



## Author guidelines

All manuscripts must be submitted via the [online submission system](#) as a single PDF document. The manuscript can be composed using any typesetting software (including TeX and Microsoft Word) and first submissions are not required to be in the exact format required by the journal.

All submitted manuscripts are refereed through a double-blind peer review process. Once the manuscript has undergone peer review, the corresponding author will be contacted by the Editor with feedback on the paper.

Papers accepted for publication must be transferred to the correct TeX template (available for download [here](#)) by the authors. The editorial staff at SASJ will not take responsibility for this process, but in some cases assistance can be made available on request.

Please use British (UK-English) spelling and grammar consistently throughout your manuscript.

## Official format of the South African Statistical Journal

All articles published in the South African Statistical Journal should adhere to the following set of guidelines to ensure uniformity and consistency of publications.

### Abstract

The aim of the abstract is to provide a concise description of your article. It should preferably be no more than 300 words and contain a minimum of symbols and references.

### Keywords

Keywords should be listed below the abstract and should appear in alphabetical order, each keyword starting with a capital letter and separated from the previous keyword by a comma.

### Main body

For the main body of the article, the following guidelines should be adhered to:

- Sections are numbered consecutively using Arabic numerals.
- Section titles should be in sentence case and unnecessary capitalisation should be avoided, e.g. "A brief history of Lebesgue integration" instead of "A Brief History of Lebesgue Integration".
- The first paragraph of each section or subsection has no indentation of the left margin.
- All subsequent paragraphs in a section or subsection are indented at the left margin.
- 1.2 spacing is used except for list items.
- Full stops are used after labels of tables, figures, theorems, remarks, lemmas, corollaries and examples (e.g. Theorem 1. or Example 1.).
- Equations that are referenced in the text must be numbered sequentially on the right-hand side of the page using Arabic numerals in brackets. Equations that are not referenced should not have equation numbers.

- Displayed equations (i.e., equations that appear on their own line of text and are centred on the page) should contain appropriate punctuation.
- Inline equations should be typeset in such a way that line spacing is not disturbed. This can be done by avoiding using constructions which are too large, such as elaborate fractions, double exponents and brackets. Inline symbolic fractions should be typeset using negative exponents, for example  $n^{-1}$  instead of  $\frac{1}{n}$ . Inline numerical fractions such as  $\frac{1}{2}$  or  $\frac{53}{1000}$  are acceptable.
- Equations are referenced by simply stating the equation number in parentheses, e.g., “... as defined in (1)”. It is preferable not to use the word “Equation” with the equation number when referencing.
- When references are cited as nouns, then they must be written either as “Abramowitz and Stegun (1970)” or as “Abramowitz and Stegun (1970, page 100).”

### Definitions, remarks and examples

A definition is stated starting with the word **Definition** in bold, its number and a full stop. Definitions are numbered consecutively using Arabic numerals. The definition statement is then typeset in roman font (i.e. not italic). An example:

**Definition 1.** This is a definition.

Remarks and examples follow the same rule.

### Theorems and proofs

A theorem is stated starting with the word **Theorem** in bold, the number of the theorem and a full stop. Theorems are numbered consecutively using Arabic numerals. The statement of the theorem is then typeset in italics. The proof starts with the word “*Proof*” in italics, then a full stop and the proof follows. The end of the proof is indicated by a solid square. An example:

**Theorem 1.** *Here we state the theorem.*

*Proof.* Here we provide a proof. ■

Lemmas, corollaries and propositions are treated in the same way.

### Figures

The figure label and description are placed directly below the figure. Figures are numbered in the order that they are cited using Arabic numerals. The word “**Figure**” is in bold and the number is followed by a full stop. The description follows in the normal font and ends with a full stop. An example:



**Figure 1.** Here we provide a short description. The label appears below the figure.

### Tables

Table names and descriptions are placed directly above the table. Tables are numbered using Arabic numerals in the order they are cited. Table labels start with the word “**Table**” and the number is followed by a full stop, all in bold. Then a description follows in normal font, terminated by a full stop. An example:

**Table 1.** Here we provide a short description. The table follows.

<b>Greek letter name</b>	<b>Small letter</b>	<b>Capital letter</b>
alpha	$\alpha$	A
beta	$\beta$	B
gamma	$\gamma$	$\Gamma$
delta	$\delta$	$\Delta$

As in the example shown in Table 1, horizontal lines should be kept to a minimum and vertical lines in tables should be avoided completely if possible.

### **Acknowledgements**

Acknowledgements may be included as a separate section before the references. Acknowledgements should be kept concise. No section number is used.

### **Appendices**

Appendices are placed at the back of the article and numbered alphabetically if there is more than one, e.g. Appendix A: Descriptive title A, Appendix B: Descriptive title B, etc. No section number is used.

### **References**

Only references cited in the text should be included. No section number is used. The format of references is illustrated by the following examples:

#### **Book**

ABRAMOWITZ, M. AND STEGUN, I. (1970). *Handbook of Mathematical Functions*. Dover Publications, New York.

#### **Article in a journal**

BOLLERSLEV, T., CHOU, R. Y., AND KRONER, K. F. (1992). ARCH modelling in Finance: a review of the theory and empirical evidence. *Journal of Econometrics*, **39**, 5–59.

GBUR, E. E. AND TRUMBO, B. E. (1995). Key words and phrases—The key to scholarly visibility and efficiency in an information explosion. *American Statistician*, **49**, 29–33.

#### **Proceedings article**

WOLFINGER, R. D. (1999). Fitting nonlinear mixed models with the new NLMIXED procedure. *In Proceedings of the 24th Annual SAS Users Group International Conference (SUGI 24)*. Miami Beach, FL, USA, pp. 278–284.

#### **Chapter in a book**

BOLLERSLEV, T., ENGLE, R. F., AND NELSON, D. B. (1994). ARCH models. *In* ENGLE, R. F. AND MCFADDEN, D. C. (Editors) *Handbook of Econometrics*. North-Holland: Amsterdam, pp. 2959–3038.

Note the use of the small caps font for the author names. Note also that the titles of books are typeset in title case (i.e. the first letter of each word is capitalised) whereas the titles of journal articles employ normal sentence case (i.e., only the first letter of the first word, the first letter following punctuation such as a semicolon are capitalised). Journal titles are written out in full and not abbreviated.