

# **Journal of Co-operative and Business Studies (JCBS)**

## **Guideline for Authors**

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### **Part 1: General**

1. Thematic Areas: Diverse Spectrum of Co-operative and Business Sector.
2. Language: UK English
3. Main author should be indicated otherwise the first author shall be presumed to be the main author.
4. For multiple authors, individual contribution to the article should be indicated briefly in the last page
5. Submitted articles should be introduced with an abstract of 100-250 words with at most 5 key words.
6. Submitted articles should be typed, Times New Roman, 1.5 cm spaced, on single sides of A4 sheets; leaving a margin of 2.5cm on the right and left sides.
7. Submitted Journal articles should not exceed 8,000 words with tolerance of 5 percent.
8. Book reviews should not exceed 5 printed A4 sheets, Times New Roman, 1.5 cm spaced; leaving a margin of 2.5cm on the right and left sides. Total recommended number of words not to exceed 2000
9. There should be title page containing: -
  - (i) Title of the article
  - (ii) Name of author(s) and his/her (their) designation (s)/title (s).
  - (iii) Institution of origin
  - (iv) Date of authorship
  - (v) Contacts of the authors
10. Author(s) names and a brief biography indicating among other things, field of specialization and or areas of interest should be typed on an easily detachable fly-sheet.
11. Title: not more than 20 words.

12. Number of pages: Not more than 15 pages excluding references and preliminary pages.
13. Titles of tables, figures and other illustrations should be on the top; and source at the bottom.
14. Abbreviations should be spelt out or explained in the text when used for the first time.
15. Paragraphing: paragraphs should be full justified and separated by spacing.
16. Citations in the text should follow the following format: (Lukumay, 2021) where: Lukumay is the author's surname, 2021 is the year of publication
17. The recommended style for the Bibliography should be as indicated below;
  - (i) For books: Kaleshu, J.T (2022). *Under-utilization of Human Capital in Labour Intensive Work Stations*, Moshi, Ushirika Publishing House.
  - (ii) For articles: Aikaeli, S. (2019). Supporting Women Pre-Cooperative Groups through Credit. *Journal of Co-operative and Business Studies*, 3(6): 46-87.
  - (iii) The referencing should follow the American Psychological Association (APA) style.
18. Soft copy of the manuscript should be submitted to The Chief Editor, Journal of Co-operative and Business Studies, Sokoine Road, P.O. Box 474, MOSHI, Tanzania. Email: chiefeditor\_jcbs@mocu.ac.tz and [jcbschiefeditor@gmail.com](mailto:jcbschiefeditor@gmail.com). In case of correspondence, please, do not hesitate to consult Chief Editor, JCBS

## **Part 2: Structure of the Journal Article (contents)**

### **Abstract**

- **Motivation:** Why do we care about the problem and the results?
- **Problem statement:** What problem are you trying to solve? What is the scope of your work (a generalized approach, or for a specific situation)?
- **Approach:** How did you go about solving or making progress on the problem?
- **Results:** What's the answer
- **Conclusions:** What are the implications of your answer?

### **Introduction:**

- Should include the background highlighting existence, magnitude and urgency of the problem.
- It should summarize recent research related to the topic, highlights gaps in current understanding or conflicts in current knowledge
- Establishes the originality of the research aims by demonstrating the need for investigations in the topic area

- Gives a clear idea to the target readership, why the research was carried out and the novelty and topicality of the manuscript
- End with statement of the objective

### **Methodology**

- Study area and its justification
- Research design and its justification
- Sampling techniques
- Data collection methods
- Data analysis, methods, and analytical models

### **Results and discussions**

- Presentation of findings and discussion
- Tables and Figures:
  - i) Should not split. An author should ensure that a large table/figure is resized to fit one page. If necessary use landscape orientation, insert title at the top and source at the bottom.
  - ii) Use simple Table: Use as few horizontal lines as possible and avoid vertical lines. Example:

**Table 1: Type of groundnut processing for value addition (n = 35)**

<b>Type of Processing or Value adding</b>	<b>Frequency</b>	<b>Percentage</b>
Grading	11	31.4
Shelling	16	45.7
Wining	8	22.9
<b>Total</b>	<b>35</b>	<b>100.0</b>

- iii) Figures should be clear and illustrative enough (title of the figure at the top and source at the bottom).

### **Conclusion and recommendations**

- Conclusion as per findings
- What are the implications of your major findings? In other words, what are the lessons learnt? What is the “key take away message?”
- Recommendations/Policy implications

### **Part 3: Structure of Book Review**

1. Title; Author; Publishing House; Year of Publication; ISBN; Number of Pages:
2. **Abstract (as in part 2)**

### **3. Introduction:**

In this section the reviewer should provide the context of the review by highlighting the purpose of carrying out the book review. Describe and discuss the processes used to write scholarly book reviews for publication.

### **4. Synopsis**

The reviewer should summarize the book highlighting the main contents and themes presented, preferably chapter by chapter. The reviewer should try to show linkages between and among chapters to formulate a meaningful story

### **5. Critical Discussion and Evaluation**

In this section the reviewer analyses the book by focusing on the book's main strengths showing how it addresses mainstream current problems confronting the community (local, national and international) and show how the materials provided in the book could be applied to provide solution to the problems. On the basis of the analysis, the authors should identify gaps and shortfalls and present how the book could have been improved to address the identified gaps

### **6. Conclusion and Recommendations**

- What are the implications of the critical analysis? In other words, what are the lessons learnt? What is the “key take away message?”
- Recommendations to the author to address the noted gaps
- Recommendations to the book reading community