

Guidelines for Unisa Press Working Paper Series Submissions

Unisa Press Working Paper Series is designed to provide an outlet for high quality research manuscripts written by academics, researchers, practitioners and policy-makers. Working Papers will be posted in *pdf* format on a dedicated page of the Unisa Press website, providing a mechanism whereby papers can be accessed by the public, selected papers will be posted on Unisa Press LinkedIn page. For consistency and identification, all papers will be provided with a unique identification number and will have cover pages formatted according to a standard template.

Requirements: As a general guideline, we expect papers submitted to Unisa Press Working Paper series to be of the same high quality that one would expect of submissions to an academic journal or chapters in a published book. All papers submitted for inclusion should be high quality, original scholarly manuscripts that make a substantive contribution to knowledge. All submissions should be examined carefully to eliminate grammatical and typographical errors. We do not impose a single format for bibliographic references, but insist that all papers include citations and references that follow a uniform, standard academic style.

All included work must be original.

By submitting a paper for the Working Paper Series, the author **verifies that there are no copyright or other legal/ethical concerns** which would prevent posting of the manuscript on the Unisa Press website.

Submissions can be work in progress or work ready concept paper for publication 15 - 20 pages and there are no copyright restrictions regarding the use of material from working papers in future publications.

Papers will be subject to quality review at the discretion of the Director of Unisa Press. In addition, Unisa Press reserves the right to reject any working paper submission, or require revisions prior to acceptance, at its sole discretion. Questions regarding requirements for the Unisa Press Working Paper series should be directed to the Director of Unisa Press at nthoemg@unisa.ac.za and/or to unisapapers@unisa.ac.za.

Submission Process

1. Papers must be submitted via email, as a Microsoft Word file, to unisapapers@unisa.ac.za. Submissions may be made at any time.
2. Within the submission email, complete application form and verify in writing that (1) there are no copyright, legal/ethical, or other concerns which prevent acceptance of the manuscript in the Working Paper Series and posting on the Unisa Press website, and (2) the paper reflects original work by the author(s). Any required permissions must be obtained, in writing, by the author prior to submission.
3. On the title page, please include: (1) the papers title¹, (2) authors and affiliations, (3) date of completion, (4) full contact information for the lead author, (5) a simple copyright statement. On the second page, please include a brief abstract and any desired acknowledgements. The text should begin on page three.
4. It is the author's responsibility to ensure that a consistent system of referencing is used throughout the paper.
5. Upon receipt, the paper will be reviewed by the Director and the author will be notified as to its status. Please allow a two weeks for processing and notification.
6. Though there is no formal refereeing process, the papers will be read by members of staff, lightly edited and authors may be asked to make changes before they are placed on the web site. The Director reserves the right to decline papers that are not considered sufficiently well developed.
7. Upon acceptance for the Working Paper Series, the paper will be given a unique identification number and the title page will be formatted according to our Series template. The manuscript will then be posted as a pdf file on the UP website for free public download.

¹ Template downloadable on the website under working paper series admin