

## GUIDE TO AUTHORS

### GENERAL INFORMATION

The South African Journal of Enology and Viticulture (SAJEV) publishes full-length original Research Papers, Research Notes and Review Papers on all subjects related to enology and viticulture. The SAJEV does not accept articles published in, or submitted to, other journals.

**MANUSCRIPT:** Authorship of papers in the SAJEV is not limited to members of the South African Society for Enology and Viticulture (SASEV). The Editor, in conjunction with members of the Editorial Board, will determine the acceptability of papers. All full-length manuscripts, including research notes, have to be original research, neither simultaneously under consideration for submission nor previously published elsewhere. As from March 2019 supplementary files are no longer accepted and will also not be published on-line. All figures and tables have to be included in the main document. Only include the most relevant figures and tables.

**REVIEW PAPERS:** A review paper is an authoritative, well interpreted and critical account of recent and current research or technology in a specialised field. These aspects will be critically judged by the Editorial Board to determine the suitability for publication. Authors are encouraged to submit review papers.

**RESEARCH NOTES:** Research notes are classified as brief reports on preliminary, provisional or interim results of new research or brief reports on new technology or methods, which can be used in research on enology and/or viticulture.

**REVIEWING:** Each manuscript is reviewed by at least two reviewers. Authors are encouraged to list three reviewers in their letter to the editor when they submit their manuscript. Changes proposed by the reviewers will be forwarded to the author(s), but the editor reserves the right to edit any manuscript for style. Page proofs will be sent as a pdf-file to the corresponding author. Queries or comments will be highlighted on the pdf-document, which needs to be answered and e-mailed back to the Editor, Prof. L.M.T. Dicks (LMTD@sun.ac.za), within 48h. Failure to do so may delay the publication process. Once all corrections have been made on the page proofs, the manuscript is logged as "in press" and receives a DOI (digital object identifier) number. At this stage of the publication process page numbers are not allocated to the manuscript, but only a volume number and year of publication. The author(s) may now refer to the article as "in press" and list the volume and year of publication together with the unique DOI number. SAJEV goes to press in May/June and in November/December of each year. With going to press, each article receives page numbers and the final version is then uploaded onto the Journal's website (SUNJournals).

**PAGE CHARGES:** R4500 (four thousand five-hundred ZA Rand) per manuscript, irrespective of whether the manuscript is a short note or full-length research paper. The maximum length of a research paper is limited to ten (10) printed journal pages, including references, tables and figures. A research note is usually not longer than three (3) printed journal pages. The following may be used as a guide: Five (5) Microsoft Word pages (approximately 1200 words, printed in double space, font 12, 2.5 cm margins, and without figures or tables) corresponds to two (2) printed journal pages. For manuscripts exceeding the 10-page limit, an additional page fee of R500 per page will be charged. Tables and figures will be printed in colour on request, but at an additional cost of R600 each. Review papers have no strict page limit, but are usually less than twenty (20) printed journal pages and authors are kindly requested to adhere to this. Review papers are encouraged and page charges is set at a fixed R5000 per manuscript. However, colour images, tables and figures will be levied at an additional R600 each. Page charges is due when the manuscript has been accepted for publication. Payment has to be made before page proofs are sent to the corresponding author and before a DOI number is allocated to the manuscript. All manuscripts are published online and will be available on the SUNJournals website (<http://www.journals.ac.za/index.php/sajev>). Papers that have been accepted for publication, but with outstanding payment of page charges will not be published online and will not be printed.

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**STATEMENT:** A cover letter supplying the name of the corresponding author with address, phone number, fax number, and e-mail address must be submitted. A statement that all authors have reviewed the manuscript and approved its submission to SAJEV, has to be provided. If graphs, schematic representations or tables previously published in another journal have been included as such (and not modified or altered) in the manuscript submitted to SAJEV, the authors need to confirm that permission has been granted, either by the journal or the authors of the original article (which ever applies). Written proof of permission, in the form of a letter from the copy right owner, to use the material has to be submitted together with submission of the manuscript to SAJEV.

### MANUSCRIPT REQUIREMENTS AND SUBMISSION

All manuscripts must be written in English and grammatically edited to accepted standards of English style and usage before submission. Spelling should be that of the Concise Oxford Dictionary, Oxford: Clarendon Press.

All manuscripts must be submitted in Word format online at <http://www.journals.ac.za/index.php/sajev> as from the 1st of June 2016. After registration, you will receive a user ID and password. The submission process is user- friendly, with exact instructions to lead you through the process. The Guide to Authors is also available on the same website (<http://www.journals.ac.za/index.php/sajev>).

The format must be in **Microsoft Word** (for PC not MAC). Pages must have the following layout: Font 12, Times New Roman, page size set at A4 (297 x 210 mm), 2.5 cm margins on all sides, double spaced lines. Paragraph formatting should be "Normal" and Text level formatting should be "Default Paragraph Font" throughout the whole document. All pages must be numbered. Lines must be numbered consecutively. Please consult a recent issue of the SAJEV for conventions and layout. Manuscripts with incorrect style will be returned to the corresponding author.

**Manuscripts should have a TITLE and, on separate lines, with one line spacing in-between, the following (in this order):**

- Initial(s) and Surnames of the author(s). Initials in capitals. Separate the authors with a comma. Clearly indicate the corresponding author with an \* and make sure the e-mail address of the corresponding author is listed
- The name of the organisation where the research was conducted, as well as the current postal and e-mail address(es) of the author(s). If more than one author and more than one address, number the address with (1), (2), etc. in front of the address and with a superscript (without brackets) above each author. Please use a recently published paper as an example.
- Submitted for publication: (date left open for insertion later)
- Accepted for publication: (date left open for insertion later)
- Key words (5 – 10): carefully selected for accurate electronic referencing (separated with commas)
- Running title: In italics, with the first letter of each word in capital. This is used as a condensed heading at the top of each page. Do NOT insert the running title as header or footnote into the text.

The body of the manuscript should include the following sections, set off with headings in capital letters: ABSTRACT, INTRODUCTION, MATERIALS AND METHODS, RESULTS AND DISCUSSION (combined or as separate sections), CONCLUSIONS, LITERATURE CITED.

- Sub-headings of the first order should be indicated at the beginning of a paragraph and printed in bold. The text starts on the following line as the sub-heading.  
Second-order headings should be arranged likewise, but printed in italics and bold. Third-order headings should be arranged likewise, printed in italics only.
- Tables should be on numbered pages following the Literature Cited section, followed by the legends for figures on a separate, numbered page. This is followed by the figures, each on a separate page. In the literature cited section the names of all authors must be presented in full.

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## ABSTRACT

The abstract should be a short (less than 250 words), factual and informative summary of significant data collected.

## INTRODUCTION

The introduction should include a short, but appropriate, outline of selected literature bearing directly on the subject of the paper. The general problem involved, as well as reasons for the investigation, should be outlined. A detailed and extensive review of the literature is normally inappropriate.

## MATERIALS AND METHODS

These should be described briefly, but in sufficient detail, to allow repetition of the work. Variables and/or conditions which may affect the results should be specified. A reference is sufficient for a previously described method.

## RESULTS AND DISCUSSION OR RESULTS, DISCUSSION

The main results should be stated in the text, with reference to tables, diagrams or illustrations, where the supporting evidence is to be found. Although it is not necessary to describe the contents of tables in the text, the principal results should be critically discussed in logical order. Attention should be drawn to the implications of the results and to agreement or disagreement with previous work.

## CONCLUSIONS

This should not be a summary of results, but should focus on the implications of results and indications for possible applications. This section should not contain reference to figures, tables or any literature.

## LITERATURE CITED

References must be arranged alphabetically by author's surname. In text references must be listed chronologically. The sequence of reference must be as follows: author's surname, initials (the same for second and other authors, where applicable), year, title of paper (with only the first word capitalised; proper nouns excepted), name of periodical (abbreviated in the style of the Periodical Title Abbreviations, vol 1, By Abbreviation and vol 2, By Title 5th Edition, Gale Research Detroit, Michigan, 1986), volume, issue number (where necessary), pages. If the issue number is applicable, it appears after the volume number in parenthesis.

### ■ *Examples of a journal paper citation:*

Holmes, J.W., 1966. Influence of bulk density of the soil on neutron moisture meter calibration. *Soil Sci.* 102, 335-360.

Stelter, K.O., Luurer, G., Thomm, M. & Neuner, A., 1987. Isolation of extremely thermophile sulfate reducers: Evidence for a novel branch of archaeobacteria. *Science* 236, 822-824.

### ■ *Example of a book citation:*

Thring, M.W., 1975 (2nd ed). *Air Pollution*. Butterworths, London.

### ■ *Example of an article quoted from a book:*

Faith, W.T., Neubeck, C.E. & Reese, E.T., 1971. Production and application of enzymes. In: Ghose, T.K. & Fiechter, A. (eds). *Advances in biochemical engineering*, vol 1. Springer-Verlag, Berlin. pp. 77-111.

### ■ *Example of a citation from unpublished data:*

(P. Cilliers, personal communication, 1985).

### ■ *Example of a proceedings citation:*

Strauss, C.R., Wilson, B. & Williams, P.J., 1986. Flavour of non-muscat varieties. In: Lee, T. (ed). *Proc. 6th Aust. Wine Ind. Tech. Conf.*, July 1986, Adelaide, Australia. pp. 117 - 120.

### ■ *Example of a thesis citation:*

Du Plessis, L. de W., 1959. The study of the microorganisms associated with the flavours and ripening berries of a number of grape varieties (in Afrikaans). Thesis, Stellenbosch University, Private Bag X1, 7602 Matieland (Stellenbosch), South Africa.

## TABLES

Tables should be typed double-spaced on separate pages and numbered consecutively using Arabic numerals. They should also bear a short, yet adequately descriptive, caption and include enough information so that each table is interpretable without reference to other tables, figures or text. The layout of a table should be such that the data are presented clearly with brief sub-headings. Non-standard abbreviations must be explained in footnotes. When referring to a table in the text, it should be indicated as Table, followed by the number of the table. Please consult the latest edition of SAJEV for the correct style.

## FIGURES

Figures should be in **JPEG format (at least 600 dpi)** and not exceeding 297 x 210 mm. **Figures of low resolution and poor quality will not be accepted and will delay the evaluation of papers.** The figures, including lettering and detail, should be drawn so as to permit reduction to 84 mm (single column) or 175 mm (double column) width and still retain clarity. Each figure should be numbered at the bottom of the page and submitted as a separate file. Descriptive legends must be typed, double-spaced, on a separate sheet using Arabic numerals.

Legends should describe the contents so that each figure is understandable when considered apart from the text. When referring to a figure in the text, it should be indicated as Fig. or Figs followed by the number of the figure. Please consult the latest edition of SAJEV for the correct style.

The preferable positions of the tables in the text must be indicated as follows:

...text ...  
/ insert table 1 /  
...text ...

The preferable positions of the figures in the text must be indicated as follows:

...text ...  
/ insert figure 1 /  
...text ...

Tables and figures should be numbered according to the order in which they are referred to in the text.

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## PHOTOGRAPHS

Photographs submitted should be high quality, preferably as JPEG files. When necessary, the magnification should be indicated, e.g. x240. Photographs are expensive to print and should, therefore, be kept to a minimum and, if more than one, grouped together. Printing of full colour photographs will only be considered on rare occasions and these will be for the account of the author(s). **Poor quality will not be accepted and will delay publication.**

All figures and photographs must be referred to as figures and must be submitted in separate files. Only metric (S.I.) units may be used on figures.

## NUMERALS

Spell out all numbers or fractions which begin a sentence. Write out numerals one through nine, except with units of measure. If simple fractions are used they must be written out and hyphenated (e.g. three-quarters). It is preferable to use decimals instead of fractions. Between numerals the preposition "to" must be used instead of a hyphen (e.g. 15°C to 18°C). When reporting time, the 24-hour system with four digits must be used; the first two for hours followed by a colon and the last two digits for minutes (e.g. 09:00 for nine o'clock a.m., 21:30 for half past nine p.m.). Dates must be reported as year, month and then day of the month (e.g. 1992-12-14).

## UNITS

Wine and juice volumes should be reported as litres (L). The use of the capital is recommended to prevent confusion with the number one (1). Grape mass should be reported as grams (g), kilograms (kg) or metric tonnes (t). Temperatures should be reported as degrees Celsius with-out a space between the numerals and the unit (e.g. 15.8°C). All other numerals and units should be provided with a space (e.g. 15 mm, 5 mg/L, 2.5 M). Land surface area must be expressed as hectares (ha).

## ABBREVIATIONS AND SYMBOLS

For convenience certain chemical names may be abbreviated as long as the first usage of a certain abbreviation is defined in parentheses. Well known abbreviations, such as HPLC, DNA, etc., as well as chemical symbols may be used without definition.

The following abbreviations and symbols are accepted:

acetyl	Ac
adenosine diphosphate	ADP
adenosine triphosphate	ATP
ampere	A
and others	<i>et al.</i>
atmosphere	Atm
Degree Balling	°B
Degree Brix	°Brix
calorie	cal
Degree Celsius	°C
Coenzyme A	CoA
cosine	cos
cubic centimetre	cm <sup>3</sup>
cultivar	cv.
days post anthesis	DPA
deoxyribonucleic acid	DNA
experimental	exp
figure	Fig.
for example	e.g.
gas chromatography	GC
gram	g
gravity	g
hectare	ha
hectolitre	hL
Hertz	Hz
high performance liquid chromatography	HPLC
hour	h
hydrogen ion concentration (negative log)	pH
infra-red	IR
Joule	J
kilocalorie	kcal
kilogram	kg
kilometre	km
kilopascal	kPa
litre	L
light intensity	µE/m <sup>2</sup> /s
maximum	max.
Megapascal	MPa
Megalitre	ML
metre	m
micro-equivalent	µeq
microgram	µg
microlitre	µL
micrometer (micron)	µm
micromole	µmol
milli-equivalent	meq
milligram	mg
millilitre	mL
millimetre	mm
millivolt	mV
minimum	min.
minute	min
molar (concentration)	M
mole	mol
nanometre	nm
Newton	N
non-significant	ns
number	No.
page	p
pages	pp
Pascal	Pa
percent	%
probability	p
revolutions per minute	rpm
ribonucleic acid	RNA
second	sec
significant at 5 % level	*
significant at 1 % level	**
sine	sin
species	sp. / spp.
standard deviation	SD
sub species	subsp.
tangent	tan
that is	i.e.
tonne	t
variety	var
versus	vs
volt	V
volume	vol
Watt	W
year	yr



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#### **Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the **Author Guidelines**, which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in **Ensuring a Blind Review** have been followed.

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