

Manuscript Preparation and Submission Guidelines

Formatting

Manuscripts must be prepared on A4 paper using Microsoft Word, Calibri font size 12, double-spaced, with 25 mm margins on all sides. The manuscript should be arranged in the following order: Title page, Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgements, References, Tables, Figures, and Figure Legends. Results and Discussion may be combined where appropriate.

Title Page: The title should be concise, specific, informative, and written in bold font size 14. Avoid abbreviations and formulae. List the full names of all authors and their affiliations using lower-case superscript letters. Provide full postal addresses and email addresses. Clearly indicate the corresponding author with full contact details.

Abstract: The abstract (maximum 300 words) should be written in italics and summarise objectives and main findings. Include 3–5 keywords at the end.

Main Text: Introduction: State the objectives and provide background information. **Materials and Methods:** Describe materials, methods, and study area/population where applicable. **Results:** Explain all the important findings from the study using text, tables, and figures, and emphasise important points. **Discussion:** Interpret findings and draw conclusions.

Nomenclature and Units

Use SI units. Define abbreviations at first use.

Tables and Figures: Place tables and figures close to the relevant text and number consecutively. Table captions should be in uppercase at the top. Figure captions should be in bold sentence case below the figure.

Pagination: Page numbers should appear centred at the bottom of each page.

References

Use APA style. Ensure all citations appear in the reference list and vice versa. References to books, articles and monographs must be identified at the appropriate point in text by the author's last name and publication year. References should be cited in the text using (Name, Year) style. For one author's name and two authors' names in text cite (Gimbi, 2016) and (Magoha and Gimbi, 2016). References with more than three authors should be cited as (Fweja et al., 2016) in the text. With more than one reference to an author in one year, distinguish them by use of a letter (a, b) attached to publication year (e.g., Mbwette, 2016a, 2016b). A series of references within one pair of parentheses will be enclosed, separated by semicolons, e.g., (Magoha, 2014; Ikwaba, 2015; Mutalemwa et al., 2016; Thomas, 2017).

List references alphabetically at the end. Journal papers should be written in the format: Author(s) names, (year). Article title, Name of journal, Volume Number, Issue Number, page range. For books, the reference should include the authors, year of publication, title, edition (where applicable), place of publication, and the publisher's name. Conference proceedings should be listed by indicating the author(s), (year), Title of article, Name of conference, Location and dates of conference, as well as page range. Internet sources should be listed by giving the name of author(s) or company or organisation, (year), Title of article, URL and the date found

Submission

Submit an electronic copy with a signed covering letter from the corresponding author confirming originality and author approval. Only manuscripts that have not been submitted for publication or published elsewhere will be considered. Manuscripts undergo editorial screening and peer review. The review will assess the originality and relevance of the work, the clarity and appropriateness of the methods, the validity of the data, and whether the conclusions are reasonable and adequately supported by the data. The Editorial board reserve the right to demand separate detailed information from the author(s) on methodology used and data analysis methods employed as may be applicable. A decision on every manuscript will be communicated to the respective author(s) within three months from the submission date. Authors must revise promptly upon receiving reviewers' comments. If corrected proofs are not returned within a reasonable time of dispatch, the Editorial Board reserve the right to reject or edit any submitted manuscript approved for publication. Contributors will receive one free copy of the Journal when published.

Length

Indicative length of manuscripts is as follows: **Research papers:** Original high-quality Research papers – up to 8,000 words, preferably, no more than 20 double-line spaced manuscript pages, including tables and illustrations. **Short communications:** up to 2,500 words. **Review articles:** 4,000–8,000 words.

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