



Publication Standards for Scholarly Articles

These standards apply to all articles being submitted for online publication and Continuing Professional Development (CPD) recognition.

1. Content Quality and Relevance

Articles must present original work, insights or analysis.

Submissions must be professionally relevant to the field of mediation, dispute resolution, or related practice areas.

Articles must demonstrate a clear educational or developmental purpose aligned with CPD objectives.

2. Structure and Formatting

Recommended length: 800–2,000 words (exceptions may be allowed for substantial papers).

Articles should include:

- A clear title and author name(s) and credentials.
- A brief abstract or summary (max 150 words).
- Subheadings where appropriate.
- References or citations to support factual claims, preferably in APA or Harvard format.

3. Originality and Plagiarism

All work must be the author's own, with proper attribution for any quotes, excerpts, or data used.

Submissions will be screened for plagiarism. Duplicate publication is not permitted unless previously disclosed and approved.

4. Tone and Accessibility

Use clear, professional language, accessible to both practitioners and scholars.

Avoid excessive jargon and define technical terms or acronyms on first use.

Where appropriate, include practical illustrations or examples.

5. Ethics and Integrity

Articles must reflect balanced, non-discriminatory perspectives.

Authors must disclose any conflicts of interest or commercial affiliations.

Opinions should be clearly distinguished from facts.

6. CPD Attribution and Points

To qualify for CPD recognition:

- The article must meet the criteria above.
- CPD points will be allocated based on the complexity and contribution of the article.
Generally, 1 CPD point will be awarded per author, per article.

7. Submission and Review

Articles must be submitted in MS Word (.docx) or .pdf format.

Please email submissions to: admin@kznmediation.com.

Articles will undergo editorial review prior to publication.

Authors may be asked to make revisions before final approval.

8. Copyright and Publication Rights

By submitting an article, authors grant the KZN Society of Mediators a non-exclusive right to publish and share the article on its website, LinkedIn, and other official platforms.

The author(s) retain full copyright.

9. Reflective Practice and Personal Experience Pieces

We welcome contributions from members that reflect on personal experiences in mediation practice, including lessons learned or insights gained from specific cases. However, the following guidelines apply:

- Reflective pieces that are primarily anecdotal or based on personal experiences may be considered for publication on our platforms as member stories, under “Voices from the Field”.
- These contributions are valuable for community building and informal learning, but do not generally qualify for CPD points, unless they:
 - Clearly articulate broader principles or learning outcomes relevant to the profession; and
 - Are analytically grounded, drawing on theory or research to support the reflections; and
 - Are written in a manner suitable for peer learning.

Authors wishing to submit a reflective piece for CPD recognition must provide a brief motivation demonstrating its broader relevance and educational value.

Appendix A: CPD Declaration Form

This declaration may be made in the cover email with author, contact details, title and date included.

I, the undersigned, confirm that the attached article is my own original work and meets the standards for scholarly publication set out by the KZN Society of Mediators. I hereby request that this submission be considered for CPD recognition.

Name: _____

Email: _____

Title of article:

Date Submitted: _____

Signature: _____

Appendix B: Submission Checklist

Before submitting your article, please ensure the following:

- The article is between 800 – 2,000 words (if longer, a justification will be required).
- Full name(s), contact details, and professional credentials of author(s) is/are included.
- An abstract or summary (max 150 words) is included.
- All references are properly cited in acceptable format.
- Conflicts of interest have been disclosed.
- The CPD declaration form is completed and attached.