

South African Journal of Geomatics

Author Guidelines (Times New Roman, 16pt, bold, centred)

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Abstract

Abstract of the paper, 150-250 words. Use Times New Roman, 12pt, italics, with line spacing of at least 18pt. Indent the first line of the paragraph with 0.5cm. Justify the text in a paragraph on the left and right hand side. Separate sections with a single line.

1. Introduction

The South African Journal of Geomatics (SAJG) publishes peer-reviewed original papers within the broad discipline of Geomatics (including surveying techniques, technology and applications, mine surveying, hydrographic surveying, cadastral systems, land tenure, development planning, GIS, photogrammetry and remote sensing). The journal is designed to serve as a source reference and archive of advancements in these disciplines. The focus is on papers relevant to the South African and African context, but is not restricted to these areas. This includes both technological developments as well as social adaptations appropriate to the needs of Geomatics in Africa.

The submitted paper should be original and should not have been previously published, nor should it be before another journal for consideration for publication elsewhere. Referencing should be comprehensive and should adequately reference previous research in this area.

2. Manuscript Submission

This Guide for Authors is intended to provide a style guide for authors to enable the submitted paper to be in a format as near as possible to the format of the final version of the paper. Ideally, the paper should be self-edited, with the reviewers and editor focussing on the content of the article. The paper should be submitted electronically as a MSWord document (*.doc format, MSWord97-2003 only*) to the web page of the journal (www.sajg.org.za). A separate Submissions Guidelines document is available on this web page. The paper, including figures, tables, references and appendixes *should not be longer than twelve pages*, and the *file size should not exceed 6MB*. Copies of the document will be sent to at least two reviewers. The comments of the reviewers will be considered by a member of the editorial board and forwarded to the author(s), with suggested changes, where necessary. Once the revised paper has been accepted, a final (page proof) copy in .pdf format will be sent to the author(s) for approval, prior to publication. In order to avoid delays in the publication process, it is essential that authors adhere to these style guidelines.

NB: In order to preserve the author's anonymity and to ensure a double-blind review process, authors are requested to remove author names and affiliations (those that appear immediately under the paper title) from the initial submission. Once the paper has been reviewed and amended, the names and affiliations should be restored to the final submission. Authors are also advised to remove their names from the file properties of the document.

3. Copyright and Disclosure

3.1 Copyright

Authors who submit papers to this journal agree to the following terms:

- a) Authors retain copyright over their work, while allowing the journal to place this work on the journal website under a Creative Commons Attribution Licence, which allows others to freely access, use, and share the work, with an acknowledgment of the work's authorship and its initial publication in this journal.
- b) Authors are able to waive the terms of the CC licence and enter into separate, additional contractual arrangements for the non-exclusive distribution and subsequent publication of this work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgment of its initial publication in this journal.
- c) In addition, authors are encouraged to post and share their work online (e.g., in institutional repositories or on their website) at any point after publication on the journal website.

3.2 Disclosure

If the submission must be cleared or approved by your institution, company or government agency before publication, the author(s) should ensure that they have the necessary permission in writing to the effect that the information described in the paper, can be made public on the journal website. Author(s) and/or their organizations retain(s) the right to reuse the work in whole or in part, and the publishers of the journal do not control the commercial use of material that is published. However, *the publishers will assume that all submissions have been duly cleared by the author(s), and that the author(s) have permission to disclose information contained in the submission.*

4. Paper Formatting Guidelines (Times New Roman, 14pt, bold)

4.1 General (Times New Roman, 12pt, Bold)

The table below summarises the most important aspects of the desired layout of the paper.

Table 1. Formatting summary

Item	Description
Page size & margins	A4 Portrait; all margins 2cm
Page numbers	Yes, starting at 1
Footer / Headers	None (NB: footnotes are <i>not</i> permitted)
Title	Times New Roman, 16pt, bold, first letter in capitals, centred, followed by a single blank line
Author and co-authors	Times New Roman, 12pt, centred - author and co-author names in one line, followed by a single blank line.
Author affiliations	Times New Roman, 12pt, centred – each author’s full affiliation (i.e. company / organization), full contact details of the corresponding author only, followed by two blank lines.
Abstract	Times New Roman, 12pt, Italics, with line spacing of at least 18pt. Indent the first line of the paragraph with 0.5cm. Justify the text in a paragraph on the left and right hand side. Separate sections with a single line. 150 - 250 words
Headings	Times New Roman, 14pt, bold, left-justified, first letter in capitals, one blank line above.
Sub-headings	Times New Roman, 12pt, bold, left-justified, in proper case, one blank line above.
Sub-sub-headings	Times New Roman, 12pt, italic, left-justified, in proper case, one blank line above.
Heading numbering	Use the decimal system of heading numbering, with no more than three levels.

4.2 Body Text

Body Text should be Times New Roman, 12pt, with line spacing of at least 18pt. Indent the first line of the paragraph with 0.5cm. Justify the text in a paragraph on the left and right hand side. Use a spacing of 6pt before each paragraph.

4.3 Symbols and units

SI units should be used. Where abbreviations for units are used, there should be no space between the value and the unit - *i.e.* ‘10km’, not ‘10 km’. Use italics for Greek or Roman text or abbreviations (*e.g.*, *et al.*).

4.4 Equations

Equations should be numbered in square brackets e.g. [1] consecutively through the text. The equation should be indented by 2cm, with the equation number right-justified. Equation Editor (MSWord97-2003) or MathType should be used to create the equations. Either plain or italics style may be used for the variables, as long as there is consistency in style. Use boldface for vectors and matrices.

$$N = \zeta + \frac{\overline{\sigma} - \overline{\gamma}}{\overline{\gamma}} H \quad [1]$$

4.5 Spelling

Use British spelling in preference to American. E.g. ‘colour’, not ‘color’; ‘kilometre’ not ‘kilometer’; ‘centre’, not ‘center’; ‘analyse’, not ‘analyze’.

4.6 Figures, photographs and illustrations

Figures should be provided in a standard format (e.g. jpeg, tiff, bmp), and should be of high resolution (450dpi). Figures shall be numbered consecutively with a brief caption, which should be in Times New Roman, 12pt, below the figure, centred, and *not* in bold. The figure, photograph or illustration should also be centered. Authors are encouraged to make use of colour in all graphics, figures and photographs. The figure should be located in the document, as close as practicable to the first reference to it. Refer to the example below.

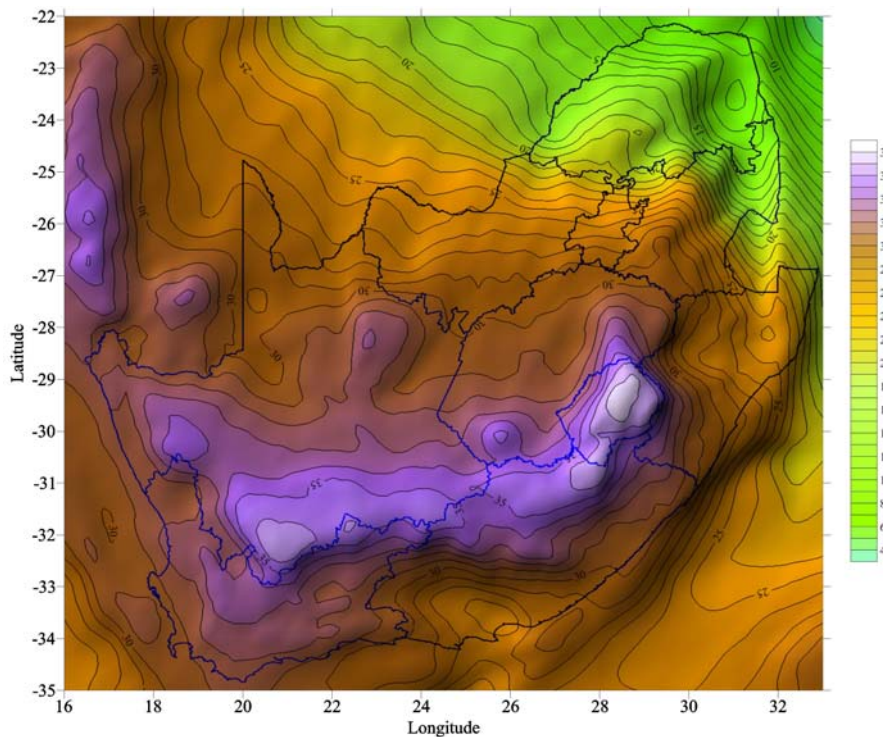


Figure 1. South African Geoid Model 2010 (Times New Roman, 12pt, centered)

4.7 Tables

Tables should be numbered consecutively and should have a caption. The table caption should be in Times New Roman, 12pt, positioned above the table, centred, and *not* in bold. Text inside the table should preferably be Times New Roman, 10pt, with the headings in bold. Each table shall be located in the document as close as practicable to the first reference to it. Refer to the example below.

Table 2. Differences with GPS/Levelling - Western Cape Province

Model	Min. (cm)	Max. (cm)	Mean (cm)	Std. Dev. (cm)
AGP2003	- 76	- 38	- 63	9
EGM96	- 97	- 62	- 55	20

4.8 References

For references use Times New Roman, 11pt, first line hanging by 0.5cm. Use a line spacing of at least 15pt. Use the Harvard style for referencing. References should be listed in alphabetical order and presented as shown in the examples at the end of this document. References should follow one another, with no blank lines in between.

References should be indicated in the text in brackets with the last name of the first author and year of publication as in: (Riecken *et al.*, 2003). Personal communications (including email) should only be referenced in the text (Jones, personal communication, June 2007), and should not be included in the list of references. Example references are shown below.

Book

Author Year, *Book Title*, Edition (if any), Publisher, Place of publication. Example:
Czinkota, MR and Ronkainen AI, 2004, *International marketing*, 7th edition, Thomson/South-Western, Mason, Ohio.

Chapter in Book

Author Year, 'Chapter' Edition (if any) in Editors *Book Title* Publisher, Place of publication. Example:
North, D 1980, 'Energy use at home', in S Scott, and N Peel (eds.), *Energy conservation*, Academic Press, London.

Full-text journal article

Author Year, 'Article title', *Journal Title*, volume, issue, pages. Example:
Rasid, ZM & Parish, TS 1998, 'The effects of two types of relaxation training on students' levels of anxiety', *Adolescence*, vol. 33, no. 129, pp. 99-110.

Conference Proceedings

Author Year, 'Article title', in Editors *Proceedings Title*, Place and date of conference, pages, Publisher, Place and date of publication. Example:
Merry, CL 1990, 'Recent variations in Mean Sea Level in Southern Africa', in H Sünkel and T Baker (eds.), *Sea Surface Topography and the Geoid*, Edinburgh, July 1989, pp. 149-157, Springer-Verlag, New York, 1990.

Journal article on the WWW

Author Year, 'Article title', *Journal Title*, volume, issue, viewed Day Month Year, <URL>. Example:
Griffith, AI 1995, 'Coordinating family and school: mothering for schooling', *Education Policy Analysis Archives*, vol. 3, no. 1, viewed 12 February 1997, <<http://olam.ed.asu.edu/epaa/>>.

Web document

Author/editor or compiler Year of the most recent version, *Title*, version number (if applicable), description of document (if applicable), name and place of the sponsor of the source, viewed Day Month Year, <URL either full location details or just the main site details>. Example:

Anderson, J (Minister for Transport and Regional Services) 2000, *CASA approves avgas contamination test*, media release, 23 January, Department of Transport and Regional Services, Canberra, viewed 7 February 2000, <http://www.dotrs.gov.au/media/anders/archive/2000/jan_00/al6_2000.htm>.

Web document (no author)

Title Year, version number (if applicable), description of document (if applicable), name and place of the sponsor of the source, viewed Day Month Year, <URL either full location details or just the main site details>. Example:

Educating America for the 21st century: developing a strategic plan for educational leadership by Columbia University 1993-2000(initial workshop draft) 1994, draft workshop report, Institute for Learning technologies, Columbia University, viewed 16 May 1995, <http://ariel.adgrp.com/~ghb/trips/940717_ICT/policy/ILT/EdPlan.html>.

Web document (no publication date)

Author n.d., *Title*, version number (if applicable), name and place of the sponsor of the source, viewed Day Month Year, <URL either full location or just main site details>. Example:

Sherman, C n.d., *The invisible web*, Free Pint Limited, UK, viewed 27 November 2000, <<http://www.freepint.co.uk/issues/080600.htm#feature>>.

Web site

Author (the person or organisation responsible for the site) Year (that the site was created or last revised), name and place of the sponsor of the source, viewed Day Month Year, <URL>. Example:

The Body Shop Australia 2003, The Body Shop Australia, Mulgrave, Victoria, viewed 31 January 2003, <<http://www.thebodyshop.com.au/>>.

NB: Papers published on the journal web site may provide further guidance on the layout style of the journal.

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