



SAMARA UNIVERSITY

AUTHOR GUIDELINES

**OFFICE OF RESEARCH AND COMMUNITY SERVICE AFFAIRS VICE
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January, 2018

Samara University, Ethiopia

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1.0. INTRODUCTION

This journal being international, multi-disciplinary, peer-reviewed, academic and research in nature, provides a platform for the publication of innovative and scientific research in the areas of science and development. The journal welcomes original investigations. The papers may represent a diverse theoretical outlooks and different methodological approaches. The major criteria in the review and the selection process concern the significance of the contribution to the area of academics and research.

1.1. HOW TO SUBMIT MANUSCRIPT

Before submitting your manuscript, please ensure you carefully read and adhere to all the guidelines and instructions to authors provided below. Manuscripts not conforming to these guidelines may be returned.

1.1.1. Contact details for submission

Authors are requested to submit their papers electronically using online submission and review web site (www.daagu.org). This site will guide authors stepwise through the submission process. Authors are requested to submit the text, tables, and artwork in electronic form to this address. Authors who are unable to provide an electronic version or other circumstances that prevent online submission should contact the Editor prior to submission to discuss alternative options; email: info@daagu.org The Publisher and Editor regret that they are not able to consider submissions that do not follow these procedures.

1.1.2. Submission checklist

Authors can use the list to carry out a final check of their submission prior to submission to the journal for review. One author has been designated as the corresponding author with contact details:

- E-mail address
- Full postal address
- Please ensure that all necessary files are uploaded.

2.1.MANUSCRIPT CONTENT AND FORMAT

Manuscripts should be written in English and typed 1.5 line-spaced, on A4size pages, with margins of 1.75 cm on each side of the paper top, bottom, left, and right sides, in MS Word. A font size of 12 points and Times New Roman should be used. The major headings of the manuscript such as INTRODUCTION, MATERIALS AND METHODS, RESULTS AND DISCUSSION, CONCLUSION, ACKNOWLEDGEMENTS and REFERENCES should be left aligned and written in UPPERCASE letters. Abstract should be centered. The title of the manuscript should be centered not exceeding 20 words and placed at the top of the page and written in sentence case. All pages in papers must be numbered. The main text should be typed flush left with no indents. Insert one return between paragraphs, and a double return between paper title, and authors' names, and addresses on the first page.

2.2.TYPES OF MANUSCRIPT

2.2.1. Research papers

Research paper should not exceed 3000-4000 words or 8 - 12 pages in length which includes references, tables and figures. Only research papers with multiple studies can go beyond this length with prior consent of editor-in-chief.

2.2.2. Review papers

Critical and comprehensive reviews that provide new insights or interpretation of the subject after a thorough and systematic evaluation of available evidence, may exceed the word limit for research papers if appropriate, and subject to the Editor's agreement.

2.2.3. Short Communications

Short Communications are short papers that present original and significant material for rapid dissemination are limited to 2000 words and shouldn't be subdivided. The paper should contain an abstract, main body and references. The abstract should be limited to 100 words.

Note: - For all types of manuscripts the number of figures or tables or combined should not be more than six.

2.3. DESCRIPTION OF MANUSCRIPT

Manuscripts for full length Research articles (Research papers and Review papers) should be checked for spellings, punctuation, grammar and coherence. All references mentioned in the reference list should be cited in the text, and vice versa. On the top of this, it should be divided into the following sections (in this order): Title page; Abstract, key words; Introduction, Materials and Methods, Results and Discussion, Conclusion, Acknowledgements, References, Tables (each table complete with title and footnotes on a separate page) and illustrations and figures, graphical abstracts / highlights files (where applicable).

2.3.1. Title page

The title page should have the title of the manuscript and full name(s) of the author(s), institutional affiliations. It should also indicate name, address, email, fax, and telephone number(s) of the author responsible for correspondence about the manuscript. Email addresses of all authors is mandatory. Only standard abbreviations should be used within the title.

2.3.2. Abstract

Abstract of the manuscript should not exceed 250 words. The abstract should state briefly the purpose of the research, the principal results and major conclusions. It is often presented separately from the article, so it must be able to stand alone. For this reason, references should be avoided. Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

2.3.3. Key words

Bellow the abstract, a maximum of 5 keywords should be written, avoiding general and plural terms and multiple concepts like, "and", "of". These keywords will be used for indexing purposes.

2.3.4. Introduction

The introduction should clearly state background of the research which includes a summary of literature to indicate justification/rationale of the study and aims to contribute in field of study. It comprises of problem statement and the objectives of the study. Detailed literature survey and summary of results should be avoided.

2.3.5. Materials and Methods

Materials and methods include design, sampling procedures, measurements, data collection and analysis. Studies which involve human participants should have a detailed statement of ethical approval and consent in the methods.

2.3.6. Results and Discussion

Results should be clear and concise and represented by the pertinent findings in the text, tables and figures. Data repetition should be avoided in tables and figures. Result should match with the methods section. Research findings should be presented without interpretation and tables and figures should be highlighted in the text.

Discussion should explore the importance of the results of the work without repeating them. Results should be well interpreted with support of previous findings in this section. Avoid extensive citations and discussion of published literature. Be honest about acknowledging limitations.

2.3.7. Conclusion

Conclusion should state clearly the main inferences of the research findings and it should be self-explanatory and highlighting their importance and relevance.

2.3.8. Acknowledgements

Investigators should acknowledge individuals who substantially contributed for conception, design, acquisition, analysis and interpretation of data. Personnel involved in drafting and critically revising the manuscript and sources of funding also deserve to be acknowledged.

2.3.9. References

Now a days, a number of styles for citing references in research publications are adapted by different journals all over the world. We selected APA style for reference listing and citation as it is convenient and widely adapted by the different reputed journals. This APA style is similar to Harvard style and suitable for multidisciplinary research journals like ours. Some of reference styles are being discussed below:

- APA style is used in the social sciences, arts and humanities.
- Harvard style is similar to APA
- Chicago style is used in the social sciences, arts and humanities.
- Vancouver style is used in medicine and natural science, and sometimes in technology.
- IEEE is similar to Vancouver style.

2.3.9.1. Reference style

APA style (refer the official APA reference style website for more details)

For example:

In-text referencing

APA is an 'author/date' system, so your in-text reference for all formats (book, journal article, web document) consists of the author(s) surname and year of publication.

The basics of an in-text reference in APA:

- Include author or authors and year of publication.
- Use round brackets.

Example: (Smith & Bruce, 2018)

The diagram shows the components of the in-text reference '(Smith & Bruce, 2018)'. Blue arrows point to 'Author(s)' above 'Smith & Bruce', 'Year' above '2018', and 'Use round brackets' to the left of the parentheses. Another blue arrow points to the comma between 'Smith & Bruce' and '2018' with the text 'Add a comma between Author(s) and Year' below it.

2.3.9.2. Journal article

1. Author, A., & Author, B. (year). Title of article. Journal Title, Volume, page range. DOI
2. Schmidt, F. L., & Oh, I.-S. (2016). The crisis of confidence in research findings in psychology: Is lack of replication the real problem? Or is it something else? Archives of Scientific Psychology, 4, 32–37. <https://dx.doi.org/10.1037/arc0000029>

2.3.9.3. Book

1. Author, A. & Author, B. (year). Title of book. Publisher location: Publisher Name. DOI
2. Brown, B. (2010). The gifts of imperfection: Let go of who you think you're supposed to be and embrace who you are. Center City, MN: Hazelden.

2.3.9.4. Chapter in a book

1. Author, A., & Author, B. (year). Title of chapter. In E. Editor & A. Editor (Eds.), Title of book (pp. xx-xx). Publisher location: Publisher Name. DOI
2. Singh, A. A., Hwahng, S. J., Chang, S. C., White, B. (2017). Affirmative counseling with trans/gender-variant people of color. In A. Singh & L. M. Dickey (Eds.), Affirmative counseling and psychological practices with transgender and gender nonconforming clients (pp. 41–68). Washington, DC: American Psychological Association. <https://dx.doi.org/10.1037/14957-003>

2.3.9.5. Web references

1. Author. (Year). Title of page. Retrieved from <http://xxxxxxx> American Psychological Association. (n.d.). Divisions. Retrieved from <http://www.apa.org/about/division/>
2. Note that the title of a website reference may be italic or not italic. If the work stands alone, italicize the title; if it is part of a greater whole, do not italicize the title.

3.1. TABLES, FIGURES AND SCIENTIFIC MEASUREMENTS

Tables and figures should be designed to be clear and easy to read. Information in tables and figures should not be repeated in the text but should emphasize the important findings. Tables should be numbered and referred in the text by their numbers e.g. Table 1. Start each table/figure on a new page after the reference list. Lines in tables should be kept minimum avoiding vertical lines. Footnotes should be in superscript letters to clarify points of potential ambiguity.

Illustrations should be given separately and numbered as figures in sequence like Fig. 1. Each figure should have a descriptive legend with citation in the text.

4.1. GENERAL INSTRUCTIONS

Authors are required to check their submission compliance with all of the following items

1. Manuscript has been neither published, nor submitted to any other Journal
2. All illustrations, figures, and tables should be placed appropriately within the text.
3. If available, URLs for the references should be provided
4. The text should adhere to the guidelines and format of the journal

5. Withdrawal of manuscript will be possible only before the publication, written application to the editor is needed
6. Ethical consideration
 - **Copyright:** Rights related to the publication and distribution of research
 - **Article Sharing:** Details on self-archiving and posting
 - **Article Withdrawal:** Article removal or retractions
 - **Study Subjects Consent:** Ethical assurance should be obtained from concerned bodies

5. DECLARATION OF CONFLICT OF INTEREST

Authors should disclose any personal relationships with other person or organizations that could improperly influence their published work. For instance, potential conflicts of interest will include, employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/ registrations, and grants or other funding. If there are no interests to declare then please state this declarations of interest 'None'. Detailed disclosures as part of a separate declaration of interest form, which forms part of the journal's official records.

6.1.CHANGES TO AUTHORSHIP

Authors are expected to consider carefully the list and order of authors **before** submitting their manuscript. Any addition, omission and rearrangement of author names in the authorship list should be made only **before** acceptance of the manuscript and only if approved by the journal Editor. To request such a change, the Editor must receive proper justification from the **corresponding author**. In the case of addition or removal of authors, this includes confirmation from the author being added or removed .Only in exceptional circumstances, the Editor will consider the addition, deletion or rearrangement of authors **after** the manuscript has been accepted.

6.2.CORRIGENDUM

The authors should bring into the knowledge of editor the corrections and retraction of mistakes or error if any identified even after publication. The corrigendum will be issued with the consent of editor-in-chief.

7. COPYRIGHT NOTICE

Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement'. An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.

8. PRIVACY STATEMENT

The contents, names and email addresses entered in this journal site are exclusively meant for the stated purposes of the journal. The information should not be made available for any other purpose.

