

IJMRD JOURNAL GUIDELINES

Information for Authors

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1. Audience and scope

Audience: universities, research institutions, government policy makers, NGOs, students.

The IJMRD plays an active role in research and development with regard to scientific and socio-cultural issues.

The journal entails publication of original scientific and scholarly research papers, and book reviews on topical issues.

2. Peer review policy

The journal operates on a double blinded peer review process which means the identity of the authors is concealed from the reviewers and vice versa. Authors should refrain from self-referencing so that they don't reveal their identity.

The manuscripts published will be subject to peer review.

Papers that are outside the scope of the journal, that do not comply with the guidelines below or are otherwise judged to be unsuitable by the editorial board will be rejected without peer review.

Papers within the scope of the journal will be sent to at least two independent reviewers for evaluation.

Although the reviewers will advise on the originality and merit of the papers, the editors will decide on their publication.

3. Pre-submission advice and preparation

The journal will accept texts with good English where British usage is preferred and American is accepted but not a mixture of these. This is to ensure that the academic content of the paper is fully understood by editors and reviewers.

4. Manuscript requirements

General requirements

Begin your manuscript (without author names) with title, abstract and key words. The main text must be unnumbered introduction and sections. Include copies of tables and figures at appropriate points within the text.

The journal will accept papers which adhere to the following requirements:

Title Page Document

This should include the title, author's names, affiliations, acknowledgments and any declaration of interest statements and a complete address for the corresponding author including an email address. The author should write a biography up to 200 words.

Section heading should be left aligned, sentence case (capitalize first letter) in bold and *Subheading level 1* should be left aligned, sentence case in italics.

Abbreviations

Abbreviations consisting of initials should omit the full stops, and include the expansion of the abbreviation at the first mention.

Dates

Should be in the style 1 January 1993; 1993-94; 1990s.

Title of the paper

The title should be concise and informative

Main Document

Abstract

The abstract should have up to 400 words, outlining in a single paragraph the aims, scope, methodologies and conclusions of the paper.

Key words.

Provide five key words (in italics) from your manuscript.

Main body

Submissions to this journal should be within the range of 3000 to 4000 words.

Manuscripts submitted to the Journal should be word-processed, with the recommended font being Century Gothic size 12; 1.5 line spacing; numbering pages consecutively.

Main body should contain appropriate sections.

Tables and figures.

The following should be adhered to when preparing tables and figures:

- Placed within the text
- Numbered appropriately with captions.
- Cited consecutively in the text;
- A maximum of 8 figures and 8 tables for review or original manuscripts.
- Symbols and numbering clear and large enough.

Any photograph submitted as a figure must be of high resolution (300 dpi) .tif files at 1.5 desired print size. In order to reproduce any third party material, including figures or tables, in an article, authors must obtain permission from the copyright holder and be compliant with any requirements the copyright holder may have given pertaining to this reuse.

The author must provide declarations/acknowledgement which includes any conflict of interest.

References

All references; headings; quotations, abbreviations, dates, citations, author names, books, journals, theses and websites will be made according to APA procedures. (include samples).

Guidelines to the Authors

The following are the specific requirements for preparing a manuscript.

- *Original articles:* Abstract must have upto 400 words and the main text to have 3000 to 4000 words; and up to 40 references.
- *Invited reviews:* Abstract of up to 400; main text 3000 to 4000 words.
- *Book reviews:* should contain the Title, name of author(s), date, publisher, number of pages, price, ISBN.

5. Submission

The author(s) are kindly invited to submit full text papers including results, tables, figures and references. Full text papers (.doc, .docx) will be accepted only by E-mail: ijmrd@kabianga.ac.ke

All submitted articles should report original, previously unpublished research results, experimental or theoretical. Articles submitted to the IJMRD should meet the guideline requirements criteria and must not be under consideration for publication elsewhere. Manuscripts should follow the style of IJMRD and are subject to both review and editing as in the above requirements.

The author must also submit the checklist as presented.

6. Paper Review

Every article submitted is first subjected to editorial review. If it is consistent with the editorial policy and conforms to the basic guidelines, it is sent to three knowledgeable and experienced reviewers. If at least two reviewers agree that the paper should be published, it is accepted and sent for copy editing or returned to the authors for considerations of the suggestions therein for the reviewers and /or the Editorial Board If the reviewers do not agree with each other, the paper is either sent for further reviewing or the editorial board makes a decision. In this case, the author(s) is/are given a chance to respond to the reviewers comments.

Authors are under no obligations to effect changes suggested by the reviewers as long as they can justify their position.

All published journal papers are refereed by the international competent researchers and scientists. Therefore, a full double - blind international refereeing process is used in which:

Papers are sent to reviewers for their peer review process.

The reviewers' recommendations determine whether a paper will be accepted / accepted subject to change / subject to resubmission with significant changes / rejected.

For papers which require changes, the same reviewers will be used to ensure that the quality of the revised paper is acceptable.

All papers are refereed, and the Editorial board reserves the right to refuse any manuscript, whether on invitation or otherwise, and to make suggestions and/or modifications before publication.

7. Guidelines to Reviewers

The review process for IJMRD will involve sending papers to at least two experts for review and the potentially acceptable paper which requires input of a statistical expert may be sent to one.

The reviewers must know that the manuscript under their attention is a confidential document and any communication with the author of the manuscript must be done through the Journal Editorial office.

The referee will be expected to provide a written advice to the Editorial Board. The Editorial Board will table the advice to the editorial board for consideration and make the final decision. The board will pass the comments (anonymously, of course) to the author.

The IJMRD in their policy will ensure that the author and the reviewer are not known to each other unless otherwise requested by either party and any disclosure and communication will be facilitated by the Editorial Board.

In the case that the reviewer doesn't accept the manuscript, he/she is expected to pass on constructive comments that might help the author to improve the paper, or in preparing a fresh paper. Give detailed comments (with references, where

appropriate) that will help the Editorial board to make a decision on the paper and the authors to improve it.

The following are the broad aspects that we would like comments on:

Focus: The focus must be research and development linkages; is this case here?

Originality: (truly original or known to you through foreign or specialist literature)

Originality is our major criterion for case reports

- Scientific reliability
- Overall design of the study
- The research undertaken-adequately described and the conditions defined

Methods: - Adequately described?

- Appropriate

Results: - Relevant to problem posed?

- Credible
- Well presented (including use of tables and figures)?

Interpretation and conclusions: - Warranted by the data?

- Reasonable speculation?
- Is the message clear?

References: - Up to date and relevant?

- Has the most current literature been used?
- Any glaring omissions?
- As per IJMRD requirements?

Importance of the work: - Suitability for IJRMD and overall recommendation.

- Appropriate for general readership
- If not acceptable, how can the paper be made so?

Other points: - Ethical aspects

- Need for statistical assessment
- Presentation (including writing style)

8. Author rights and benefits

Copyright

Published materials to the journal are covered by Copyright Act..... Authors transfer all rights to the journal upon publication. As part of the license agreement, authors may use their own material in other publications provided that the Journal is acknowledged as the original place of publication. Authors will be required to sign a copyright license form before publication of the article.

Open Access

IJMRD is an open access journal.

Ethical Considerations

For manuscript associated with a study on humans, the authors must supply evidence of approval from a recognized ethics committee. In case the study involved children, details of consent of the caregivers must be submitted alongside the manuscript.

Charges

The charges for manuscripts publications is Kenya Shillings Five Thousand (5000). More details will be provided.

9. Thematic Issues

The editorial board will pick topical themes that will change from time to time.

Consent Letter

Date

To The Editorial Board

IJMRD

UNIVERSITY OF KABIANGA

(FULL ADDRESS)

RE: CONSENT FOR PUBLICATION OF MANUSCRIPT

The above Subject Matter Refers.

I/We do hereby declare that I/We participated in the study and development of the attached manuscript titled:

.....

I/We have prepared the final version and I/we do give our consent(s) for the manuscript to be published in IJMRD.

Authors #1:

#2:

#3:

Names

Signatures

Thank you for your support.

Sincerely,

Name and signature (Corresponding Author)