

## Guideline for Authors

**GENERAL INFORMATION:** In order to ensure the quality and efficient publication on EJSSD, the journal demands the author to strictly follow this submission guideline. Submission of a manuscript implies that the author(s) have/has seen and approved the manuscript and its contents and that they are aware of the responsibilities concerning the authorship. All authors will be notified up on receiving of a new manuscript and up on acceptance of the manuscript, yet the editorial board makes frequent communication only with the Corresponding Author.

**FOCUS and SCOPE:** Ethiopian Journal of Science and Sustainable Development (EJSSD) is a double-blind reviewed biannual journal published by Adama Science and Technology University (ASTU). EJSSD is cross-disciplinary in nature and publishes original research articles, review articles, and short communications. The journal serves as a platform for the exchange of information and research results that describe significant advances in the field of Engineering, Science, Technology, Business, Education, Humanities, and Social Sciences. Papers from researchers working in different public and private sector, academic institutions, industries, companies, etc., having national/international interest are accepted for publication.

### CONTENTS OF EJSSD

**Original Research Articles:** Include reports of original research undertakings which present well-founded studies reporting innovative advances that further knowledge primarily in the areas of science and technology and other topics within the scope of the journal. The Original Research Articles are required to include conclusions/implications which emanate from the empirical data and results of the study. The articles shall be submitted to EJSSD as a full length article (not more than 25 pages in double line spacing) and abstract of 250 words.

**Review Articles:** Review articles are documents which are based on critical survey and examination of a particular subject of research within the scope of the journal. Review articles can take the form of a mini-review (not greater than 2,000 words) or a long review which extends up to 4000 words. Review articles shall include critical evaluation of the works cited, synthesis and explanation of communalities and differences in the literature and conclusion. The conclusion should clearly depict the limitations in the existing literature, future directions to be pursued in research. Review articles need to include the following sections: **Abstract, Introduction, Body (with sub-headings), and Conclusion.**

**Short Communication:** This includes brief scientific notes such as preliminary results, scientific observations, experimental techniques, and recent technological advances in science, technology and social development. Information on indigenous knowledge and practice will also be made known to community through this column. The manuscript for this column should not be more than 4 typed pages. They should have abstract and do not contain more than two figures or tables.

**SUBMISSION:** Submission of a manuscript implies that the manuscript is original contributions, has not been published previously and is not considered for publication elsewhere. All manuscripts should be submitted online using the submission portal (<https://ejssd.astu.edu.et>) typed single column, 12-point font (Times New Roman) on double spacing with margins of at least 2.5 cm all around. The authors(s) should submit the electronic copy of the word format manuscript by opening an account under the link <https://ejssd.astu.edu.et>.

Authors should adhere to the following while submitting the manuscript:

- Papers are accepted only in English.
- Manuscripts should be compiled in the following order: (1) **Cover page/title page**, (2) **Abstract and keywords**, (3) **Introduction**, (4) **Materials and methods**, (5) **Result and discussion**, (6) **Conclusion**, (7) **Acknowledgments**, and (8) **References**.

- The cover page of the manuscript should include the **author's full names, affiliations, telephone and e-mail addresses**. Author/s profile should be in a separate page. One author should be identified as the corresponding author using **asterisk**.
- **Abstracts** of up to **250 words** are required for all papers indicating the *objectives/ purpose* of the research, *methods* used, *major results, conclusions & implications*.
- Each paper should have **four to six keywords** separated by a comma.
- Title and main text heading should be centered and typed in **bold capitals**. Section headings should be concise and numbered sequentially, using a decimal system for subsections.
- All submissions must be limited to **15 - 25 A4 pages** in length (including the cover page, figures, and tables) typed on one side in **12 point font double spaced in Microsoft Word** format.
- Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2,...), 1.2, etc. (the abstract is not included in section numbering).
- All figures and tables must be numbered in the order in which they appear in the paper (figure 1, figure 2, table 1, and table 2). In multi-part figures and tables, each part should be labeled (figure 1(a), figure 1(b)). Figures & tables must be included in the text.
- All figures and tables must be cited in the text.
- All references mentioned in the Reference List must be cited in the text, and vice versa. The citation should be in the name-year format.

## MANUSCRIPT PREPARATION

**Cover Letter:** A letter signed by all authors declaring that it has not been published or submitted for publication elsewhere should accompany the manuscript. The cover letter can be downloaded from the same websites ([https://ejssd.astu.edu.et/linkedpdf/EJSSD%20Covering\\_Letter.pdf](https://ejssd.astu.edu.et/linkedpdf/EJSSD%20Covering_Letter.pdf)).

**Title Page:** Each paper should include the title of the paper and name(s) of the author(s), full addresses and institutional affiliation. It should also indicate name and address (including Email) of the author responsible for correspondence. The title of the manuscript should be selected carefully. It should be concise (maximum of **10 words in 14 font** size), specific and descriptive enough to contain keywords or phrases indicating the contents of the manuscript. **Avoid abbreviations** and formulae where possible.

**Abstract:** Each manuscript should have a structured abstract not exceeding 250 words. The abstract should include the research objectives, methods (design), results, and conclusions/implication. They should briefly describe, respectively, the problem being addressed and objectives of the study, how the study was conducted, the salient results, and what the authors conclude from the results. Abbreviations should be avoided in the abstract. Below the abstract authors should provide a minimum of **six (6) Keywords**.

**Introduction:** This part of the paper should provide background information on the subject, justification or underlying hypothesis for conducting the study, and the major objectives of the research. It should also provide a brief review of literature, limited to information essential to orient the reader.

**Materials and Methods:** This section should present details about the research design and procedures to clearly prove that the research was done following systematic and rigorous scientific approach. It should include the research design utilized including data sources, sampling techniques and sample size, methods of data collection (including the issue of instrument validation), and the scientific method of data analysis. method

**Result and Discussion:** This section must include major findings, assessment of the significance of the findings of the investigation and the possible practical implications. The results of the study shall be discussed with the references to the problems indicated in the introduction or stated as objectives. The results section can stand alone or presented together with the discussion. If treated separately, the result section should include the associated figures, tables, and supplementary information which accurately describe the findings of the study.

**Conclusion and Recommendations:** This section should briefly present the conclusions which emanate from the results of the study. It is expected that the original contributions of the work and its

policy or other implications be briefly described. Recommendations are not mandatory for all fields, and hence a separate treatment could be optional. Yet a critical assessment of the limitation of the study is worth mentioning here indicating possible directions for further research.

**Acknowledgment:** It may be given immediately following the results and discussion or conclusion section but preceding the reference section.

**References:** The journal requires citation of primary sources wherever appropriate. Authors are responsible for ensuring that the sources utilized in the document are properly cited following **APA** (author date) referencing style. References should be listed alphabetically by the author's last name. References should be selected on their relevance and as much as possible, recent references should be cited and the number kept to a minimum.

In case of **Ethiopian names**, the author's given (first) name precedes that of the father's name and the author's given name (Taye, 2017; Abas, 1995, Asmarom, 1973) is used but in the reference section, the author's full name shall be cited:

**Example:**

Asmarom Legesse (1973). *Gada: Three Approaches to the Study of African Society*. New York: The Free Press.

Ethiopian name should not be abbreviated in the reference section (Taye Alemu and not Alemu, T., 2017).). For three or more authors use et al. which is not italics, (Gemechu , et al., 1987).

Some examples of acceptable format for **listing references** in the references section are shown below

**Other References**

**Books:** Reference to a book should contain the name(s) of the author(s), year of publication, full title, name of editor(s) and edition, if applicable, chapter, name and domicile of publishers, first and last page numbers.

*Examples:*

Collier, A. (2008). *The world of tourism and travel*. Rosedale, New Zealand: Pearson Education New Zealand.

Whitney, E., & Rolfes, S. (2011). *Understanding nutrition* (12th Eds.). Australia: Wadsworth Cengage Learning.

**Journal articles:** Include the DOI if available. Examples:

Thompson, C. (2010). Facebook: Cautionary tales for nurses. *Kai Tiaki: Nursing New Zealand*, 16(7), 26.

Huy, C., Becker, S., Gomolinsky, U., Klein, T., & Thiel, A. (2008). Health, medical risk factors and bicycle use in everyday life in the over-50 population. *Journal of Aging & Physical Activity*, 16(4), 454-464.

**Unpublished Materials:** Citations of unpublished and other source materials not readily available in the libraries are not recommendable to include in the references list.

**MANUSCRIPT PEER REVIEW PROCESSES:** The editor-in-chief will acknowledge receipt of manuscripts. All contributions will be initially assessed by the editor-in-chief and then by associate editors for suitability for the journal (*overall soundness, EJSSD guidelines, and scope and evidence of plagiarism or duplicate publication*). Editor-in-Chief reserves the right to refuse any manuscript including desk rejection particularly if the manuscript submitted is not as per the guideline, and to make suggestions and/or modifications before sending it to associate editors and external reviewers. In case of rejection before peer-review, the editor-in-chief writes an explanation for the authors why the manuscript was not suitable for peer-review. Papers deemed suitable will be sent to two external reviewers relevant to the manuscript content. Outcomes and decision of the peer reviewers will be

communicated to the authors. The process generally takes up to 60 days. The review process considers the originality of the work, relationship to literature, appropriateness of the methodology (i.e. built on an appropriate base of theory, concepts, or other ideas), results and conclusions, the implications for the research, practice and/or society and quality of communication. After completion of recommended revisions by the authors, the Editor-in-chief sends the revised manuscript to the Associate Editors and external reviewers, who will eventually check if the comments are incorporated or not. The final decision of external reviewers and editors will be adopted. If the two reviewers recommend acceptance, the paper is accepted directly. If only one reviewer accepts the manuscript, it will be sent to another reviewer. The editorial board reserves the right to edit all accepted manuscripts for clarity or structure, fit within the space available and decide on editorial matters.