Citation and referencing guidelines

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1 INTRODUCTION

This short article provides some guidelines and worked examples of reliable citation and referencing practice for contributing authors and reviewers to/for the *South African Computer Journal*. This is motivated by several observations:

1. that citation data obtained through search engines and reference managers are often unreviewed, misformatted, or incomplete;

2. while *SACJ* is prepared for publication using the LaTeX toolchain, a great number of accepted contributions to the journal are prepared using other software, and in these cases, *SACJ* production staff must manually transfer the citation data;

3. better guidelines for contributors and reviewers can support more rigorous review, resulting in a faster and more effective publication pipeline for *SACJ* overall.

As such, this article aims to provide enough detail:

- to prepare an article for submission, and

- to establish that a submitted article is ready to be accepted for publication.

1.1 Background

For historical and interdisciplinary reasons, *SACJ* published articles employ a citation and referencing style that closely tracks the American Psychological Association style guide, 6th edition. We are greatly assisted in this by Philip Kime's biblatex-apa6 package[1].

Submissions to *SACJ* are *not* required to use the APA 6th citation style, and we recommend that contributors do not attempt to do so.

However, *SACJ* does recommend that supplied reference sets include all of the data required by the APA 6th referencing style. Section 3 details this.

[1] https://www.ctan.org/pkg/biblatex-apa6

2 SUBMISSION GUIDELINES

2.1 Citation style

Authors using LaTeX, Microsoft Word or alternative word processing software should prepare their submissions using an IEEE-style numeric citation style, e.g.:

> As Pade observes, "in introductory courses on quantum mechanics, the practice of formal skills often takes priority (this is subsumed under the slogan 'shut up and calculate')." [1, p. xvii]
>
> [1] Pade, J. (2018). *Quantum mechanics for pedestrians* (2nd). Springer. https://doi.org/10.1007/978-3-030-00464-4

This citation style enables the most direct workflow for reviewers to evaluate a submission, as well as the most direct workflow for the production editor to prepare a pre-publication proof.

2.2 Referencing

Please make best efforts to provide complete, up-to-date and correctly-styled reference entries at the point of submission. Submissions with inaccurate or incomplete referencing may result in significant delays to preparation of the final proof.

2.2.1 Abbreviation

Please do not abbreviate the titles of journals or conference proceedings. Where abbreviations have been used in downloaded reference entries, these should be corrected.

2.2.2 Recommendations for contributors using Microsoft Word

SACJ recommends that authors preparing submissions in Microsoft Word make use of one of several freely-available reference manager plugins[2] that are able to export reference sets as BibTeX files. This simple step can significantly reduce time and risk of transcription error during the preparation of the final proofs.

The list of references at the end of this document may be used as a guide for manual preparation of reference entries, while the BibTeX code examples itemise the attributes required.

Numeric keys should be used for inline citations and references should use numeric keys ([1], [2-3], [4, 5, 6], etc.), rather than author names.

2.2.3 Recommendations for contributors using LaTeX

The *SACJ* production editor also cautions that BibTeX reference entries obtained through Google Scholar (e.g., through the 'cite search result' link) are captured from existing documents

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[2]e.g. https://www.zotero.org/download/

rather than automatically generated from article metadata, and as such may be poorly-styled, incomplete, or inaccurate.

Authors may consult the BibTeX entries provided in this document to check the style and information requirements.

3   EXAMPLE REFERENCE ENTRIES

3.1   Article

Aaaa and Bbbb (2047) is provided by the following BibTeX code:

```
@article{1,
  author    = {Aaaa, P. Q. and Bbbb, R. S. },
                    % individual author names can be given in any format ('Donald
                        Knuth' or 'D.E. Knuth' or 'Donald E. Knuth' or 'Knuth,
                        Donald E.' are all fine, and will be processed and
                        formatted the same).
                    % give an author's name in a single consistent form across all
                        reference entries;  but giving 'Donald Knuth' for one
                        entry and 'D.E. Knuth' in another will fool the processor
                        into differentiating them
                    % for lists of authors, use 'and' (e.g. {Erich Gamma and
                        Richard Helm and Ralph Johnson and John Vlissides} -- long
                        lists will be abridged in line with APA requirements)
                    % for works with corporate/institutional authorship, brace the
                        entire name (e.g. {{American Mathematical Society}})
  year      = {2047},
  title     = {The quick brown fox jumps over the lazy dog: {An} overview of
    keyboard test procedures in the short twentieth century},
                    % capitalise the first word of the title, subtitle, any proper
                        names, and capitalise entire acronyms ('SACJ')
  journal   = {Historical Perspectives On Quality Assurance},
                    % capitalise every word in a journal title
  volume    = {17},
  number    = { 3},
  pages     = { 210--211}, % endash ('--') for page or date ranges
  publisher = {Springer},
                    % just the publisher's name, not their location
  doi       = {https://doi.org/001.0001/001.1.0001},
                    % if doi is available, omit url
                    % give DOI in form  -> https://doi.org/...
                    %             NOT   doi:...
                    %             NOT   DOI:...
                    %         AND NOT   https://dx.doi.org/
  url       = { },
  note      = { }   % if url is given, record 'Last accessed XX Mon Year' here
}
```

3.2   Conference paper

Cccc (2017) is provided by the following BibTeX code:

```
@inproceedings{2,
  author   = {T. Cccc},
  title    = {Think like a computer, scientist: {Debugging} {Prolog}},
  year     = {2017},
  booktitle = {2017 {IET} 4th {International Conference on Logic Programming}, {
      Toronto, Canada}, {22--24 May}},
                        % full title of conference proceedings, not abbreviated
                        % booktitles are given in sentence case, but name of
                            organisation, title of conference, location, month are all
                            proper names
                        % endash ('--') for page or date ranges
  pages    = {437--586},
                        % endash ('--') for page or date ranges
  organization = {IET},
  doi       = {https://doi.org/002.0002/002.2.0002}
}
```

3.3   Book

Dddd (2008) is provided by the following BibTeX code:

```
@book{3,
  author  = {Ursula Dddd},
  edition = {3rd},
  publisher = {Megadodo}, % do not provide location
  title   = {Modern developments in modelling development},
                % Book titles are given in sentence case, unlike journal titles
  year    = {2008},
  doi     = {https://doi.org/003.0003/003.3.0003} % if available
  % do not provide ISBN
}
```

3.4   Book chapter

Eeee (1998) is provided by the following BibTeX code:

```
@incollection{ 4,
  author    = {Victor Eeee},
  booktitle = {Mastering on-target debugging for wireless nanodevices},
  title     = {Dude, where's my {UART}?},
  year      = {1998},
  editor    = {Robert Ffff},
  url       = { },          % optional
  pages     = {157--184},   % endash ('--') for page or date ranges
  note      = { },
  publisher = {Zarniwoop-Verlag}
}
```

3.5   Theses

Gggg (1888) is provided by the following BibTeX code:

```
@mastersthesis{ 5,
  author = {Xavier Gggg},
  title = {Procedural power solutions: {A} multidisciplinary intervention},
                  % double-brace first character of subtitle
  year = {1888},
  school = {Xyzzy Institute of Technology},
  address = {Vancouver}
}
```

Hhhh (1999) is provided by the following BibTeX code:

```
@phdthesis{ 6,
  author = {Wilhelmina Hhhh},
  title = {Quantitative studies in quantum quintessence},
  year = {1999},
  school = {Qwerty College},
  address = {Wellington}
}
```

3.6 Technical report

Iiii (2000) is provided by the following BibTeX code:

```
@techreport{ 7,
  author    = {Eileen Iiii},
  title     = {Palatino, {Helvetica}, and {Gill Sans}},
              % double-brace technology names (in this case, font names)
  year      = {2000},
  type      = {Technical report},
  institution = {Font Institute},
  doi       = { }, % if available
  url       = {https://en.wikipedia.org/wiki/Palatino },
  note      = {Last accessed 15 Jun 17 }
              % if url is given, record 'Last accessed XX Mon Year' here
}
```

3.7 Webpages and online resources

South African Institute for Computer Scientists and Information Technologists (1998) is provided by the following BibTex code:

```
@misc{ 8,
  author    = {{South African Institute for Computer Scientists and Information
     Technologists }},
              % double-brace names of institutions / research groups /
                 commercial entities
  title     = {{SACJ} announcements},
              % double-brace acronyms
  year      = {1998},
  url       = { https://sacj.cs.uct.ac.za/index.php/sacj/announcement},
  note      = {Last accessed 10 Sep 99}
              % if url is given, record 'Last accessed XX Mon Year' here
}
```

References

Aaaa, P. Q., & Bbbb, R. S. (2047). The quick brown fox jumps over the lazy dog: An overview of keyboard test procedures in the short twentieth century. *Historical Perspectives On Quality Assurance, 17*(3), 210–211. https://doi.org/001.0001/001.1.0001

Cccc, T. (2017). Think like a computer, scientist: Debugging Prolog, In *2017 IET 4th International Conference on Logic Programming, Toronto, Canada, 22–24 May*. IET. https://doi.org/002.0002/002.2.0002

Dddd, U. (2008). *Modern developments in modelling development* (3rd). Megadodo. https://doi.org/003.0003/003.3.0003

Eeee, V. (1998). Dude, where's my UART? (R. Ffff, Ed.). In R. Ffff (Ed.), *Mastering on-target debugging for wireless nanodevices*. Zarniwoop-Verlag.

Gggg, X. (1888). *Procedural power solutions: A multidisciplinary intervention* (Master's thesis). Xyzzy Institute of Technology. Vancouver.

Hhhh, W. (1999). *Quantitative studies in quantum quintessence* (Doctoral dissertation). Qwerty College. Wellington.

Iiii, E. (2000). *Palatino, Helvetica, and Gill Sans* (Technical report) [Last accessed 15 Jun 17]. Font Institute. Last accessed 15 Jun 17. https://en.wikipedia.org/wiki/Palatino

South African Institute for Computer Scientists and Information Technologists. (1998). SACJ announcements [Last accessed 10 Sep 99]. https://sacj.cs.uct.ac.za/index.php/sacj/announcement