

Author guidelines

Title

The title of the manuscript should be brief, clear and reflects the content of the manuscript.

Abstract

A short abstract of not more than 200 words should immediately precede the introduction. It should give the synopsis of the title, problem/theme, methods, findings/arguments and conclusion(s).

Keywords/Descriptors

Authors should also suggest 5 keywords or descriptors that clearly indicate the subject matter of the article.

Introduction

It should expand on the abstract, provide background and guide the organisation of the paper.

Content

The content should show a clear, cohesive and unified line of argument.

- It should clearly demonstrate that the conceptual and theoretical contribution is based on extensive, recent and methodologically sound empirical data. The manuscript should clearly explain the research ethical principles used.
- It should provide a good interpretation of the data.
- It should provide useful inferences from data and conclusions based on analysis and inference.

Illustrations/Figures: All necessary illustrations such as photographs, diagrams and charts should be referred to as figures and given Arabic numerals numbered consecutively in the order in which they appear in the text. All figures should appear in the text each with a numbered title beneath it. For example, Figure 1: Student statistics by sex and school. Titles of figures should appear at the bottom of the figures but outside the figures. Source of figures should also be provided.

Tables: Tables should be kept to the minimum and include only essential detail. All tables should be numbered followed by the title e.g. Table 1: Student statistics by sex and school. Titles of tables should appear at the top of the table but outside the table. No gridlines within the table. The table should be referenced in the text and appear in the appropriate section within the text. Sources of tables should be provided and should appear at the bottom of the table.

Conclusions

- Indicate work accomplished in the article.
- Draw the themes together by presenting an overview/summary of the argument presented.
- Draw attention to any reservations or weaknesses perceived in the treatment of the work.
- Bring out important points and their implications.
- Answer all your research questions.

Issuing Frequency

Twice a year: May and October.

Formatting

Sectioning

Headings and subheadings should be in bold print and presented as follows:

Level - BOLD UPPER CASE.

Level - Bold Lower Case.

Level - Bold Lower Case Italics, etc.

Fonts, font size and margins

Manuscripts, in English only, must be typewritten with a font size of 12pt doubles paced on one side of white A4 paper in Times New Roman. The margins of

manuscripts
should be specified as follows:

- Left = 1.5"
- Bottom = 1"
- Right = 1"
- Top = 1"

Alignment

The body text should be JUSTIFIED
Headings should be LEFT aligned only.
