

## Guide for Authors – TJIS

### Aim and Scope

The TEKU JOURNAL OF INTERDISCIPLINARY STUDIES (TJIS) is an open access online Journal published by Teofilo Kisanji University twice a year--in June and December. TJIS is an applied Journal publishing peer-reviewed high quality and scholarly research papers, conference papers and book reviews with international standards. TJIS accepts a wide range of papers, both research-based and theoretical based speaking to major issues in education, arts, humanities, sciences and social sciences.

### Acceptable Manuscript

Manuscripts accepted by TJIS should be written in Kiswahili for research papers based on the field of Kiswahili and English (United Kingdom) for non-Kiswahili based fields. Editors will consider well-presented, well-documented and well-argued papers dealing concisely with an issue having important contribution to the body of knowledge. Any manuscript with some traces of instigation towards hate or misunderstanding will not be accepted despite complying to our policy.

Two papers of the same author can only be published in the same issue. However, if the author submits more than two papers, the rest will be saved for consideration in the next issues. Manuscripts that have not been proof red by the author before submission to TJIS will be returned for proofreading. TJIS entitles the author as the first editor of his/her paper. TJIS encourages authors to have the second or perhaps the third eye readers of their papers to improve them for their possibility of acceptance by TJIS.

### Manuscript Arrangement

Author(s) should submit well-typed and well-proofed manuscripts on A-4 Paper, Microsoft Word, 12 font size, Times New Roman and double spaced. The manuscript should be submitted electronically with a covering letter signed by the author stating that, the author(s) agree with the content and approve its submission to the Journal. Author (s) should be aware that they are directly responsible both for the views expressed in their papers and for the accuracy of any data quoted. This means that plagiarism, data falsification, fabrication or any form of cheating is not permitted in academic writing. Papers detected of committing any form of cheating will not be published by this journal.

The length of the manuscript should be between 5,000 and 8,000 words including references for both theoretical and research based papers. Tables, Charts, Diagrams and Figures should be directly inserted and explained properly with sources indicated at the bottom. They should be numbered consecutively in the order in which they are referred to in the text with a brief captions to make them as informative as possible.

The content of the Research based manuscripts should be arranged in the order of title page, abstract, key words, introduction, theories and methods, findings and discussions, conclusions and recommendations and references. Theoretical papers should bear a logical sequence of presentation having an introduction, statement of the problem, the main thesis of the paper, theoretical perspective (if possible), the main issues discussed and the conclusion and recommendations. Page numbers should appear at the centre of the bottom edge of the page.

### Title page

The title of the manuscript should be concise (at least 20 words), specific, informative and clearly defined in bold using 13 font size. Full names of author(s) with his/her corresponding affiliation(s) should be indicated below the title. Full address of the author(s) including current e-mail and the corresponding author especially for the co-authored paper should be well-indicated.

## Abstract

The abstract should be placed on the first page of the paper. An abstract should contain up to 250 words which give a synopsis of the study background, objective, methodology, major findings of the research, conclusions and recommendations. Undefined abbreviations should not be entertained in the abstract. The abstract shall be in italics.

## Keywords

Up to six keywords representing main concepts of the paper should be written at the end of the abstract in italics.

## Body of the Text

The main body of the manuscript should include the following sections for formal research-based papers:

### Introduction

Should clearly describe genesis of the problem and clearly state the problem and the objectives of the study. Under this part, an author should give grounds which have influenced him/her to conduct the study so that readers can understand the central focus of his/her study without any doubt. The author can state some questions that arose due to the stated background situation in order for readers to understand the questions which the author is determined to answer.

### Theoretical perspectives and methods OR Materials and Methods

This section should briefly and critically state the theoretical perspective which guides the study (if available), review some previous empirical studies underlying the study and clearly defines the population of the study, sample size and its sampling procedures, area of the study with research based reason(s) for the choice of such area, tools for data collection with reasons. It should also state the way in which the author went through analyzing and presenting the data.

### Results

This section should present all the important findings and provide information about the reliability of the results. At this section, authors are required to present the authentic data obtained in the field following APA 6th edition. The use of tables and figures is allowed for quantitative data. Qualitative data should be presented thematically.

### Discussions of the Findings

To discuss the research findings, a researcher is required to rely on the findings he/she presented. The researcher should show his/her position as he/she discusses the results by showing his/her claim that has to be defended by reasons and sound evidences from scholars' arguments, and perhaps from his/her real life experience or his/her observations from the field. This means that, authors need not to narrate the obtained findings; they need to discuss them being supported by enough and more recent sources. The author should have a general strong closing statement of his/her discussion. However, combining results and discussion together is allowed.

### Conclusion and Recommendations

This is an important part re-stating the thesis/argument of the paper and what the author recommends. The conclusion should summarize the major findings of the author's research. After concluding, the author

should provide a sound and implementable solutions to the stated problem with reflection to the objectives and major issues explained in the study.

### Book Reviews

A book review will have a maximum of 2,000 words. At the title page, the reviewer should show the full information of the book he/she has reviewed followed by his/her full address and affiliations. A book review should be arranged in paragraphs basing on the chapters of the reviewed book. The reviewer should show the pages of the interested statements from the reviewed book. The reviewer should show his/her conclusion and recommendations on the book reviewed.

In principle, the book review must contain three important aspect, the summary of the book (in chapters form), the acknowledgement to the author (where you appreciate the good things you found in the book when reading it), the criticism for the book (where you pinpoint the weaknesses of the book) and the conclusion (where you state the usefulness of the book despite its weakness). In this case, it is expected that any book review submitted to the journal should be critical enough to suit the advancement of academic work.

### References

References should be checked carefully and cited according to APA 6th edition Referencing System. Authors are highly asked to read carefully and understand well the edition in order to comply with TJIS. Accepted Papers which do not follow the APA style properly will be returned to authors to comply with this directive before their publication.

### Peer-Review Process

Papers for publication in this Journal must undergo a blind review processes. The first review will be done by the editorial office to ensure that the paper (a) is well-presented, (b) is well-documented, (c) is well-argued, (d) has something it contributes to current scholarship, and not fabricated, not falsified and is not plagiarized. The paper that meets these five aspects will be forwarded to two anonymous reviewers who are competent in a particular discipline from different institutions and organizations within and outside Tanzania. If the paper does not meet these important necessities, it will be returned to the author with suggestions for improvements for the Paper to qualify for submission to peer reviewers. After the review process the accepted Paper will be returned to the author with a special form from the Editorial office that requires him or her to show how he or she has addressed the reviewers' comments. The author will have to return the revised manuscript to the editorial office alongside the filled special form. Eventually, the Paper will be published online; the author will receive a link to view his or her publication.

### Submission of Manuscripts

To submit your paper, you have to register to the submission portal by clicking on the "Register" for the new author or "Login" for the registered authors at the sections appearing at the top right hand where you will find other procedures. You are asked to submit your blind manuscript in separate files from the title page. Your blind manuscript for peer-review should contain the Title of your Paper, the Abstract and the Paper content only. The title page, which is submitted separately, should contain the Title of your Paper, your names (three official names are preferable), your affiliation, physical address, and e-mail address for each author.

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