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SA Archives Journal is published annually by the South African Society of Archivists. The journal publishes original articles and book reviews in English on archival science, records management, information science and oral history. Emphasis is on empirical research. However, opinion papers and articles of high quality on theoretical aspects will be considered. All articles shall be critically reviewed by at least two blind referees.

Contributions not exceeding 5000 words should be submitted by e-mail file attachment using MS Word typed in Time New Roman, in 12 point font size, in 1.5 space on one side of the paper. Book reviews should not exceed 500 words. Each article must be preceded by an abstract of not more than 300 words in length and at least five key words for abstracting and indexing purposes. The abstract should give the content of the article concisely. Categorize your paper under one of these **classifications**:

- Research paper
- Viewpoint
- Technical paper
- Conceptual paper
- Case study
- Literature review

The title and author's biographical details should appear in the first page. Do not attempt to format the paper. **Headings** must be short, with a clear indication of the distinction between the hierarchy of headings. The preferred format is for headings to be presented in bold format, with consecutive numbering.

Notes or **Endnotes** should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.

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Neill, J.R. and Kotei, S.I.A. 1981. Towards a national information system for Botswana. In: Inganji,

F. ed. *Use of information and documentation for planning and decision making*. Gaborone: NIR, pp. 36-53.

Ngulube, P., Mokwatlo K. and Ndwandwe, S. 2009. Utilisation and prevalence of mixed methods research in library and information research in South Africa 2002-2008. *South African Journal of Libraries and Information Science* 75(2): 105-116.



Truter, M. 2007. Implementation of enterprise risk management as a tool for improving corporate governance within the public sector. MBL Dissertation. Midrand, University of South Africa.

Yusof, Z.M. and Chell, R.W. 2005. *Issues in records management*. Bangi: Penerbit Universiti.

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