**THE CORPORATE REPORT**

**GUIDE FOR CONTRIBUTORS**

*The Corporate Report* invites submission of manuscripts, in English, on subjects that relate to the South African corporate environment and of interest to the professional readership of the journal. Topics include but are not limited to:

* Corporate governance and corporate citizenship
* Compliance (laws, codes, standards, regulations)
* Integrated and financial reporting
* Boards and directors
* Sustainability
* Ethics
* Risk and internal audit
* Governance of information technology
* Stakeholder relations

*The Corporate Report* accepts manuscripts of two types:

1. Long articles: These are feature pieces providing a detailed analysis of the topic under discussion, ideally between 2 500 and 4 000 words in length.
2. Short articles: These are shorter, more focused pieces of between 500 and 2 000 words.

An article will be considered for publication on the following conditions:

* The author must give the publisher assurance that the manuscript has not in whole or in part or in substance been published or offered for publication elsewhere;
* The author must properly acknowledge the contribution made by others in the production of his or her manuscript by footnoting all references;
* The editors reserve the right to make the changes they consider necessary or desirable in order to
	+ bring the manuscript into the house style of *The Corporate Report*;
	+ correct spelling and punctuation errors, as well as errors in syntax, use of idiomatic language, and so on;
	+ eliminate ambiguity, illogicality, tautology, circumlocution and redundancy;
	+ produce or improve accuracy and coherence;
	+ avoid possible criminal or civil liability.

The author of a manuscript accepted for publication must please supply a bio of between 100 and 300 words, detailing his or her academic and professional qualifications and status, as well as a photograph.

HOUSE STYLE

Referencing

*Books*

Nancy Kline *Time to Think: Listening to Ignite the Human Mind* (Cassell 1999) 44-9.

This may subsequently be abbreviated to: Kline *Time to Think* 44-9.

• The author’s name should be given exactly as he or she gives it.

• Note that there is no comma after the author’s name.

• The title should be in italics.

• Maximum capitalisation applies.

• The publisher and year of publication is placed in parentheses after the title and is not italicised.

• The relevant page numbers appear after the publication date.

*Chapters in books*

N Kotze ‘Legal Compliance’ in MCJ Olmesdahl & NC Steytler (eds) *Compliance for Companies: A Comprehensive Overview* (Juta 1983) 151.

This may subsequently be abbreviated to: Kotze in Olmesdahl & Steytler (eds) *Compliance for Companies* 151.

• Title of contribution in roman type and between single quotes.

• The word ‘in’ in roman type.

• General/overseeing author/editor’s first name or initials before surname.

• The abbreviation ‘(ed)’ or ‘(eds)’.

• The relevant page numbers appear after the publication date.

*Journal articles*

CE Aronoff & JL Ward ‘Run the business like a business’ (1995) 83:11 *Nation’s Business* 49-51.

• The author’s full name appears on the first occasion that his or her article is mentioned and should

be given exactly as he or she gives it. For subsequent references to the same article, only the surname is required.

• Note that there is no comma after the author’s surname.

• The title of the article is placed inside single quotation marks.

• The title should be in plain/roman text.

• Minimum capitalisation applies.

• The year of publication is placed in parentheses after the title and is not italicised.

• The volume number follows (not in italics), followed by the issue number (if applicable).

• Note that a non-spaced colon separates the volume number and the issue number.

• The title of the journal is written out in full, in italics.

• The number of the first page of the article is then given, followed by, if applicable, the specific page

 number(s) to which the author has referred.

*Newspaper articles*

Penelope Mashego ‘Steel makers and unions to ask state for help with job cuts’ *Business Day* (Cape Town 13 August 2015).

• The author’s full name, if mentioned, should on the first occasion that it appears be given in full

 exactly as the author gives it.

• The title of the article is placed inside single quotation marks. The title should be in plain/roman

 text.

• Minimum capitalisation applies.

• The title of the newspaper follows, in italics.

• The place and date of publication appears in parentheses. No punctuation marks are needed.

*Internet material*

Genevieve Quintal ‘Amcu preparing for the “mother of all struggles”’, available at <http://www.fin24.com/Economy/Labour/News/Amcu-preparing-for-the-mother-of-all-struggles-20150813> (accessed 13 August 2015).

• The author’s full name should on the first occasion that it appears be given in full exactly as the

 author gives it.

• The title of the article is placed within single quotation marks, in plain/roman script.

• Minimum capitalisation applies.

• The internet address follows and is placed within angle brackets (< >).

• The date on which the website was accessed appears in parentheses at the end of the citation.

SAICA ‘Integrated Thinking: An exploratory survey, 2015’, available at <http://www.integratedreportingsa.org/Portals/0/Documents/SAICAIntegratedThinkingLandscape.pdf> (accessed 13 August 2015).

• If an organisation rather than an individual is responsible for the article, the same formatting applies.

• Where it is common practice to use the abbreviated form of an organisation’s name, the relevant

 abbreviation or acronym may be given rather than the full title.