

# East African Journal of Social and Applied Sciences (EAJ-SAS)

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## Description and Open Access Statement

East African Journal of Social and Applied Sciences (EAJ-SAS) is a multidisciplinary **OPEN ACCESS JOURNAL** of Social and Applied Sciences Published and owned by the Moshi Cooperative University (MoCU). The EAJ-SAS is a forum for the wider dissemination of current knowledge on multidisciplinary issues related to socio-economic development of the East African Countries. EAJ-SAS is published both online and through print media.

## Aims and Scope

Multidisciplinary in nature and with a strong practical orientation, this peer reviewed journal publishes articles related to and report significant developments drawn from economic development, business, management practice, cross-cutting issues such as environment and gender; policy, the public and the private sector, land reforms, and non-profit organisations. The journal also publishes articles which provide practical insights on doing business in East Africa from local and global and macro and micro perspectives.

To this end, EAJ-SAS invites contributions from professionals from all over the world who are working on the above-mentioned development issues to submit, research-based articles, policy debates, review articles and book reviews. All submission must be done online using the following email: [ejj-sas@mocu.ac.tz](mailto:ejj-sas@mocu.ac.tz) Copy to: [ejjsas@gmail.com](mailto:ejjsas@gmail.com).

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## Submission Guidelines

- (i) Manuscripts and all editorial correspondence should be addressed to the EAJ-SAS chief editor at: [ejj-sas@mocu.ac.tz](mailto:ejj-sas@mocu.ac.tz) Copy to: [ejjsas@gmail.com](mailto:ejjsas@gmail.com).
- (ii) Contributors must provide their affiliations and complete postal and email addresses with their articles.
- (iii) All articles should be double-spaced throughout (not only the text but also displayed quotations, notes, references and any other matter). Research based Articles should not exceed 8,000 words including references. All articles must be accompanied by an abstract of 150–200 words and 5 keywords. Notes should be numbered serially and presented at the end of the article. Notes must contain more than a mere reference.
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- (vi) Spellings of words in quotations should not be changed. Quotations of 45 words or more should be separated from the text and indented with one space with a line space above and below.
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- (ix) Tables and figures to be indicated by numbers separately (see Table 1), not by placement (see Table below). Present each table and figure on a separate sheet of paper, gathering them together at the end of the article. All Figures and Tables should be cited in the text. Source for figures and tables should be mentioned irrespective of whether or not they require permissions.

- (x) All photographs and scanned images should have a resolution of minimum 300 dpi/1500 pixels and their format should be TIFF or JPEG. Due permissions should be taken for copyright protected photographs/images. Even for photographs/images available in the public domain, it should be clearly ascertained whether or not their reproduction requires permission for purposes of publishing (which is a profit-making Endeavor). All photographs/scanned images should be provided separately.
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- (xii) Arrangement of references: Reference list entries should be alphabetized by the last name of the first author of each work. In each reference, authors' names are inverted (last name first) for all authors (first, second or subsequent ones); give the last name and initials for all authors of a particular work unless the work has more than six authors. If the work has more than six authors, list the first six authors and then use et al. after the sixth author's name.
- a) Chronological listing: If more than one work by the same author(s) is cited, they should be listed in order by the year of publication, starting with the earliest.
- b) Sentence case: In references, sentence case (only the first word and any proper noun are capitalized – e.g., 'The software industry in India') is to be followed for the titles of papers, books, articles, etc.
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- d) Italicize: Book and Journal titles are to be italicized.

(xiii) Citations and References should adhere to the guidelines below (based on the Publication Manual of the American Psychological Association, 6<sup>th</sup> edition). Some examples are given below:

**(a) In text citations:**

- (i) One work by one author: (Kilima, 2013) or 'Kilima (2003) found that among the epidemiological samples...'
- (ii) One work by two authors: (Kumburu & Pande, 2017) or Kumburu and Pande (2017) found that...

- (iii) One work by three or more authors: (Liheta, Bee & Mayala, 2018) [first instance]; Liheta *et al.* (2018) [Second instance onwards].
- (iv) Groups or organizations or universities: (Moshi Co-operative University, 2016) or Moshi Co-operative University (2016).
- (v) Authors with same surname: Include the initials in all the in-text citations even if the year of publication differs, e.g., (A. Sife, 2016; F. Sife, 2018).
- (vi) Works with no identified author or anonymous author: Cite the first few words of the reference entry (title) and then the year, e.g., ('Study finds', 2017); (Anonymous, 2001).
- (vii) If abbreviations are provided, then the style to be followed is: (Muhimbili University of Health and Allied Sciences [MUHAS], 2013) in the first citation and (MUHAS, 2013) in subsequent citations.
- (viii) Two or more works by same author: (Shigini, 2018, 2019, in press)
- (ix) Two or more works with different authors: (Mwakilema, 2018; Bikolimana, 2019)
- (x) Secondary sources: Manumbu's diary (as cited in Nolasco, 2013).

**b) Books:**

Buberwa, Erick (2017). *Employees of the 21<sup>st</sup> Century*. Moshi: Moshi Co operative University Press.

**c) Edited Books:**

Ngailo, L., & Sanga, E. (Eds) (2018). *Agricultural Marketing for Smallholder Farmers in Tanzania*. Dar es Salaam: Mkuki na Ngao Books.

**d) Translated books:**

Katundu, M. (2006). *Unequal development* (trans. I. Kazungu). Dar Es Salaam: KIUTA Press.

**e) Book chapters:**

Mchopa, A. (2015). The Procurement Approach for Public Entities in Tanzania. In P. Nade and P. Panga (Eds), *Reclaiming the Value for Money*. (pp. 47–88). Dar es Salaam and Dodoma: Mars Press.

**f) Journal articles:**

Ngowi, N. (2018). The Human Right Paradigm in Developing Countries. *Quarterly Review*, 2(5), 32-47. doi: 10.1037/0278-6133.24.2.225 [Doi number optional]

**g) Newsletter article, no author:**

Initiative for Bride Price Proposal to Men in Africa. (2016, February/March). *PRUS News @ a Glance*. Retrieved from <http://www.ncrjs.gov/html>

**h) Newspaper article:**

Mnyasa, C. (2013, May 30). Obesity reflects economic, social status. *The East Africa*, pp. A1, A3.

**(ix) In-press article:**

Mtani, B. (in press). Participation of Women in Agricultural and Marketing Co-operative Societies in Tanzania. The Cultural Phenomena. Retrieved from <http://cogprints.org/5780/1/ECSRAP.F07.pdf>

**(j) Non-English reference book, title translated into English:**

Real Academia Espanola. (2001). *Diccionario de la lengua espanola* [Dictionary of the Spanish Language] (22<sup>nd</sup> ed.). Nairobi, Kenya: Author.

**(h) Special issue or section in a journal:**

Rwekaza, G., & Bamanyisa, J. (Eds) (2014). The Integrated Co-operative Model in Tanzania [Special Issue]. *Psychology, Public Policy, and Law*, 11(5), 1-18.

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- The Editor first cursorily examines the manuscript to check whether there is an obvious reason to reject it, for example, if it does not fit well within the aims and scope of EAJ SAS.
- Once the preliminary checks are done, the manuscript is peer-reviewed, a stage which usually takes 2–3 weeks, but may take longer time in some cases. EAJ-SAS follows a typical double-blind review process, meaning that the author does not get to know who reviews the manuscript and similarly, the reviewer does not know who wrote it.
- Depending upon the reviewers' recommendations, the manuscript is accepted or rejected or, most likely, rewriting suggestions are given to the author, who then modifies the manuscript as per the requirement and sends a revised manuscript.
- Once the Editor decides to accept a manuscript, then the author is requested to send an electronic version (MS Word format) of the final document, which is then forwarded to the copy editor.
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- Several rounds of quality-checking are done at the publisher's end, during which, the Production Editor may choose to send further queries (if necessary) to the authors through the Editorial Officer. The authors are shown the typeset proofs of their articles, so that they can review their articles and send proof corrections (if any), before the final version goes into print.

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