

# Author Guide

Submission of manuscripts should be in electronic (MS Word) form as attachments. Address all inquiries and other communications to the address below:

## The Editor

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## Order of Presenting Components of a Manuscript

Empirical research manuscripts should be structured as follows: title, abstract, keywords/descriptors, introduction, literature, theory, methodology, findings and discussion, conclusions and recommendations, acknowledgements and references.

### Title

The title of the manuscript should be brief, clear and reflect 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, theory, methods, findings and conclusions.

### Keywords

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

### Introduction

Expands on the abstract, presents the subject matter of the study, provides context and guides the organisation of the paper.

### Literature Review

Provides an overview of existing knowledge, identifies gaps and contextualizes new research within the existing body of knowledge.

### Theory/Theoretical Framework

Demonstrates the theoretical basis and applicable analytic principles.

## **Methodology**

Explains and justifies the type(s) of methodology and data collection methods. Ethical principles used must be detailed.

- Adequate and reliable interpretation of data.
- Findings and conclusions based on analysis and interpretation.

## **Figures and Tables**

**Figures:** Number consecutively (e.g., Figure 1) with title below and source cited.

**Tables:** Number consecutively (e.g., Table 1) with title above and source at the bottom. No gridlines.

## **Findings and Discussion**

Clearly outline findings and relate to relevant literature.

## **Conclusions**

- Indicate work accomplished and provide explicit conclusion.
- Summarize the argument and highlight implications.
- Mention any limitations or weaknesses.

## **REFERENCES: Use the latest American Psychological Association (APA) citation style**

Note the following regarding use of APA references in text:

Author's surname/authors' surnames and date for paraphrased text

Author's name/authors' surnames, date and page number for direct quotes

Indent long quotations of 40 words or more (omit quotation marks and use a block format in which the quotation is indented about ½ inch or 5 spaces from the left margin.

Proper acknowledgement of conceptual borrowings and existing works is a must.

## List of references

Reference list should be provided at the end of the paper with all cited sources in the text fully, correctly and alphabetically listed.

Pages numbers should be provided for journal articles and anthologies (collection of papers in a book).

## Issuing Frequency

Twice a year: May and October.

## Formatting

### Sectioning:

- LEVEL - BOLD UPPER CASE
- Level - Bold Lower Case
- Level - Bold Lower Case Italics

### Fonts & Margins:

Times New Roman, 12pt, double-spaced on A4 paper.

Left = 1.5", Top/Right/Bottom = 1"

**Text Alignment:** Body - Justified; Headings - Left aligned

**Footnotes:** Only footnotes are accepted. Endnotes are not accepted.

## Submission Format

Submit manuscripts as MS Word attachments. Minimum: 6000 words, Maximum: 8000 words.

- Cover letter signed by corresponding author.
- Cover page with title, author's name, contact, affiliation, corresponding author marked.
- Acknowledgement on title page only.
- Main manuscript with title and content only – no author identity.
- Send to: gjds@ubids.edu.gh

**Fees**

Processing fee upon acceptance:

- GHS 350 for local authors
- USD 150 for foreign authors

Rates subject to review. Bank or Western Union accepted for foreign submissions.

