

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, initials of other names.

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

Multiple Authors: ***¹Sadongo, V. W., ²Awo, O., ³Abagale, A. S., ⁴Lassey, 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 dent paragraph. Capitalize the first letter of each major word and bold the text.

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 Enrollment 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 the Sciences 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 IN-TEXT

All references must conform with the APA Referencing style (7th edition). 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 in the text but not included in the reference list. The publication date should be preceded with "Personal communication" as follows:

(E. Alhassan, personal communication, January 5, 2019)

E. Alhassan (personal communication, January 5, 2019) informed the family of ...

References in text

For a single author or works with two authors should be quoted as follows:

Kasise (2000) or (Kasise, 2000)

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

Works with **three or more authors** should be listed in all instances as follows:

(Smith et al., 2010) OR Smith et al. (2010) examined ...

When **direct quotes** are used, page number, page range, paragraph number, section number, table or figure number, or chapter number should be provided. For example, (Kaba, 2000, p. 12).

Include quotes less than 40 words in the paragraph in quotation marks whilst that exceeding 40 words should be in block quote or a separate indented paragraph.

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 (2019) reported that OR (Ghana Revenue Authority, 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. However, if no known abbreviation exists, use the organization's name as it is.

For example;

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

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

When the **citation includes two or more works** from different authors, order them alphabetically, separated by a semi-colon in parenthesis as follows:

(Kasise, 2000; Owusu-Sekyere, 2016)

But the narrative citation can be in any order.

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

For example;

(Teye, 1999, 2003, 2018)

When citing **multiple works from multiple authors**, present citations in alphabetical order (regardless of publication year) separated by a semi-colon.

For example;

(Abagale, 2017; Nyarko, 2009; Teye, 2018)

When citing **authors with the same surnames**, use first initials to differentiate works.

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

If you have **multiple sources by the same author in the same year**, add lower-case letters (a, b, c) to the year of publication in-text and in the reference list.

For example;
(Husseini, 2018a; Husseini, 2018b)

Secondary citation is where you cite information that the author of your reference has also cited without personally accessing the original work. Locating the original source is highly preferred.

In-text citation (example);

Ansah (2010) argued that... (as cited in Dery, 2014, p. 12).
Education is the key to national development (Ansah, 2010, as cited in Dery, 2014).

Provide the full secondary source in the reference list.

REFERENCE LIST

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. The reference list should be presented in APA 7th edition format.

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

General format:

Author, A. A. & Author, B. B. (Year). Title of article. *Title of the periodical*, volume(issue), pages. <https://doi.org/xxxx>

The DOI is used for electronic journal articles but not required for print journal articles.

E.g.;

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.

Use the following when article is by;

Single author: Maasole, C. S.

Multiple authors:

Two authors: Alhassan, A. & Osei, W. M.

3 to 20 authors: List all authors names, use ‘&’ before the final author’s name

21 or more authors: List first 19 authors’ names, use ‘...’ before the final author’s name

Group/organization author(s): World Bank Group

Editor(s): Amponsah, L. & Kusi, M. (Ed.).

BOOK

Author, A. A., & Author, B. B. (Year). *Title of the book* (7th ed.). Publisher. DOI or URL (if any).

DOI or URL is used for electronic books but not required for print books.

E.g.:

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

An Edited Book

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

An Article in a Collection (A chapter in a book)

Author, A. A., & Author, B. B. (Year). Title of the book chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of the book* (2nd ed., pp. #-#). Publisher. DOI or URL (if any)

e.g.;

Hildebrand, M. E. (2002). Overview: Meeting the capacity development challenge: Lessons for Improving Technical Cooperation. In S. Browne (Ed.), *Developing Capacity through Technical Cooperation* (2nd ed., 15 - 36). Earthscan Publications.

A Book by a Corporate Author

Ghana Government. (2003). *Ghana Poverty Reduction Strategy*. 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 oldest 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?* www.isisinternational.org/Publications/article.htm. Accessed: 4th May 2007.

Kmec, J. (2012, March 13). *Where's the Boss? And What Counts as "Work"?* The Society Pages. <https://thesocietypages.org/socimages/2012/03/13/wheres-the-boss-and-what-counts-as-work/>

Thesis or Dissertation

In print:

Author, A. A. (Year). *Title: Subtitle* [Unpublished type of thesis]. Name of institution awarding the degree.

Online:

Author, A. A. (Year). *Title of thesis: Subtitle* [Type of thesis, name of institution awarding degree]. Name of archive or site. URL

For example;

Asamani, T. K. (2010). *Apprenticeship training and human resource development in Tamale Metropolis: The case of automobile industry* [Master's thesis]. University for Development Studies.

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