

CATHOLIC UNIVERSITY COLLEGE OF MBEYA
A Constituent College of St Augustine University of Tanzania
Catholic University of Mbeya Journal (CUMJ) Policy

1.0 GUIDELINES TO AUTHORS

Guidelines Objectives

These Guidelines describe the Catholic University of Mbeya Journal (CUMJ) and the general procedures for managing the dissemination of results from research and consultancy activities in different fields, including Education, Business, Social Sciences, Law, and Humanities.

Guidelines' General Objective

The general objective of these Guidelines is to provide direction in planning, coordinating and controlling all matters related to dissemination of research and consultancy results in the University through a scholarly Journal.

Specific Objectives

Articles published in the CUM Journal shall follow a timely rigorous peer review process to bring about the recent and current accepted information. These guidelines intend to:

- i. Support a fair and timely peer review process with valuable inputs from responsible editors and reviewers;
- ii. Lead authors to adhere to the guidelines and procedures designed to ensure fairness and best practices to the subscribers;
- iii. Direct authors to make constructive recommendations for improving the overall process along with better production support and global dissemination of the information published in the Journal;
- iv. Encourage and motivate scientific and empirical research information by striving towards professional peer review and timely publication.

AUTHOR SUBSCRIPTIONS

- CUMJ shall provide rapid annual publication of free access online journal articles in all areas related to Education, Business, Social Sciences, Law and Humanities;

- CUMJ shall welcome submission of manuscripts that meet the general criteria of significance and scientific excellence. A letter of acceptance or denial shall be sent to author approximately three months after the submission of manuscripts;
- As a member of Publisher International Linking Association, CUMJ will follow the Creative Common Attribution License and Scholars Open Access publishing policies;
- The author will submit a manuscript to CUMJ through an official e-mail to the CUMJ Editorial Office (cumj@cucom.ac.tz);
- A manuscript number and response will be e-mailed to the relevant author within 72 hours after submission for further correspondence;
- CUMJ will post the published version of articles immediately after publication on its website and authors will be notified accordingly.

INSTRUCTIONS TO AUTHORS

- An author shall be accountable for the presented data and information in his/her respective article along with taking responsibility of its contents;
- An author shall present genuine original outcome of his/her research, and an appropriate and relevant citation will be done, while presenting the data and documenting the discussion;
- An author shall provide information which is comprehensible and reproducible. Supporting information such as figures and tables provided by the author should be legible and must be technically reproducible;
- An author shall not repeat any previous research data from themselves or anyone else, while submitting an original manuscript for a primary publication in any Journal. The reported scope of work should be based on proper citation from other publications influencing the current research;
- Before submitting any article, authors should check the scope of the Journal and in case of any question they should contact the Editorial Office;
- Authors shall strictly adhere to the authorship criteria. All listed authors must have made a significant contribution to the research presented in the manuscript and approved by all its claims;

- Any person to be considered as an author of an original research article must have contributed in any of the following ways: designed the study, executed the study or conducted the experiments, took part in analyzing the data, supported in documenting the article and drawing the conclusion, and spearheaded the project as a principal investigator. It is mandatory to include everyone who has made a significant contribution towards the completion of the research work under consideration;
- Any financial or personal interest that governs the findings or research in the manuscript along with the details of financial support and its sources, should be revealed;
- Through the submission of an article, the respective author agrees that the article is neither under consideration, nor published in any other Journal;
- Plagiarism checkup will be observed where the tolerance level is 10%

2.0 SUBMISSION OF AN ARTICLE

In order to reduce delays, authors should ensure that the level, length and format of a manuscript submission conform to CUMJ requirements at the submission and at each revision stage. All submissions should be accompanied with a covering letter briefly stating the title, significance of the research, agreement of authors for publication, supporting manuscripts and any supplementary information. Current e-mail address of the corresponding author should be also included to facilitate communication.

3.0 CUMJ PAPER LAYOUT

General Instructions

All manuscripts must be in English or Kiswahili language for the case of Humanities. These guidelines include complete descriptions of the fonts, spacing, and the related information:

- 2.5 cm margins on all sides;
- Easily readable font - Times New Roman recommended, 12 font size;
- 1.5 lines spacing in the entire paper, excluding the abstract which should be single spaced;
- The entire paper should not exceed 15 pages or less than 10 pages;
- Page numbers should be inserted in the footer, aligned to the center;
- Title of the paper should be in sentence case and should not exceed 17 words;

- The paper should basically include the following - Title Page, Abstract, Key words, Main Body (Introduction, Statement of the problem, Methodology/Materials, Results and Discussion, Conclusion and recommendations) References and Appendix, if any.
- Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title or heads, unless they are unavoidable.

4.0 ARTICLE PREPARATION FORMAT

Manuscript Title: The title should not exceed 17 words and should not contain abbreviations. The title should be a brief phrase describing the contents of the paper.

Author Information: Complete names and affiliation of all authors, including contact details of the corresponding author (Telephone, Fax and E-mail address).

Abstract: The abstract should be informative and completely self-explanatory, briefly present the topic, state the scope of the investigation, indicate significant data, and point out major findings and conclusions. The abstract should summarize the manuscript content in 150 to 200 words. Standard nomenclature should be used and abbreviations should be avoided. The preferable format should accommodate a description of the study introduction, background, methods, results, conclusion and recommendations. Following the abstract, a list of keywords should range from 3 to 5 and abbreviations should be included.

Introduction: The introduction should set the tone of the paper by providing a clear statement of the study, the relevant literature on the study subject and the proposed approach or solution. The introduction should be general, but focused enough to attract a reader's attention from a broad range of academic disciplines.

Methodology: This section should provide a complete overview of the design of the study. Detailed descriptions of materials or participants, sample size, methods and instruments for data collection, comparisons, interventions and types of analysis should be mentioned. Furthermore, the published procedures should be cited and important modifications of published procedures should be mentioned briefly.

Results and Discussion: The results section should provide complete details of the experiment/analysis that are required to support the conclusion of the study. The results should be written in the past tense when describing findings in the authors' experiments/analysis. Results and discussion should be combined. Speculation and detailed interpretation of data should not be included in the results but discussed.

Conclusion and Recommendations: Make conclusion based on key findings obtained for each specific objective. Therefore, at least, one recommendation has to be made based on conclusion to reflect stakeholders of interest.

References: Only published or accepted manuscripts that were cited should be included in the reference list. Meetings abstracts, conference talks, or papers that have been submitted, but not yet accepted, should not be cited. CUMJ uses the **American Psychological Association (APA-Style-current edition) Referencing** approach.

Tables: These should be used at a minimum and designed as simple as possible. Tables are to be typed single-spaced throughout, including headings and footnotes. Each table should be on a separate page, numbered consecutively in Arabic numerals and supplied with a heading and a legend.

Figures: The preferred file formats for photographic images is Joint Photographic Expert Group (JPEG). If you have created images with separate components on different layers, you should send the Photoshop files. All images must be at or above intended display size, with the following image resolutions: Line Art 800 dpi, Combination (Line Art + Halftone) 600 dpi, Halftone 300 dpi. Image files must also be cropped as close to the actual image as possible.

5.0 EDITERIAL TEAM

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CONTACTS OF CUM Journal

Catholic University College of Mbeya, a Constituent College of St Augustine University of
Tanzania (SAUT)

Editorial Office

P.O Box 2622, Mbeya, Tanzania

Email: cumj@cucom.ac.tz

Website: www.cucom.ac.tz