

SUBMISSION CHECKLIST OF HTS

Article ID: 184
Article URL: <http://www.hts.org.za/index.php/HTS/editor/submission/184>
Article Title: The target group of the Ultimate Commission (Matthew 28:19)

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Typed:

	Yes	No
MS Word, RTF or Word Perfect	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Font size 12	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.5 spacing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Top and bottom margin: 2.5 cm	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Left and right page margin: 2 cm	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Length of manuscript is not more than 15-20 pages (excluding tables, figures and references) (larger manuscripts can be accepted but incur higher fees)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments Typed: Font size: I have changed the font to 12
Spacing: I have changed the spacing to 1.5
Margins: I have changed the margins according to the checklist guidelines

Author details:

	Yes	No
Surname (title case)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Full first name and subsequent initials (title case)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Qualifications (e.g. BSc, PhD)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Affiliation (eg University, Company & Department)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Correspondence to: First name, Surname, e-mail address & telephone number	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Telephone number of corresponding author	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments Typed: There are no qualifications or address for the corresponding author.

Keywords:

	Yes	No
At least five keywords appear on title page	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments on Keywords: There are only 4 keywords

Abstract:

	Yes	No
Abstract in English	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Abstracts does not exceed 100 words	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments Abstract:

Synopsis (for Afrikaans articles only):

	Yes	No	N/A
500-600 words in English	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments on Synopsis:

References:

	Yes	No
References appear in alphabetical order	<input checked="" type="checkbox"/>	<input type="checkbox"/>
References are listed alphabetically by surname, chronologically within each name at the end of the article	<input checked="" type="checkbox"/>	<input type="checkbox"/>
References are in the Harvard revised method	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments References:

Images/figures/tables:

	Yes	No	N/A
All images, tables and figures are located	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Images, figures and tables are placed on a separate page after the references, in numerical order, or are uploaded as supplementary files	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tables & Figures are numbered in Arabic numerals (e.g. 1, 2 etc) and have clear descriptive titles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Images are be high/fine resolution, print optimised, 300 dpi resolution in jpeg or gif files	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Book Review		

Book ISBN number included

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Additional Comments to author: