

AUTHOR GUIDELINES

Papers submitted to the Journal should be original materials in the field of development, not previously published or under consideration for publication elsewhere.

Text: Follow this order when typing manuscripts:

Manuscripts should be in English **Only**.

Full Manuscripts from Title to References should not exceed **20 pages**. Do not number pages.

Must be type written in Times New Roman with a font size of 12pt in Microsoft Word format.

Main text of manuscript should be double-spacing.

Justification left=1.5 Bottom=1 Right=1 Top=1 justify left only. **Do not format**.

The first page should contain the following:

Title of the paper should be **BOLD and CAPITALIZED**

The authors' name: Surname first, other names initialized.

Single Author: **Apusigah, A. A.**

Multiple Authors: *¹**Sadongo, V. W.**, ²**Awo, O.**, ³**Abagale, A. S.**, ⁴**Lassey, K.**

Indicate the Institutional affiliation and a complete address of the author(s).

For the corresponding author, indicate also the e-mail address.

*Corresponding Author's Email: sadongo@gmail.com

There should be a detached page for, title of manuscript, author(s) name, postal address, e-mail address, telephone numbers, institution/departmental affiliation and position (e.g. research fellow, lecturer) and disciplinary area (Agricultural Economics, Adult Education).

No such information should appear in any other page of the manuscript.

Abstract

The manuscript should contain an abstract of not more than 250 words. It should give the synopsis of the title, problem/theme, methods, findings/arguments and conclusion(s).

Keywords/Descriptors

Authors should also suggest five keywords or descriptors that clearly indicate the subject matter of the article.

For example: **Diversity, Sinsablegbini Forest Reserve, Undisturbed, Encroached, Burnt**

These should immediately precede the introduction.

Subsequent pages of the manuscripts should contain the main work: the introduction, problem/theme, methods, findings/arguments, conclusion(s) and the full list of all references used.

Clearly indicate heading levels throughout the main work and should be as follows:

Main Headings: Do not number headings and subheadings. Do not indent paragraph. Capitalize the first letter of each major word and make your text bold. For example, '**The Library and Information Dissemination**'

Subheadings: Capitalize the first letter of each major word, bold and italicize your text. For example, '***Sources of Information***'

Other Subheadings: Capitalize the first letter of each major word and italicize your text. For example, '*Online Sources of Information*'

Abbreviations

Abbreviations in the manuscript should clearly be defined by giving the name in full on its first occurrence followed by the abbreviation in parentheses.

For example: World Health Organization (WHO).

Subsequently only the abbreviation may be used. Author should ensure consistency of abbreviations throughout the article.

Figures, Diagrams and Graphs

All necessary illustrations such as photographs, diagrams and charts or graphs should be referred to in the text as figures. They should be given Arabic numerals numbered consecutively in the order in which they appear in the text. All figures should appear in the text with titles and sources as follows:

Figure 1: School Enrolment 2003

Source: *Ghana Statistical Service, 1998 Annual Report (2000).*

Figure 2: Map Showing the Study Area

Source: *Owusu-Sekyere (2016)*

For Humanities and the Social Sciences the title should appear at the top of the figures and the source at the bottom.

For pure Science both title and source must appear at the bottom.

Tables

Tables should include only essential details. They should be given Arabic numerals and referred to in the text. All tables should appear in the text with titles (on top) and sources (at the bottom) as follows:

Table 1: School Enrollment 2003

Source: *Ghana Statistical Service, 1998 Annual Report (2000).*

Please ensure the figures and the tables included in the manuscript are placed next to the relevant text in the article. These should be editable text and not images. Please ensure that the data presented in them do not duplicate results described elsewhere in the article.

References

References cited in the text should agree with those in the reference list and vice versa (references listed and those cited in the main text). All titles in the reference list should not be abbreviated but rather spelt out. For example: World Health Organization [WHO] (2015)

Any references cited in the abstract must be given in full.

Unpublished results and **personal communications** mentioned in the text should be properly referenced. They should be included in the reference list. They should follow the standard reference style with the publication date changed with "Unpublished results" or "Personal communication".

References in text should be quoted as follows:

Kasise, (2000) or (Kasise, 2000);

Kaleo and Bawumia (2004) or (Kaleo & Bawumia, 2004).

Names of multiple authors should all be listed at first use only, for example: Kaleo, Bawumia and Kaba (2004) or (Kaleo, Bawumia & Kaba, 2004); subsequent use should appear as Kaleo et al. (2004).

Page numbers should be provided for direct quotes. For example (Kaba, 2000:12).

If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

Ghana Revenue Authority [GRA] (2019)

If the **organization has a well-known abbreviation**, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

First citation: (World Health Organization [WHO] 2015)

Subsequent citations: (WHO, 2015) or WHO (2015)

When your parenthetical **citation includes two or more works**, order them the same way they appear in the reference list (alphabetically), separated by a semicolon.

(Kasise, 2000; Owusu-Sekyere 2016)

When your parenthetical citation includes **two or more works from the same author**, list the years of publication in sequence, with the earliest first. Provide in-press citations last. Only list authors' surnames once for each list of dates.

(Teye, 1999, 2003, 2018)

Following this pattern, **multiple works from multiple authors** can be contained within a single parenthetical. Separate authors' sources with a semicolon. Note, however, that the authors' names should be provided in the order they appear in the reference list regardless of when their sources were published.

(Teye, 1999, 2003, 2018; Dei, 2001, 2004, 2019; Abagale, 2005, 2009, 2017)

To prevent confusion when citing **authors with the same surnames**, use first initials with the last names.

(F. Abagale, 2017; A. Abagale, 2019)

If you have **two sources by the same author in the same year**, use lower-case letters (a, b, c) with the year to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.

(Husseini, 2018a; Husseini, 2018b)

If you use a **source that was cited in another source**, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses. Try to locate the original material and cite the original source.

Ansah argued that... (as cited in Dei, 2004, p. 12).

A full **reference list** capturing author name, year of publication, title of work, edition or volume if any, and city and state of publication as well as publisher name in that order should be provided.

Apart from classics, use current date and references. Date and references more than 10 years are considered old and their use discouraged.

All references should appear at the end of the paper in alphabetical order, in strict accordance, as follows:

JOURNAL ARTICLE

Single author:

Maasole, C. S. (2011). The land factor in the Konkomba-Nanumba crisis. ***Ghana Journal of Development Studies***, 8(1): 33-49.

Multiple authors:

Up to seven authors

Dankwa, H. R., Agyakwah, S., Agbogah, K., Abban, E. K., Kolding, J. (2011). Review of catch trends and changes in fish species composition of the Volta Lake during its 45 years of existence. ***Ghana Journal of Sciences***, 51: 43-50.

More than seven authors

Nude, P. M., Hanson, J. E. K., Dampare, S. B., Akiti, T. T., Osae, S., Nyarko, E. S., ... Enti-Brown, S (2011). Geochemistry of pegmatites associated with the Cape Coast granite complex in the Egyaa and Akim Oda areas of southern Ghana. ***Ghana Journal of Science***, 51: 89-100.

BOOK

Nukunya, G. K. (2003). Tradition and change in Ghana: An introduction to Sociology. (2nd ed.). Accra: Ghana Universities Press.

An Edited Book

Haines, A. & Donald, A. (Eds.). (2002). Getting research findings into practice. (2nd ed.). London: BMJ Books.

An Article in a Collection

Hildebrand, M.E. (2002). "Overview: meeting the capacity development challenge: Lessons for Improving Technical Cooperation." In S. Browne (Ed.), *Developing Capacity through Technical Cooperation*: (15 - 36). London: Earthscan Publications.

A Book by a Corporate Author

Ghana Government (2003). Ghana Poverty Reduction Strategy. Accra: National Development Planning Commission.

For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.

Internet References

Information about the author, name(s), dates, reference to a source publication and any further detail should be given if known. And or at least, the full URL and the date when the reference was last accessed should be given. For example:

Apusigah, A. Atia (2004). Gender mainstreaming the GPRS or Is It? [online].
Available: www.isisinternational.org/Publications/article.htm.
Accessed: 4th May 2007.

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