

## Guidelines for Author(s)

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1. Authors are kindly advised to ensure that their manuscripts strictly conform to the focus and the criteria stated in the Journal's Guidelines document which is accessible through <https://journals.mocu.ac.tz/index.php/eaj-sas>; otherwise, manuscript may be rejected.
2. The journal publishes original research articles, book reviews, reviews of article and case commentaries in UK English style. Articles submitted to the Journal should not have been published before in their current or substantially similar form, or be under consideration for publication with another journal.
3. All manuscripts shall critically be sent for blind peer-review process by at least three independent referees after passing preliminary review by the editors.
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## Manuscript Format

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1. Manuscript to be submitted to the EAJ-SAS should be in a Microsoft Word format with A4 paper size and not otherwise.
  - (i) Font Type: Times New Roman
  - (ii) Font Style: Normal
  - (iii) Left Margin: 2.54 cm, or 1 inch
  - (iv) Right Margin: 2.54 cm, or 1 inch
  - (v) Top Margin: 2.54 cm, or 1 inch
  - (vi) Bottom Margin: 2.54 cm, or 1 inch
  - (vii) Line Spacing: 1.0
2. **Length of the manuscript:** The research articles should not exceed 8000 words in length. This comprises all text including references and appendices. Please allow 280 words for each figure or table. However, the length of book reviews, article reviews and case commentaries must not exceed 3500 words indicating clearly the introduction,

synopsis of the book, article or a case and detailed evaluation clearly showing strength and weaknesses.

**3. Title page:** please state:

- (i) the title of the manuscript; of which the title should be brief but describing the contents of the manuscript (preferably no longer than 15 words) and should contain enough information for reliable information retrieval. Abbreviations are not allowed in the title.
- (ii) Author's name; the full first name, middle names (or initials), and surname of each author should be provided;
- (iii) The department(s) and institution(s) to which the author is affiliated including postal address, city, country;
- (iv) Correct corresponding postal and e-mail address should be supplied by each author to maintain communication with the editorial office.
- (v) One author will need to be identified as the corresponding author,
- (vi) The category in which the manuscript belongs (e.g. research article, case commentary or book review).

4. **Main text:** The main text of the manuscript for a research article should have separate Abstract, Introduction, Literature review, Research Methods, Results and Discussion, references, declaration of interest statement sections (these sections may not be applicable to all manuscript types, for example book reviews and case commentaries). Any data mentioned in the abstract or discussion must be presented in the results section of the main text whereas a book review, article review and case commentary must contain name of author/editor and book reviewed, place of publication and publisher, year of publication, and number of pages. It should also comprise of the Abstract, Introduction, Synopsis of the book, Evaluation (discussion) and Conclusion with possibility of Recommendations
5. **Keywords:** For indexing purposes and simplification of information access, authors are urged to provide five keywords arranged alphabetically, each separated by a semicolon. The Keywords should be appropriate and short.
6. **Tables and Figures:** Tables and figures should be designed properly and indicated by numbers separately (see Table 1), not by placement (see Table below). All Figures and Tables should be typed in a single space and cited in the text. The same data should not be presented in both table and figures form or repeated in the text. All images must be at optimal resolutions. Source for figures and tables should be provided irrespective of

whether they require permissions or not. An author should ensure that a large table/figure is resized to fit in one page and should not be split into another page. If necessary use landscape orientation, insert title at the top and source at the bottom. Use simple table with few horizontal lines as possible and avoid vertical lines. Example:

**Table 1: Type of economic activities carried out by most rural youth (n = 40)**

Type of activity	Frequency	Percentage
Farming	10	25
Fishing	14	35
Lumbering	16	40
<b>Total</b>	<b>40</b>	<b>100</b>

Source: Shemahonge, 2007

**Note:** Figures should be clear and illustrative enough (title of the figure at the top and source at the bottom).

7. **Citation and referencing:** The EAJ-SAS follows the American Psychological Association citation style (APA style) where for in-text citation the following information should be provided: Author's last name, Year of publication, and page number for a direct quotation. More examples: for parenthetical citation (Dadi, 2017) while narrative citation, Dadi (2017:19) observed that..... Remember, only cited text sources should be included in the reference list. The list of references must alphabetically be arranged, and not numbered. Authors should provide online link for each reference. For the details see the following example:

## References

### A book by a single author

Dadi, M. A. (2017). *Knowledge generation in the knowledge economy era*. London: Library Association Publishing.

### A book with more than one author

Kasusu, T., Makerere, P. and Sanduku, M. (2018). *Mastery of self-defense skills*. Dar es Salaam: Mkuki na Nyota.

### A book produced by an editor rather than an author

Mchopa, A. (Ed). (2020). *Essays in procurement and supply management*. Chicago: Review Press.

### **An edition of a book other than the first**

Machimu, G. (2012). *Handbook for thinkers and philosophers in the world today*, 2<sup>nd</sup> ed. Cape Town: Maskew Miller Longman.

### **A section or a chapter in a book**

Msaki, J. (2014). Microeconomics for the country's industrialization. In: *Economic theory and the selected readings*. 2<sup>nd</sup> ed. edited by W. B. Warsanga. Harmondsworth, Middlesex: Penguin. 40-51.

### **Journal article**

Nkuhi, M. (2020). Breaking down the barriers: using focus groups to research law issues. *International Journal of Law*. 19(1): 44-63.

### **Newspaper article**

Mtebene, A. (2018). Social media for aged academics in Tanzania. *Daily News*, 21 January, pp. 1, 3-4.

### **Electronic Journal article with a DOI**

Seimu, S., Towo, N. and Huka, H. (2015). Records surveys in support of a framework for managing electronic records among AMCOS in Kilimanjaro, Tanzania. *Journal of Information and Development*. 59(5): 547-555. DOI: [doi.org/10.3200/JACH.57.5.57-535](https://doi.org/10.3200/JACH.57.5.57-535).

### **Electronic Journal article without a DOI**

Ponera, M. and Sife, A. (2019). Understanding knowledge sharing among health practitioners in Tanzania: the need for an empirical perspective. *Journal of Information and Research*. 3(2): 25-38. <http://JournalofInformationR.net/ir/8-1/pape1.html>.

### **Website article**

Msamba, A. (2018). Analysing the socio-linguistic impacts of Congolese refugees in Tanzania: interrogating Swahili teachers in the uptake of new language. <http://www.umn.edu.gh/downloads/18/18216.pdf>.

### **A paper from a conference publication**

Manumbu, O. (2018). The house the Lord: the consequences of using native language to the non-native in the court. *Proceedings of the 2<sup>nd</sup> International Conference of practicing Lawyers*. 7-11 September 1997, Umoja Hall, Nairobi. 39-45.

### **Theses and dissertations**

Masatu, M. (2017). Language laboratories for learning foreign language: a case of the MoCU Language Centre, Tanzania. Master's Dissertation. Department of Information and Communication Sciences. Moshi: Moshi Co-operative University.

**Unpublished work**

Msogore, C. and Tickin, M. (2018). Co-operation of cooperators in the age of social media and the intensive use of smart phones. [Personal interview, March 10]. Moshi. (Unpublished).

**For data:**

Campbell, A. and Kahn, R. L. (2018). American National Election Study, 1948, ICPSR07218-v3, Inter-university Consortium for Political and Social Research (distributor), Ann Arbor, MI. <http://doi.org/10.3886/ICPSR07218.v>