Author Guidelines for the Journal

Abstract- This portion should be around 250 words long.

Context- Your proposal should include a brief background to which you conducted your research. That includes the area of study, any debates on the topic and the relevance of the question. What is already known? Mention previous studies and the background information.

Rationale- What is your argument/claim/hypothesis as to the answer to this question? Is there an opposite viewpoint?

Research Question- The question needs to be narrow and focused, and reflect the objective of your research.

Research Method- Explain your key resources (ways you found your information) and how you collected your data. Then explain how you analyzed the findings.

Research Significance- Explain why your work is important, short justification for why your research is original and how it adds something new to the field of study.

Bibliography- APA format, give annotated bibliography, giving some insights into how each of the sources helped you with your research.

Length (word limit) for submissions:

Research papers - 3000 to 5000 words

Short articles – 2000 to 3500 words

Case Studies – 2500-5000 words

Book reviews - 1000 and 1500 words

Unpublished Dissertations – 7000- 8000 words

Shorter or longer submissions may be published depending on their strengths.

All manuscripts should be articulated in the following form:

Submission for publication should be in one file containing-

- Cpage (Page 1),
- Abstract and Keywords (Page 2), and
- Manuscript (Page 3 onwards)
    a. **Cover Page:** The cover page must include the title of the paper, name of author(s), affiliation, short bio (not more than 60 words), e-mail address, and contact number.
    b. **Abstract and key-words:** The abstract should be concise and factual with maximum 250 words. It should state briefly the aim, methodology and findings of the study. Abstract must be followed by at least 3-6 keywords.
    c. **Manuscript** must include introduction, objectives, research methodology, finding, discussion and analysis, conclusion, suggestion/recommendation and references.

Basic Elements:

- Running head: 50 CHARACTER VERSION OF TITLE IN CAPS
- Plagiarism more than 10% will be outrightly rejected.
- A title page with the paper's title (no more than 12 words in length), your name, and the name of your institution
- Title page (also known as a cover page).
- Font options:

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FROM FOUNDATION TO FLIGHT

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UNIVERSITY

School of
**Humanities
Social Sciences
& Education**

- ○ sans serif fonts such as 11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode
  - ○ serif fonts such as 12-point Times New Roman, 11-point Georgia, or normal (10-point) Computer Modern (the default font for LaTeX)
- Double-spaced. The entire document including the title page and reference list.
- The Reference page always starts on a new page.
- Page numbers. The title page is your first page. The number one (1) should be located in the upper right-hand corner of the page.
- Margins. APA guidelines specify: one-inch margins at the top, bottom, right and left of every page. Default margins in Word are one inch.
- Citations and reference list. Include both in-text citations and a reference list.
- All submissions must be in Microsoft Word and one and a half spaced, not exceeding 10 pages in all, A4 size pages.
- Pictures, graphs, should be in the highest quality.
- Figures/ Charts and tables created in MS word should be included in the main text.
- All headings and subheadings must be bold – faced, aligned left and in sentence case only.

Things to avoid:

- Plagiarism
- Not being concise enough. Your proposal must be written with a clear purpose in mind.
- Alleviating works cited page
- Forgetting to disclose research boundaries and conflicting variables (age of participants, for example)
- An underdeveloped argument
- A lack of focus and unrelated tangents
- Poor grammar
- Too much detail or not enough detail