

Please provide as much information as possible to identify each work cited, including the year of publication, full author list, title, journal or conference proceedings name, page numbers (unless it is unnumbered, e.g., an online publication) and other relevant details that may be available such as volume and issue number (for journals) and the DOI if available. Lapses in such detail make it hard to count citations accurately [3].

Please also see the *SACJ* author guidelines page for important information on supplying references with your *SACJ* submission, and Subsection 2.10 for important information on DOI metadata.

Specific web pages should listed as references; if they are undated, give the date last visited as the year. If you reference an entire web site, use a footnote (e.g., the *SACJ* site[2]). It is a judgement call whether a web site should be in a footnote or cited as a reference: if you list it as an authority, make it into a reference. If you list it so it purely so that it can be found, use a footnote.

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[2]http://sacj.cs.uct.ac.za

2.2   Article abstracts

Abstracts for peer-reviewed *SACJ* articles must be fewer than 200 words. Abstracts that exceed this limit will require revision. Citations, footnotes and special text formatting should be omitted from article abstracts.

2.3   Article metadata

In addition to an author list, affiliation list, and an abstract, *SACJ* peer-reviewed articles must be supplied with a list of keywords and a list of applicable ACM 2012 categories. ACM provides an interactive tool and exact instructions for printing categories: it is only necessary to list the categories and to mark the most significant ones. An `\SACJACMCategory` macro is provided for authors working in a LATEX environment.

The *SACJ* LATEX style provides an established notation for authors who hold multiple institutional affiliations. As with the ACM categories, as long as this information is clearly available somehow in your draft article, the production editor can take care of presenting those details.

2.4   LATEX preparation

The *SACJ* LATEX `sacjsub` template is intended to compile on a minimal LATEX installation. The document class used to produce the final version requires many additional packages and some special configuration of the LATEX environment.

2.5   Microsoft Word-compatible preparation

The *SACJ* Word-compatible template provides document styles to assist with document layout. Please endeavour to make consistent use of styles in preparing your document.

Authors preparing submissions with Microsoft Word-compatible packages are requested to create and submit a BibTeX file containing your references. Directions for doing this can be found at this page.

On acceptance of your submission, a final version will be prepared by the production editor using LATEX. A full proof will be provided for review ahead of publication. During this time your citations will be converted to the APA 6th format, as discussed elsewhere in this guide.

Please see the following sections for guidelines on tables and graphics. *SACJ* requests that wherever possible you provide original graphic files with your submission.

2.6   Tables

SACJ maintains a house style for presenting tabular information that emphasises on-screen readability. For examples of this style, see Tables 1–5 of this recent article. Authors are *not* required to emulate this style in their submissions. Tables can be adapted from Microsoft Word into native LATEX code (and the *SACJ* house style) by the production editor.

In Microsoft Word, tables are most easily created in a text box, which allow them to float with the text. Do not worry too much about table placement since we will reformat the article if accepted.

Table 1: An example table

Number	Clicks	Progression (%)
First series		
1	15	100
2	17	100
3	28	100
4	22	100
Mean	20.5	
Second series		
1	21	100
2	18	100
3	29	90
4	19	100
5	25	100
Mean	20.75	

Authors using the LaTeX environment will find that multirow and multicolumn tables are enabled in the *SACJ* submissions class file. More flexible table layouts can be obtained through the `tabu` package[4]. If this is not suitable for your submission, please advise the editor and production editor. Table 1 provides an example of the sort of table we can produce.

2.7 Hyperlinks

Hyperlinks are used within *SACJ* articles to provide cross-references to images, tables, sections, and references (e.g., Figure 1, Table 1, Subsection 2.10, [1]). Do not worry about configuring these in your submission: the production editor will set these up in the final proof. Hyperlinks to Internet sources in author submissions should be provided as described in Subsection 2.8. For convenience, in this template, we include some clickable links inline in the text, but you should not do so in your submission.

2.8 Footnotes

Footnotes may be used to elaborate on a point[3] without breaking the flow of a paragraph, or to expand on a cited reference [2][4]. However, when a statement simply needs to be supported by a

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[3]And if the point it makes needs a reference, cite here [1].

[4]Although that is a point strongly supported in the literature, there is dissent [6,7] though some consider that dissent the work of cranks [5].

reference, this should be given by a citation rather than a footnote.

2.9   Graphics

SACJ accepts images in vector graphics (PDF, EPS) formats and raster graphics (TIFF, PNG) formats. PNG raster graphic files can be accepted as a last resort, but authors should be advised that this format affords the lowest quality and clarity of reproduction. JPG or GIF raster graphics are not suitable.
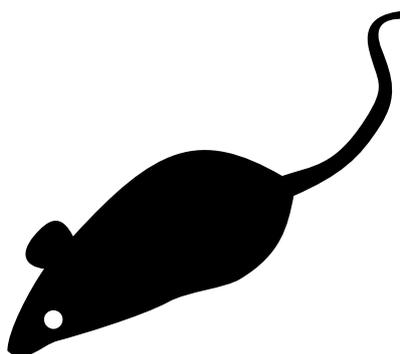

Figure 1: Vector graphics image of a mouse

Vector graphics formats provide the best possible reproduction and the most flexibility when images need to be scaled or rotated for layout purposes. TIFF or PNG files ideally should be prepared at a resolution of 600dpi for greyscale images and 300dpi for multicolour images.

Figure 1 contains an example of a vector graphics image. Resize this document and you should see that it scales up cleanly.

Authors preparing their submissions using Microsoft Word are requested to provide original graphics files for any images embedded in the document.

2.10   DOI metadata

SACJ requests that authors cite DOI metadata for each cited reference where it is available. A powerful and freely-accessible search tool for DOI metadata is the CrossRef database. The current standard for DOI display is a complete URL (see reference list for an example); a DOI is an extra check finding a source that may look similar to another.

ACKNOWLEDGEMENTS

References

[1] Helmut Kopka and Patrick A Daly. *A guide to LATEX 2e: Document preparation for beginners and advanced users.* Addison-Wesley Longman Publishing Co., Inc., Reading, MA, 1995.

[2] American Psychological Association. Publication manual of the American Psychological Association. http://www.apastyle.org/, 2013. Last accessed: 11 April 2013.

[3] Vincent Larivière, Éric Archambault, Yves Gingras, and Étienne Vignola-Gagné. The place of serials in referencing practices: Comparing natural sciences and engineering with social sciences and humanities. *Journal of the Association for Information Science and Technology*, 57(8):997–1004, 2006. doi: http://dx.doi.org/10.1002/asi.20349.

[4] Florent Chervet. Tabu – Flexible LaTeX tabulars. http://www.ctan.org/pkg/tabu, Dec 2016. Last accessed: 1 Dec 2016.