

CALL FOR PAPERS

The Research and Consultancy Unit of The Mwalimu Nyerere Memorial Academy – wishes to inform you that, it is currently accepting manuscripts for publication in the Academy’s Journal namely the Kivukoni Journal (KJ)/ eKivukoni Journal. The Journal is registered with Tanzania Library Services Board. The International Standard Serial Number (ISSN) for KIVUKONI Journal 1821-6986 for hard copy and 2591 – 6793 for online. Authors are invited to submit manuscripts in light to the following fields:

- Development studies,
- Geography and environment,
- Management of social development,
- Gender issues and development.
- Economic and development,
- Education; and
- Library and Information Science.

Please read the instructions for authors through <http://www.mnma.ac.tz> before submitting your manuscript. Authors should send their manuscript(s) in Microsoft Word format through e-mail research@mnma.ac.tz. Upon submission you will get a notification from the editor that your manuscript has been received.

All submitted papers, if relevant to the scope and objectives of the journal will go through internal and external peer-review process. Review comment and result will be returned. Authors may receive;

1. Publish Unaltered: The paper is ready for publication and no change is needed.
2. Acceptance after minor changes: You need to make minor changes according to the editor’s instructions.
3. Acceptance after major changes: you need to make major changes according to the instruction of the editor.
4. Rejection: Manuscript is flawed or not sufficiently novel.

Deadline for receiving papers is 30th September, 2018 at 2359 hrs. You can find more information about our journal and other instructions on <http://www.mnma.ac.tz>

Guide for Authors

Scope

KIVUKONI Journal is a peer-reviewed journal published by The Mwalimu Nyerere Memorial Academy. The Journal has been registered with Tanzania Library Services Board. The International Standard Serial Number (ISSN) for KIVUKONI Journal is 1821-6986 for hard copy and 2591 - 6793 for online. The Journal aims to disseminate scientific findings and to enable readers at all levels of proficiency to use KIVUKONI Journal more effectively. The Editorial Board welcomes original work of relevant materials on the wide range of specializations: Economics and development, Geography and environment, Management of social development, Gender issues and development, Development studies, Education, Library and Information Science est. , review articles, technical notes and authoritative articles highlighting best practices are welcome.

Submission of manuscripts

All manuscripts will be acknowledged on receipt, and all will be refereed and/or reviewed. Only those receiving favourable recommendations will be accepted for publication. If submitting in hard copy, we require you to send **two copies**. The author's name and full postal address should be given on the title page. We welcome articles on disk but please do not send disk copy until your article has been accepted for publication. Please send hard copy submissions to:

Editor-in -Chief

KIVUKONI Journal
The Mwalimu Nyerere Memorial Academy
P.O.Box 9193
Dar es Salaam, Tanzania.

We are happy to accept submissions by email attachment. Wherever possible, the attachment should be sent as a Word document. Electronic submissions may be sent to the Journal's Editor, at: research@mnma.ac.tz

Please ensure your contact address information is clearly visible on the outside of all packages you send to Editors.

The editors welcome original contributions. By submission of a manuscript an author certifies that the work is original and is not being considered

simultaneously by another publisher. In order to safeguard authors' rights, the copyright of all material published is vested in KIVUKONI Journal.

Manuscript Preparation Details

Articles submitted to The Mwalimu Nyerere Memorial Academy (MNMA) for consideration in *KIVUKONI Journal* must be written in any recognized publication format. However, if the article is accepted into the publication process, all revised versions must be written within *KIVUKONI Journal's* editorial style guidelines for citations, references and English (UK) language.

Please follow these instructions carefully. Final manuscripts that do not fit the specifications provided may be returned for reformatting or revision.

Papers should be organized (see details on each item below) as follows:

- 1 Title of the article, the running title, authorship, and affiliation
- 2 Abstract and keywords/phrases
- 3 Manuscript general content, including in-text citations (with endnotes, if necessary)
- 4 Reference List
- 5 Author's Note (if appropriate) and Correspondence contact information
- 6 Appendices, if needed
- 7 Tables, figures and illustrations, numbered and in the order of mention in the article, with accompanying title/caption information.

1. Title and authorship

Begin the paper with the title of the manuscript (informative but succinct) in all capitalized letters. Include a running headline for your article (maximum 50 characters, including punctuation and spaces) drawn from the title of your paper, which will run at the top of the internal pages. Follow the title with the full name(s) of the author(s), with the primary author first, and the affiliation (department and institution/organization and country) of each author.

2. Abstract and keywords

Each manuscript must include abstract, 150-200 words in length that presents the significant issues and findings of the paper. Define any abbreviations included in the abstract. Following the abstract, supply 4 to 6 keywords/phrases that characterize the scope of the paper and which can be used for indexing purposes.

According to the Kivukoni Journal, the abstract should:

- Strive for an impersonal, non-critical, and informative account.

- Give a clear, grammatically accurate, exact, and stylistically uniform treatment of the subject.
- Provide rationale or justification for the study. The statement should give a brief account of the purpose, need, and significance of the investigation (hypothesis or how the present work differs from previous work).
- State the objectives clearly as to what is to be obtained.
- Give a brief account of the methods, emphasizing departures from the customary. Be specific.
- State key results succinctly.
- Outline conclusions or recommendations. An emphasis of the significance of the work, conclusions, and recommendations. This may include new theories, interpretations, evaluations, or applications.
- Be concise and avoid the use of general terms, especially in presenting the methodology and reporting the results
- Never cite references.

Manuscript General Content

The reviewer must consider the following questions in order to evaluate the manuscript content:

- Does the title of the paper clearly reflect its contents, and is the title sufficiently succinct?
- Is an abstract present? Is it consistent with the length used by this journal?
- Is the content of the manuscript worthwhile? If not to you, is there a segment of the journal's readership that would find it worthwhile?
- Do you feel that the author(s) reviewed the existing literature adequately? Do you know of any references that authors might want to refer to and discuss? Are references listed according to the journal's formatting style? Are all references cited listed in the reference list and vice versa?
- Does the formatting of headings, tables and figures correspond to the journal editorial and technical style?
- Are the conclusions supported by the data presented? Are there alternative explanations for the findings presented?
- Should the manuscript be shortened? Is it well organised?

Editorial style

Questions regarding spelling, abbreviations, and foreign phrases should be referred to *British English*.

Each paragraph must include at least two sentences. Please organize the material so that paragraphs clearly lead the reader through the article's key points, without unnecessary repetition or loss of continuity.

Technical style

MNMA will publish its articles in a one column format. Please prepare manuscripts likewise, with the following margins for A4 paper size:

Top margin: 3.8 cm

Side margins: 2.54 cm

Bottom margin: 3.7 cm

There is no minimum or maximum length designated for papers published in *KIVUKONI Journal*. However, the entire document, including all illustrations and tables, should be no larger than 20 pages.

All texts, including the title, author's note, and references, should be presented single-spaced, with the body of the text fully justified (straight margins on the left and right). Do not double space between paragraphs. The text body font to be used for *KIVUKONI Journal* is Times New Roman, 12 points.

Use the software program's automatic page numbering for the manuscript. Place the number in the center of the footer.

When structuring your article, use three or fewer layers of headings (in addition to the title). Do not create the heading structure through a formatting process in the software. Please do it manually. The headings should be organized as follows:

ARTICLE TITLE (centered, bold, 15-point Tahoma font, all capitalized)

LEVEL 1 HEADING (centered, bold, 12-point Tahoma, all capitalized)

Level 2 Heading (uppercase only major words [no prepositions fewer than 4 letters], bold, 12-point Tahoma, flush left)

Level 3 Heading (uppercase only major words [no prepositions fewer than 4 letters], indented, 12-point Tahoma)

Do not indent the first paragraph after a heading; all other paragraphs are indented. Use the software's manual tab. Do not indent by using the space bar, and do not program the formatting to create indentations automatically.

Do not adjust the visual presentation of your document by using any additional formatting options within your software program beyond its standard (basic) functions. All formatting for visual appeal will be done during the layout phase.

Language style

Please be sure the manuscript is written in good English (UK), and organized in a coherent, easy to follow style. Papers lacking adequate language or

organizational quality may be returned to the author for improvement in the appropriate areas.

Key terms/words or phrases in language other than English used in the document should be italicized throughout the document. Terms not easily identifiable by persons from diverse should fields of study be defined on first use, even if they are common knowledge in the author's field.

Use abbreviations only if it will help clarify comprehension within the article. Abbreviations in a figure must be explained either in a caption or in the legend. For tables, the abbreviation must be explained either in the table title (if the title includes words that are abbreviated within the body of the table) or in the table notes. The abbreviation must be explained in every table or figure it is used. However, in the body of the text, once an abbreviation is introduced, only the abbreviation should be used in subsequent text (never the full words).

Do not hyphenate words unless it is part of its normal spelling (e.g., self-esteem, on-line). Turn off the automatic hyphenation option on your word processor. Do not hyphenate words at the end of the screen line: Any hyphenation needed to even line lengths during final layout of the manuscript will be managed as part of the editorial process. Because the hyphenation of words is determined by how the word is used within the context of the sentence, rely on *British English Dictionary* for guidance.

KIVUKONI Journal will not use endnotes, but rather footnotes, noted within the body of the text by superscript Arabic numerals, and in the footnotes section with normal size numbers followed by a period and the material. Use footnotes sparingly. However, all texts that require reprint permission should be acknowledged with an endnote indicating such permission from the copyright owner(s), with copies of such permission submitted to the managing editor of *KIVUKONI Journal*.

Scientific style

KIVUKONI Journal will use the metric system for physical measurements, based on the International System of Units (SI). For experiments not conducted in metric units, author(s) may provide the non-metric units, with the SI equivalent following in parentheses.

Please verify that any statistical information included is correct, and accurately and clearly presented. Use standard abbreviations.

In-text reference style

All direct and indirect quotes of others' work must be properly cited, including page number. Direct quotes over 40 words should be presented in block form, rather than within quotation marks inside the body of the text. Quotations from individuals that are drawn from one's data should be italicized, and comply with either the in-text or block quotation styles.

For in-text citations, cite as follows: author(s)' last name, followed by the source's year of publication and, if citing a direct or indirect quote, the page numbers. When multiple citations are presented simultaneously, citations are listed in alphabetical order, based on the last name of the first author. Three examples are provided here:

If the author(s) is (are) mentioned in the body of the text, the citation would be:

According to Axel, Smith, Parker and Bradenton (1997)... [used for first citation in text; used as Axel et al. (1997) in subsequent mentions]

- If the author(s) is not mentioned by name in the body of the text, the citation would be:

... as previous studies have shown (Axel, Smith, Parker & Bradenton, 1997; Collingswood, in press; Paleceed & Barselle, 1977). [used for first citation in text; used as (Axel et al., 1997, Collingswood, in press; Paleceed & Barselle, 1977) on subsequent mentions]

- If you are directly quoting from a source, you need to provide the page number where the quote can be found. It might look like this:

According to Axel, Smith, Parker and Bradenton (1997, p. 332), "The data indicates ...," and this has been suggested as well by other researchers (see, Collingswood, in press; Paleceed & Barselle, 1977, chap. 5).

For sources that have three to five authors, list all authors on first reference, and the first author and et al. on subsequent citations (e.g., Carlyle, Kahlil, Tennenbaum, Bristol, & Schank, 2004, on first reference, and Carlyle et al., 2005 for subsequent citations).

For citations drawn from the Internet, treat the source in the typical citation form within the body of the text (name of Web source's organization, publication date, and, if needed, page/paragraph number). The URL is to be provided in the reference listing. See the paragraph that addresses Internet references in Section 4 below for further information.

4. Reference List

KIVUKONI Journal will use the Harvard style of referencing. References will appear at the end of the article in single-space. In addition, *KJ* requests that all authors of a source be listed, even if there a multitude of authors.

Please verify that the reference list includes only citations from within the body of the text and all citations within the text are also found in the reference list. Be sure all names and words are spelled correctly, and the date of publication is correct.

Sources presented in the reference list should be listed in alphabetical order of the surname of the first author; multiple titles by the same author should be presented in chronological order.

- If the source is a journal article by one author, the reference listing would be:
Beilharz, R. G., & Cox, D. F. (1967). Social dominance. *Human Behavior*, 15, 117-122.
 - If the source is an article by one author that is contained within an edited book, the reference listing would be:
Huesmann, L. R. (1998). The role of social information processing and cognitive schema in the acquisition and maintenance of habitual aggressive behavior. In R. G. Green & E. Donnerstein (Eds.), *Human aggression: Theories, research, and implications for social policy* (pp. 73-109). San Diego, CA, USA: Academic Press.
 - If the source is a manuscript by several authors that has been accepted for publication but not yet printed, the reference listing would be:
Jasinskaja, L., Leibkind, K., Horenczyk, G., & Schmitz, P. (in press). The interactive nature of acculturation: Perceived discrimination, acculturation attitudes and stress among young ethnic repatriates in Finland, Israel and Germany. *International Journal of Intercultural Relations*.
 - Regarding proceedings drawn from conferences, seminars, workshops and the like, if the material is drawn from printed proceedings, then treat the reference as a chapter from an edited book:
Andersen, P. B. (1999). Elastic interfaces: Maritime instrumentation as an example. In J. M. Hoc, P. Millot, E. Hollnagel, & P. C. Cacciabue (Eds.), *Proceedings of the 7th Conference on Cognitive Science Approaches to Process Control (CSAPC'99)*; pp. 35-41). Valenciennes, France: Presses Universitaires de Valenciennes.
- If the source is not published, then one of these two options may be most appropriate:
- Clancy, C. (2005, October). *Health information technology, quality of care and evidence-based medicine: An interlinked triad*. Presentation given at the Annual Symposium, American Medical Informatics Association, Washington, DC. Retrieved March 27, 2006, from <http://www.ahrq.gov/news/sp102505.htm>
- Mäkeläinen, B., Nurminen, M., Reijonen, P., & Torvinen, V. (1996, August). *Everyday use between success and failure: Making sense with onion layers*. Paper presented at the 19th Information Systems Research Seminar in Scandinavia (IRIS), Lokeberg, Sweden.

Please note that, in most cases, only the first letter of the first word of a title (and the first word after the colon in a compound title) is capitalized. Titles of journals and books, and the volume numbers of journals, are italicized. Issue

numbers of journals are needed only for journals in which each issue of a volume year starts with page 1; if the page numbers in the issues build throughout the course of the volume year, the issue number is not to be included.

For references drawn from the Internet, please provide the complete URL for the actual Web page to which you are referring. Do not place a period after the URL. Provide a retrieval date for the citation, and check prior to publication that the URL is still active. For direct quotes, provide the paragraph number. Regarding a Web page's publication date, use either the copyright date or the last updated date. If neither of these exists, provide the notation n.d. (no date) as your publication year.

Prepare the reference list with a hanging indent (first line is flush, subsequent lines are indented). Create this only through the use of the formatting option in Word; do not use the spacebar to create the indentations. Please verify the correct spelling of each element of the reference listing, and that the dates of publication and page spread (if needed) are correct. All locations for publishers must include the city (and, if required, state/province), followed by the country. Abbreviate only the USA and UK. Be sure the publisher's name is complete.

5. Author's Note

Any author's note (if needed) should be as brief as possible. It is within this note that the author mentions any grant support (with the names of the funding organizations provided in full), notes previous uses of the material contained in the manuscript, and acknowledges individuals who provided significant assistance in the preparation of the manuscript, and addresses any perceived conflict of interest.

All manuscripts should include the name and address for correspondence (email and postal addresses) for the contact author. Please use the phrasing—All correspondence should be addressed to, — followed by the corresponding author's full name and addresses.

6. Appendices

Include appendixes only if they provide essential information not possible within the body of the article

7. Figures, Illustrations and Tables

Manuscripts should use visual elements only to clarify or expound the text. All figures and tables are to be able to “stand alone,” which means a reader can understand fully what is being communicated by the table or figure without having to read the article. Sufficient titling, captioning and legends make this goal possible.

Figures, illustrations and tables should be created using the Arial font, 10 pts. (8 points is the minimum; 12 points is the maximum). All lines used in figures and tables must be thick enough to be easily viewed. Visual elements must fit within the designated margins of the page: the maximum width is 16 cm (6.25 in.) and the maximum length is 22.2 cm (8.75 in). Color is permitted in creating charts, graphs, and figures, but the clarity of the figure must also be apparent when the figure is printed in black & white.

All illustrations (line art, photographs, graphs, or diagrams) and tables should be cited in the text (numbered consecutively as they are mentioned, even if they are not addressed in depth until later in the article). Figure parts (several small figures or images that compose an interrelated image) should be identified with lower-case Roman letters and positioned in relation to each other. All components of illustrations, tables, and figure parts that form a specific visual element should be electronically grouped together (meaning that the full visual element should be able to be moved as a unique and complete entity). Legends, if necessary, must be positioned within the body of the graph.

Any scanned images (line art, or b/w or color photographs) should be created with high enough resolution (300 dpi is the minimum recommended) to see the necessary detail in a PDF version of the document on the computer screen and printed. Scanned images must be saved in either JPEG or TIFF formats.

Tables should be presented with a table title (table number followed by title with major words capitalized) centered above the table and, if needed, a caption underneath (flush left). All forms of figures should provide a caption (figure number, followed by caption, with only the first word of each sentence capitalized) centered below the figure.

If a figure includes photographic images in which people are visually identifiable, it is the responsibility of the authors to obtain permission of the persons for their images to be published in *KIVUKONI Journal*.