Stylesheet for Werkwinkel: Journal of Low Countries and South African Studies — based on the Modern Language Association Stylesheet (MLA)

Please provide us with the following information:
- your affiliation (in English)
- title of your article translated into English
- address for correspondence
- e-mail address
- abstract of your article written in English
- keywords (in English) summarizing your article

Font: Times New Roman 12
Spacing: 1,5
Headings: Times New Roman 12 bold. Headings should be numbered as in the following example: 1. / 1.1 etc.
Paragraph: The first line of the paragraph after a section heading should not be indented. All subsequent paragraphs should be indented by 1,25 cm (the tab key should be used).

General guidelines for preparing the list of references (works cited):

1. author’s name
2. year of publication
3. title of a part of a book / an article (in quotation marks)
4. title of the book (italics)
   (In English titles capitalize all their components, subtitles should always be introduced by a colon
   Perspektief & Profiel: 'n Afrikaanse literatuurgeskiedenis)
5. editor, translator, compiler
6. edition used
7. number of a volume
8. series
9. place of publication
10. publishing house
11. page numbers

Sample references:

1. Single author
2. **Two or more authors**

3. **Two or more books by the same author**


4. **No author**

5. **Collection of edited articles**

6. **An article in a collection of edited articles**

**If more articles come from the same collection:**


7a. **No date of publication**

7b. **No pagination**

7c. **No place**

7d. **No publisher**

8. **An article from a journal published in series**

9. **An article from a newspaper**

10. **Electronic reference**
1. title of the article
2. title of the webpage
3. editor’s name
4. date of electronic publication
5. sponsor of the page
6. date of access
7. electronic address

1. author’s name
2. year of publication
3. title of an article
4. title of the journal/paper
5. date of access
6. electronic address


11. Reedited publication

12. Government documents

13. An unpublished dissertation

14. A translation

15. Number of volumes

16. Series

General guidelines for parenthetical references in the text:

– Use punctuation marks within the quotation marks.
– In the parenthetical reference place the name of the author followed by a single space, a year of publication and page(s) number(s) preceded by a colon and a single space.
e.g. Secondly, the apartheid government limited access to English in its broad scheme of Bantu education (Heugh 2002: 450).

- Run-on quotation (up to four lines): in double quotation marks.
  e.g. Already in the early 1980s Kachru made a claim that “non-native users ought to develop an identity with the local model of English without feeling that it is a “deficient model” (1982: 51).

- Block quotation (over four lines): no quotation marks, indentation on the left side only, font: 12 Times New Roman, line spacing: 1.5.

- Footnotes: to give a comment or additional information; not to provide bibliographical information. Place the number of the footnote at the end of a sentence preceded and followed by a single space.

- Introducing additional information use a hyphen (—) not a dash.
  e.g. they may not be viewed as natural in any reasonable sense – unless one takes imperialist domination to be a necessary feature of the global order

- Ellipsis: in square brackets, the first and the second period followed by a single space [. . .].

- Quotation marks
  double quotation marks are used for run-on quotations;
  in double quotation marks: title of a chapter in a book; an article in the edited collection of articles; article from a magazine, newspaper; unpublished dissertation; title of a poem

  single quotation marks are used for a quotation inside another quotation; single quotation marks are used when words are not used in their first meaning, to mark irony, distance on the part of the author; for a word, term, to describe its meaning

  italics — title of the book, magazine, newspaper
  foreign words, e.g. *nota bene*; specialist terms