

Guidelines to Authors

Please read these notes carefully before submission of your article

Ndejje University Journal is a peer-reviewed journal that invites articles which have the potential to influence the ways in which various academic disciplines think about the Ugandan and regional academy. It attempts to show how the academy can positively interface with industry, society and the market in different ways of societal transformation. The central question that the journal seeks to answer is how people, institutions and constituencies cope within, resist and engage the relational nexus between the academy and society and/or industry in the 21st century.

Ndejje University Journal prides itself in publishing original, readable, and theoretically cutting edge articles. All Ndejje University students and over 27 university libraries in the region subscribe it to. Starting with this issue, Ndejje University Journal will be available online via the Ndejje University website: <http://www.ndejjeuniversity.ac.ug/publications>

Ndejje University Journal publishes the work of established and upcoming scholars whose work is of critical and theoretical significance in their respective academic areas. Amongst our authors are academics whose work is deemed theoretically refreshing, conceptually innovative and critically challenging. Ndejje University Journal provides a platform for such scholars to establish their niche in the world of scholarship.

All articles submitted to Ndejje University Journal are peer-refereed. While some submitted articles require minor revisions, others require major revisions. We request that our referees assist the authors to revise their articles for publication in Ndejje University Journal or for submission elsewhere if not appropriate for Ndejje University Journal. The referee reports will indicate whether or not a paper is publishable, and the editors will then, where necessary, work with authors on the re-conceptualisation, any additional modifications and/or any other issue(s), which may need addressing before the article is published in the journal. This may require revisions (conceptual, stylistic, and factual) over and above those initially identified by the referees. Thus, authors need to be prepared and available to improve their articles. We ask authors to help us to ensure timely publication by fulfilling their own responsibilities in this partnership. Our objective is to ensure the best possible outcome — articles which have a potentially high international impact.

Author Details

We require the following information about each contributor

- **L**ast name
- **F**irst name
- **T**itle
- **A**ffiliation

- **Address**
- **Email address**

Submission Guidelines

- **Submissions** should be original works not simultaneously submitted elsewhere.
- Papers should be between 5,000-10,000 words in length, including references and endnotes.
- **UK** English spelling must be used.
- **An** Abstract of about 300 words and a list of about 5 Keywords should be provided.
- **Articles** should be submitted to the Editor-in-Chief at the email address journal@ndejeuniversity.ac.ug.
- **In** cases where the author has no access to the Internet, a hardcopy addressed to the Editor-in-Chief should be delivered to the School of Postgraduate Studies, Ndejje University, P.O BOX 7088 Kampala and/or the school's office on Balintuma Road Mengo.
- **Electronic** copies should be submitted in Word compatible formats. Please place title, name, contact details and acknowledgements on the cover page. On the second page, put only the title of the paper. This is to ensure blind refereeing.
- **Submission** to, and acceptance by, Ndejje University Journal implies that the journal has an exclusive right to publish the article, in both printed and electronic formats. We cannot consider articles being considered for publication elsewhere. However, the author can seek for permission from Ndejje University Journal to publish his work elsewhere. Permission will be given only if the publication will take place after the 5 year embargo that the journal places on all articles it publishes.
- **Authors** whose work is accepted will be required to sign a contract with the journal.
- **Referencing** should be done according to the APA Style Sheet 6th Edition as the examples below show:

In Text

Book: Chambers (1983: 110-112)

Organisation as author: UNDP (2003: 14)

Reference list

Bhabha H. and G. Viswanathan. (2002). Border crossings in education. *Cultural Critique*, (35), 2, 34-48.

Chambers, R. ed. (1983). *Rural development: putting the last first*. London: Longman.

Ezedu, H. (2001). Cross-cultural learning. In (Eds.), *Co-operation in African education* (2nd Ed., pp. 134-138). Pretoria: UNISA Press.

Kurland, P. B. and L. Lerner, eds. (2000). *The founder's constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/> (accessed 2 April 2004).

Figures and images

Authors who feel it is necessary to include figures and images with their articles must take note of the following information:

- **E a c h** figure/image/photo/table is counted as taking up the space of 280 words
- **T h e** images must be sent via email, separately from the article, usually in jpeg format (i.e. The images must not be included in the Word document of the actual article)
- **T h e** author must indicate in the article exactly where he wishes each image to be placed. The images must be numbered to correspond with the order in which the images appear in the article.
- **E a c h** image must have a caption, which also mentions where the image is sourced from (note: many authors take their own photos, but for those who use other people's images, they must receive permission to include the images in their articles)

Additional Notes about Referencing

The authors should note that when refereeing submissions, apart from conceptual coherence, logical argument, adequate empirical substantiation, etc., our editorial board and referees are asked to address the following:

- **I s** the article adequately referenced?
- **A r e** the references accurate?
- **I f** submission is not initially in APA referencing style we will evaluate the paper anyway, and we will ask for a resubmission in APA if the article is accepted.
- **A l l** submissions are required to be submitted with short abstracts and five or six key words.
- **D o e s** the abstract accurately reflect the substance of the article? Is the abstract suitable for inclusion in an index?
- **N d e j j e** University Journal sometimes receives articles, which have been previously published elsewhere with a request that particular articles be considered for republication in specific theme issues. This status does not itself automatically merit reprinting in Ndejje University Journal. (Sometimes a theme issue is well served by republishing such an article.) However, we have sometimes found bibliographic and other errors in such publications, not to mention conceptual and other difficulties,

which may require revision and updating. To safeguard both the authors' and Ndejje University Journal's interests, such submissions (if considered by the Editor) will be automatically sent on to our consultants and referees for evaluation.

Please Read the Above Guidelines and Keep Them Handy

- Accepted submissions which do not adhere to them (especially with regard to referencing) will not be published until the author has made the corrections.
- **Authors** who fail to internalise the above guidelines often delay publication. Please help us to keep the journal appearing on time by adhering to the basic procedures listed above.
- **The reviewing process** can take anything between 6 weeks and much longer. The international norm is four to six months. We ask our referees for reports within 6 weeks of being sent them the articles, but often reviewers are slow to respond for all sorts of reasons. Please be patient during this process.

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