

# Injibara Journal of Social Sciences and Business

## 4.2. Author Guideline

Manuscripts that do not comply with the formatting guidelines, or exceed the length restrictions, may be returned to the authors for amendment. Authors should strictly adhere to the styles and formats provided below when organizing their manuscripts for consistency of manuscripts formatting across authors.

### 4.2.1. Manuscript preparation for original research

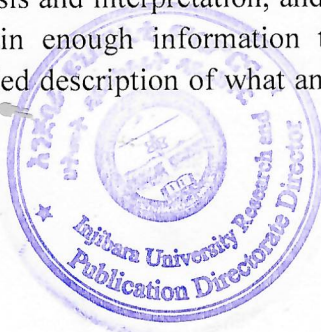
Full-length original research manuscripts should follow a format that consists of *Title page, Abstract, Introduction, Materials and Methods, Result, Discussion, Conclusion, Declarations and References*. Do not number the headings; instead, use bold fonts for the headings.

**I. Title Page:** The title should be concise, short and informative. It should not be more than 15 words, should be bold and centred. Example: “**Guidance and counselling services in secondary schools in eastern Gojjam Administrative Zone: a mixed design evaluation of priority needs, service barriers and facilitators**”. The title, Contact information of all authors such as Surname/Other names, affiliation, emails, and phone/fax numbers should all be included on a title page as the first page of the manuscript file. The full names, institutional addresses, and e-mail addresses for all authors must be included on the title page. The corresponding author should also be indicated in this section (i.e., a clear indication and an active address of the corresponding author (institutions, postal address, telephone, e-mail etc. is required).\*

**II. Abstract:** An abstract is a brief, comprehensive summary of the contents of the paper that pulls readers to read the entire article. The abstract of the manuscript submitted to IJSSB should be 150-250 words and must contain general objective, methods, major findings, conclusion and the way forward for original articles, followed by **3-5** keywords. It should be written in Times New Roman and *Italic* with font size 11 and single spacing in a **structured format**.

**III. Introduction:** A brief section usually **not** more than a page. The introduction acts as a lead-in to a statement of the more specific purpose of the study. It should provide background that puts the manuscript into context and allows readers to understand the purpose, significance of the study, define the problem and including key literatures of controversies in the field. Thus, the introduction should clearly conceptualizes the topic and indicate the gap in relation to the previous literature.

**IV. Methodology:** this section must describe, in detail, 1) the approach and design of the study, 2) the study participants (sample size and sampling technique if any), 3) data collection techniques, 4) data analysis and interpretation, and 5) ethical issues (if necessary). Ideally, this section should contain enough information to enable other researchers to replicate the study. Clear and detailed description of what and how the study was conducted



increases objectivity for further replication. For example, detailed description about the participants and their recruitment procedures is important. Besides, the instruments subsection should describe the techniques used to gather information, including how the validity and reliability of data collection techniques were checked. The procedure or data collection subsection is used to explain how the study was conducted. The author(s) should describe when the information was collected, where, and by whom. It is very important to provide a full description of the procedures. The extent of details contained in this section may vary depending on the type of research design employed.

**V. Results:** The results should be presented objectively. In general, authors should describe the characteristics of the participants in the first section of the results. Authors may use narrations, descriptions, tables, graphs, charts, statistical models, formulas, etc., to write this section depending on the type of data and research approach employed in their study.

**VI. Discussion** They should further explain how the results relate to the objectives presented as the basis of the study and provide a succinct explanation of the implications of the findings, particularly in relation to previous related studies and potential future directions for research. In this section the author(s) should indicate how the results are related to the research problem or hypothesis. It should be a nontechnical interpretation of whether the results support a hypothesis or answer a research question. If the study is exploratory or contains unexpected findings, the authors should explain why they believe they obtained these results. The explanation should include an analysis of any deficiencies in the methodology utilized and an indication of other research that may explain why certain results were obtained. The authors should also indicate implications of the study for future research and practical applications.

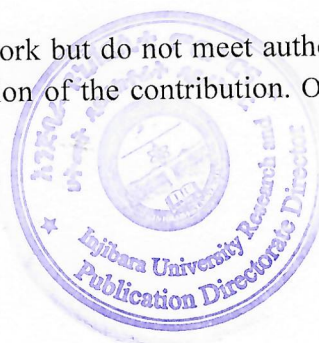
In general, this section includes the results or findings of the study supported by discussion. It contains data presentation, data interpretation and/or discussion substantiating the result of the study with other relevant literature, theory, and empirical evidence. In this section, authors are expected to show their unique and/or new contributions to knowledge by comparing their findings with existing literature.

**VII. Conclusion and recommendations:** The conclusion statement should include major conclusive ideas of the paper, which emanated from the results or findings of the study. The conclusion may magnify major findings of the study and its implication as well as the importance of the work for practical application of knowledge and extension of ideas. Author(s) can forward the major recommendations, though it is optional. Recommendations of the study should be stated following the conclusion with brief statements. The recommendation may deal on suggestions of remedial options for intervention by concerned bodies to manage investigated issues within the study.

**VIII. Declarations:**

**Acknowledgments (Optional):**

Individuals who who contributed to the work but do not meet authorship criteria should be listed in the acknowledgments with a description of the contribution. Organizations and institutions that



provided support in terms of funding and/or other resources should also be acknowledged. Authors are responsible for ensuring that anyone named in the acknowledgments agrees to be named.

### **Competing Interests**

Declaration of Conflicts of Interest should be stated in the manuscript. IJSSB requires that all parties involved in a publication (i.e. the authors, reviewers and editors) should transparently declare any potential Competing Interests (also known as Conflicts of Interest). The disclosure of a Competing Interest does not necessarily mean that there is an issue to be addressed; it simply ensures that all parties are appropriately informed of any relevant considerations while they work on the submission. "No competing interests" is declared for none. Potential competing interests should be declared even if the individual in question feels that these interests do not represent an actual conflict. Examples of Competing Interests include, but are not limited to: possible academic rank promotion and/or financial benefits if the manuscript is published; prior working, or personal, relationships with any of the authors; patent activity on the results; consultancy activity around the results; personal material or financial gain (such as free travel, gifts, etc.) relating to the work; personal convictions (religious, political, etc.) which may have a bearing on the work, and so on. While possible financial benefits should appear here, actual funding sources (institutional, corporate, grants, etc.) should be detailed in the funding disclosure statement.

### **Funding**

Separately from declaring Competing Interests, IJSSB also requires that authors disclose the financing which made the work(s) possible. The Funding statement is published in the final manuscript. This disclosure provides added transparency.

### **Ethical consideration**

In this section authors are expected to state all activities including ethical approval of their studies and any steps conducted to reduce ethical dilemma during the conduct of the study.

### **Availability of data**

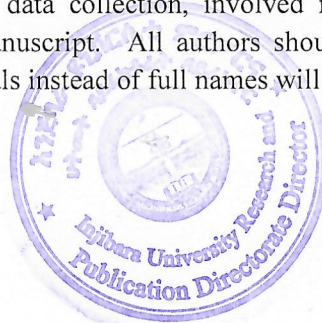
Author (s) may be requested whether the study data are available to third parties to view and/or independent use/reanalyze. Authors are expected to make the data available to public. Statement of availability of the data should be stated here. If the authors are unable to make the data available, reasons need to be stated and the links need to be given if they make it available.

### **Consent to publish**

In cases when the authors are to publish images of the participants that disclose the identity of the persons, consent to publish has to be obtained from the participants and this has to be stated in this section.

### **Authors' contribution**

All authors are expected to have major contribution in the manuscript. The contribution of each author need to be stated. For example, authors who conceived the idea, authors who involved in drafting proposals, authors who involved in data collection, involved in data analysis, involved in report writing, involved in revising the manuscript. All authors should approve the final version of the manuscript prior to submission. Initials instead of full names will be written for anonymity.



**References:** IJSSB follows the APA referencing and in-text citation style. The list of references should only include works that are cited in the text and that have been published or accepted for publication. The references should be alphabetized by first author's last name, publication year, and pagination where appropriate, as indicated and each listing should follow the latest edition of the American Psychological Association (APA) publication manual. Unnecessary citations must be avoided and only works of value to your paper must be cited. Accuracy in text-citations and references is the mandatory responsibility of the authors. Careful quotations are very important in manuscript preparation. All formatting and write-up styles of in-text citation (both narrative and parenthetical), tables, figures, referencing, abbreviations, etc. should coincide with the latest APA publication manual manuscript preparation guidelines.

#### 4.2.2. Specific Guideline to Prepare Review Article:

The Review Article shall contain the following in the order given.

**I. Title page:** the title page contains similar formatting of the title page as it was done for title page of the original manuscripts. Usually, the title may contain the word "Review" or "systematic review" to indicate that the study was review and not an original study.

**II. Abstract:** The abstract of the review article should be formatted as the abstract for original studies except variations in contents in each section of the abstract.

**III. Introduction:** The author needs to introduce the review title and giving the background information and state the purpose of review.

**IV. Methods:** The author must identify the search strategies or specific organizational methods. The author needs to develop the criteria of inclusion and exclusion. Data sources and geographical information should be clearly stated, The author needs to identify the characteristics of study subjects and statistical analyses used in the review

**V. Results:** the results section should contain: the characteristics of the articles reviewed, the synthesis of the articles. Tables and graphs may be used to synthesize the results section.

**VI. Discussion:** The author needs to restate the purpose and relevance of the review in light of undertaken objectives. The author should include all the results including the statistical significance (if any). Results and their relevance should clearly and concisely be discussed.

**VII. Conclusions and Recommendation:** The author should discuss the implications of findings, interpretations and should identify unresolved questions. The author should assess whether the review was adequate to reach a conclusion or not. Based on the findings and conclusion, the author should forward the future direction of the research in the reviewed field.

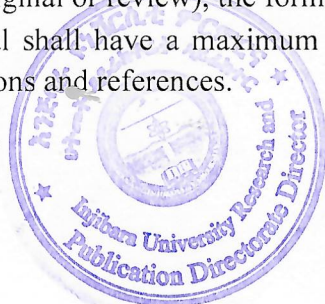
**VIII. Declarations: similar to original studies (see: sections above)**

**IX. References:** The referencing and citations should follow the latest version of APA style.

#### 4.2.3. Manuscript Formatting and Style

For all types of manuscripts (original or review), the formatting should be as follows:

- An article in the journal shall have a maximum of 4000 words excluding abstract, tables, figures, declarations and references.



- The articles in the journal shall have **abstracts** with a maximum of **5 key words**;
- Number of Columns: Single Column
- Font Family: Times New Roman
- Font Size: 12 pt.(justified on both sides)
- Spacing: abstract single space, 1.5 for the body
- Page Size: A4 (Journal page size: 6.5”X9.5”)
- Page Orientation: Portrait
- Top Margin: 0.7 Inch
- Bottom Margin: 0.7 Inch
- Left Margin: 0.67 Inch
- Right Margin: 0.56 Inch

**Tables:** Each table should be typed on a separate page and should be numbered consecutively in Arabic numerals and attached to the end of the text after the references. They should be supplied with headings and kept as simple as possible and should be referred to in the text as “table 1”, etc.

**Figures:** Figures should be numbered consecutively in Arabic numerals with proper legends. Legend for figures (incl. photographs) should be listed consecutively on a separate page after tables. Total number of figures and tables must not exceed 7.

#### 4.2.4. Manuscript Submission Process

The journal require any or all authors of a manuscript to sign the letter of submission, or to sign or agree with a submission form which is prepared for this purpose (letter **of manuscript submission form**) just to confirm that all the listed authors have agreed at all of the contents. The corresponding author is solely responsible for having ensured that this agreement has been reached, and for managing all communications between the Journal and all co-authors. Before submission, the corresponding author ensures that all authors’ names are included in the author list, its order has been agreed by all authors, and that all authors are aware that the paper was submitted.

Submission of manuscript to the journal is **e-mail based**. Authors are required to submit their manuscript(s) to the office of the journal through its e-mail address, [ijssb@inu.edu.et](mailto:ijssb@inu.edu.et) following call for papers. The method of manuscript submission to the journal would be advanced to be **website-based/system-based** after the technical assistants develop a website address for the journal.

