



# Journal of Innovation and Social Science Research (JISSR)

eISSN 2591- 6890

**Author Guideline**

## Contents

- Description
- Audience
- Patron
- Editorial Board
- Author Information

Submit the Manuscript online at <http://journals.ifm.ac.tz/jissr>

## Description

---

Journal of Innovation and Social Science Research (JISSR) is an annual publication of the Institute of Finance Management (IFM) that publishes original articles and review articles in areas of education, law, political sciences, computational sciences, sociology, human resources management, linguistic and mathematics. All papers published by the journal are subject to a minimum of double blind review.

## Audience

---

Researchers, academicians and executives

## Patron

---

Prof. Tadeo Satta

## Editorial Board

---

|                        |                 |
|------------------------|-----------------|
| Dr Faraja Igira        | Managing Editor |
| Dr Yustin Bangi        | Secretary       |
| Dr Grace Kamugisha     | Member          |
| Dr Rebecca Majinge     | Member          |
| Prof. Ravinder Rena    | Member          |
| Ms Archana Shrivastava | Member          |

## Author Information

This guide is for authors who intend to submit papers to the Journal of Innovation and Social Science Research (JISSR). Please check with this guide before you submit your manuscript to JISSR. Submissions that do not meet the outlined standards will be rejected.

## Review process

Each paper is first screened by the editorial board and, if it is judged suitable for review for publication in the JISSR, it is then sent to two reviewers for double blind peer review. The review process is summarized in Figure 1.

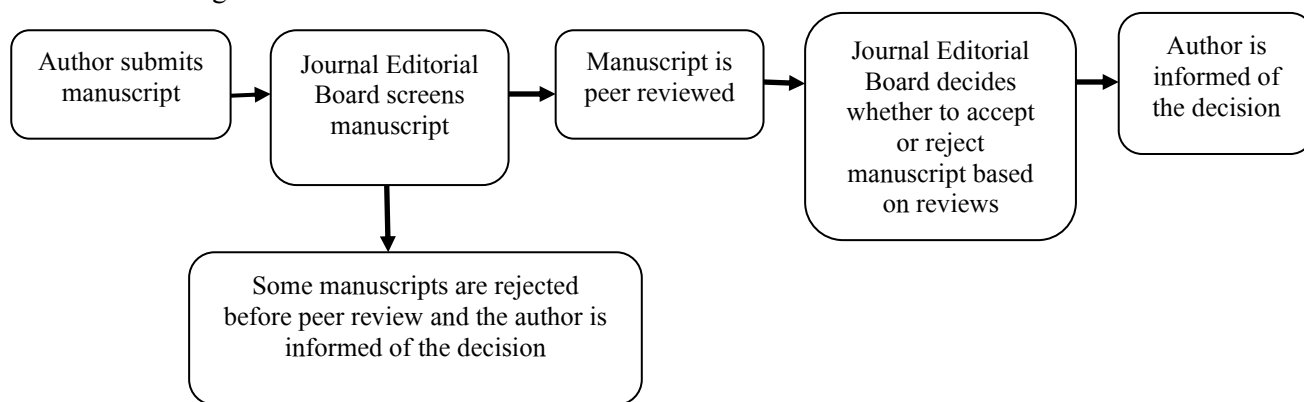


Figure 1: The JISSR Review Process

## Preparing your manuscript

### 1. File Format

Manuscript files can be in the following formats: DOC or DOCX, PDF. Documents should not be locked or protected.

### 2. All Text Format

#### 2.1. Layout , Spacing and Length

All texts should be in Times New Roman font style, Single Spaced and Full Justification, including the abstract and the appendices. Page Margins should be set at 1-inch (2.54cm) on all sides. Include page numbers in the manuscript file. Page numbers should be placed at the Bottom-right of the page. Use continuous page numbers (do not restart the numbering on each section).

For in body texts, set 0.5-inch first line indentation of a paragraph, except the first paragraph of each section. Insert ONLY a single space between sentences or words. Try to avoid using section or page breaks, except where Portrait is followed by Landscape and vice versa. Do not format text in multiple columns. Manuscripts should be of not more than 5000 words (excluding the abstract, references and appendices). There are no restrictions on number of tables, figures, or amount of supporting information. We encourage you to present and discuss your findings concisely.

#### 2.2. Footnotes

Footnotes are discouraged. Try as much as possible to place the information into the main text or the reference list, depending on the content.

### 2.3. Language

Manuscripts must be submitted in English. Make sure that the manuscript has been proof read before submission. To avoid unnecessary errors you are strongly advised to use the 'spell-check', and 'grammar-check' functions of your word processor. You are also advised to use software for 'plagiarism check' to promote originality of your work (It should not exceed 15%).

### 2.4. Abbreviations

Define abbreviations upon first appearance in the text. Do not use non-standard abbreviations. Keep abbreviations to a minimum.

## 3. Title Format

Paper title should be centered in 14-point size, bold font style. Capitalize the first letter of principal words and leave all other letters as lowercase. Set multiple line spacing at 1.15cm. For example:

### **Science, Technology and Innovation: Challenges and Opportunities for Low-income Countries**

## 4. Authors Format

### 4.1. One Author

If only one author writes the paper, centre the author name, authors' affiliation addresses and email information. For example:

**James N. Tomas**  
Institute of Finance Management (IFM)  
Tanzania  
[james@ifm.ac.tz](mailto:james@ifm.ac.tz)

### 4.2. Two or More Authors

If two or more authors contribute to the paper, use a table to arrange two or three columns for the authors' information. The table should have no borders. For example:

|  |  |
|--|--|
| <b>Author 1</b>  | <b>Author 2</b>  |
| Institute of Finance Management (IFM)                    | Institute of Finance Management (IFM)                    |
| Tanzania   | Tanzania   |
| <a href="mailto:author1@ifm.ac.tz">author1@ifm.ac.tz</a> | <a href="mailto:author2@ifm.ac.tz">author2@ifm.ac.tz</a> |

Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that contact details are kept up to date by the corresponding author.

## 5. Headings Format

Limit manuscript sections and sub-sections to 3 heading levels. All headings are set flush left. Capitalize the first letter of principal words and leave all other letters as lowercase. Set 6pt spacing after each heading. That is,

- Level 1 Headings: 12-point size, bold font style
- Level 2 Headings: 12-point size, bold font style
- Level 3 Headings: 12-point size, bold font style, italics

For example:

### **3. Study Methodology**

#### **3.1. Study Design**

##### ***3.1.1. Data Collection Tools***

Divide your article into clearly defined and numbered sections. Subsections should be numbered as indicated above (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading.

## **6. Tables and Figures Format**

Figures and tables should be embedded in the body of the paper. The title of figures and tables should be in 10-point size, bold font style. Capitalize the first letter of principal words and leave all other letters as lowercase. If the data in the columns of your table include items in parentheses (like p-values), they should be included below the data they refer to, not beside them. For in-text references the words “Table” and “Figure” are always capitalized.

### **6.1. Tables Format**

The title of tables should be on the top left of a table. Text in tables should be in 10-point size. Use Landscape where necessary to keep table text together. Try to avoid separating a table into two pages, just move text to keep table together. When a table has to move to the next page, try not to leave large gaps between texts. For example:

**Table 1: Information Technology Risk Categories**

| <b>S/No.</b> | <b>Category</b>  | <b>Meaning</b>  | <b>Example Risks</b>  |
|--------------|------------------|---|---|
| 1.           | Technology       | Hardware fails or becomes unreliable; software proves unreliable                                  | Loss of internet router<br>Loss of database server  |
| 2.           | Security         | Hardware loss, damage or theft; data theft or corruption  | Unauthorized network access via web server<br>Leakage of customer data via CV, memory stick, etc. |
| 3.           | Policy and Legal | Absence of procedures or policies leads to inappropriate use; inability to recover from incidents | Disaster recovery procedure for servers undocumented and untested<br>Breach of software licences  |

#### **Indications of statistical significance levels in table notes**

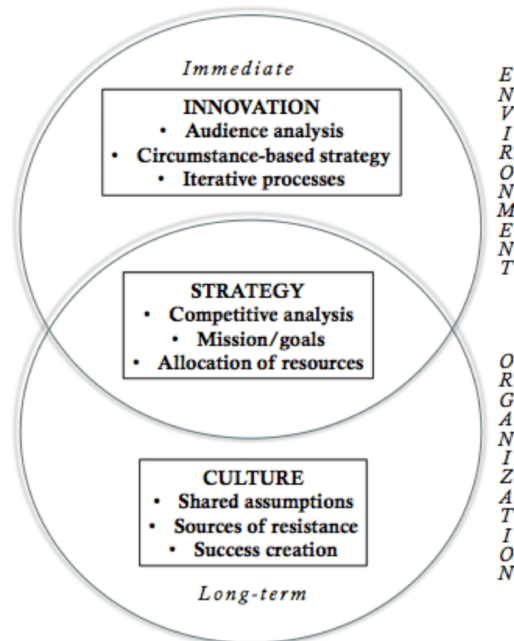
\*, \*\*, and \*\*\* represent significance levels of 0.10 [or 10 percent], 0.05 [or 5 percent], and 0.01 [or 1 percent], respectively.

#### **Table notes**

Table notes appear at the bottom of the table. Notes should be as brief as possible; for example, rather than including extensive definitions of variables in the notes, consider placing the definitions in an Appendix, and referring to the Appendix in the notes.

## 6.2. Figures Format

The title of figures should be centred below a figure. For example:



**Figure 2: Logic of innovation indicating the importance of culture and vision (Source: American Press Institute)**

## 7. Equations

We recommend using MathType for display and inline equations, as it will provide the most reliable outcome. If this is not possible, Equation Editor is acceptable. Avoid using MathType or Equation Editor to insert single variables (e.g., “ $a^2 + b^2 = c^2$ ”), Greek or other symbols (e.g.,  $\beta$ ,  $\Delta$ , or ' [prime]), or mathematical operators (e.g.,  $x$ ,  $\geq$ , or  $\pm$ ) in running text. Wherever possible, insert single symbols as normal text with the correct Unicode (hex) values.

Do not use MathType or Equation Editor for only a portion of an equation. Rather, ensure that the entire equation is included. Avoid “hybrid” inline or display equations, in which part is text and part is MathType, or part is MathType and part is Equation Editor.

## 8. Hypotheses, Definitions, Theorems, Lemmas, Etc.

The headings of hypotheses, definitions, theorems, propositions, and similar items are set in initial cap and small caps (boldface). The text, including mathematical expressions, is in italics. Indent the first line from the left margin (0.5 inch) with a further hanging indent (0.5 inch) for any subsequent lines of text. If there is more than one hypothesis, definition, etc., number them consecutively using Arabic numerals. After the item, drop a line and continue with the text of the article, flush left. For example:

***Hypothesis 1:** Abnormal returns have a positive partial correlation with the innovation in prior quarter earnings for the previous three periods.*

Subsequent references in the text should refer to Hypothesis 1, for example.

## 9. References Format

The reference should follow the **American Psychological Association (APA)** referencing style. The list should be arranged alphabetically according to the surname of the first author or editor, and not be numbered at the end of the paper. Please see the most common examples of references and notes below.

### 9.1. In-text citations

The **in-text citation** is placed at the exact point in your document where you refer to someone else's work, whether it is a book, journal, online document, website or any other source. The following guidelines apply to all types of sources, including online documents and websites.

The in-text citation consists of author (or editor) and publication year, in brackets. For example:

Agriculture still employs half a million people in rural Britain (Shucksmith, 2000).

An author can be an organisation or Government Department (known as a 'corporate author'). For example:

(English Heritage, 2010)

If there are 2 authors, both, or all 2, names should be given. For example:

(Lines and Walker, 2007)

If there are 3 or more authors, cite the first author, followed by 'et al.' For example:

At the end of a sentence (Morgan et al., 2013) and

In the beginning of a sentence Holding et al. (2008)...

To refer to 2 or more publications at the same time, list in date order and separate by a semicolon. For example:

(Taylor, 2013; Piper, 2015)

For several documents by the same author published in the same year, use (a, b, c). For example:

(Watson, 2009a; 2009b)

If the author's name occurs naturally in the sentence, only the year of publication is given. For example:

In his groundbreaking study, Jones (2014)...

If the date cannot be identified, use the phrase 'no date'. For example:

(Labour Party, no date)

If there is no author, use a brief title instead (title is in *italics*). For example:

(*Burden of anonymity*, 1948)

For web pages, use author and date; if no author, use title and date; if no author or title, use URL & date. For example:

(https://www.brookes.ac.uk, 2014) (*Use this ONLY when there is no author or title*)

Page number(s) for in-text citations should be included when there is a need to be more specific, e.g. referring to specific information or data, or when making a direct quotation. Use p. (for a single page) or pp. (for more than one page). If page numbers are not given (e.g. for some ebooks), use the information that is available, such as 58%. For example:

(Thompson, 2011, p.100) or (Thompson, 2011, 58%)

**Secondary sources:** (this means a document which you have not seen but which is quoted or mentioned in a source you do have). Link the 2 sources with the term ‘cited in’ or ‘quoted in’. For example:

...Turner’s analysis of development trends (2000, cited in Walker, 2004, p.53).

**NB for above example of secondary sources:** *You can only include the source you have actually read in your reference list, so, unless you have read Turner yourself, you can only include Walker in your reference list. However, it is good practice to try to read the original source (Turner) so that you can reference it in addition to Walker.*

### Handling Quotations in the text:

**Short quotations** may be run into the text, using single or double quotation marks (*be consistent*). For example:

As Owens stated (2008, p.97), ‘the value of...’

**Longer quotations** should be a separate, indented, paragraph – no need for quotation marks. For example:

Simone de Beauvoir examined her own past and wrote rather gloomily: The past is not a peaceful landscape lying there behind me, a country in which I can stroll wherever I please, and will gradually show me all its secret hills and dales. As I was moving forward, so it was crumbling (Simone de Beauvoir, 1972, p.365).

## 2. Reference List

At the end of your paper you need to provide a complete list of all sources used. The entries in the list(s) are arranged in **one alphabetical sequence** by author’s name, title if there is no author, URL if no author or title – **whatever has been used in the in-text citation**, so that your reader can go easily from an in-text citation to the correct point in your list.

All references, **including those for online resources**, must contain author, year of publication and title (if known) in that order. The second line should be indented five inches. Further details are also required, varying according to type of source (see below):

**Printed books or reports AND Ebooks** *which look the same as a printed book, with publication details and pagination:*

- i) **Author/Editor:** Surname/family name first, followed by initials. Include **all** authors. For editors, use (Ed.) or (Eds).  
An author can be an organisation or Government Department.
- ii) **Year of publication:** Give the year of publication in round brackets, or (no date).
- iii) **Title:** Include title as given on the title page of a book; include any sub-title, separating it from the title by a colon. Capitalise the first letter of the first word and any proper nouns. Use *italics*.
- iv) **Edition:** Only include if not the first edition. Edition is abbreviated to ‘edn’.
- v) **Place of publication and publisher:** Use a colon to separate these elements. If more than one place of publication, include only the most local.

vi) **Series:** Include if relevant, after the publisher.

Example of printed book, or ebook which looks like a printed book, or report:

Shone, A. and Parry, B. (2013). *Successful event management: a practical handbook*. 4th edn. Andover: Cengage Learning.

Example of organisation/Government Department as author:

Department of Health (2012). *Manual of nutrition*. 12th edn. London: TSO.

Example of book with no author:

*Whitaker's almanack* (2013). London: J Whitaker and Sons.

#### **eBooks for which publication details and page numbers are not available AND Online reports**

- i) Author/editor
- ii) Year of publication (in round brackets)
- iii) Title (use *italics*)
- iv) Retrieved from URL (Accessed: date)

Marr, A. (2012). *A history of the world*. Retrieved 23 June 2014 from <http://www.amazon.co.uk/kindle-ebooks>.

#### **Edited book**

- i) Place editor's name in author's position, followed by (Ed.) or (Eds.)
- ii) Author, Initial(s). and Author, Initial(s). (Eds.). (Year). Title of Book. Location: Publisher.

For example:

Money, J. and Schiffman, G., (Eds.). (1966). *The disabled reader: Education of the dyslexic child*. Baltimore: Johns Hopkins Press.

#### **Chapter in a book:**

- i) Author of chapter
- ii) Year of publication
- iii) Title of chapter
- iv) 'in' and then author, title of complete book (*in italics*) page numbers of chapter (in brackets). place of publication, publisher,

Smith, H. (1990). Innovation at large. In S. James (ed.) *Science and innovation* (pp. 46-50). Manchester: Novon.

#### **Journal articles, print and electronic:**

- i) Author
- ii) Year of publication
- iii) Title of article
- iv) Title of journal (*in italics*). Capitalise the first letter of each word in title, except for words such as 'and', 'the', 'of'
- v) Volume number (no brackets), issue number and/or date (all in round brackets)
- vi) Page numbers or equivalent (*issue and page numbers may be replaced by article numbers*)
- vii) Retrieved from URL (Accessed: date) (*if required*) OR DOI (*if available*)  
(*URL is required for an article which is ONLY available online*)



Example of print or online journal article:

Matsaganis, M. (2011). The welfare state and the crisis: The case of Greece. *Journal of European Social Policy*, 21(5), pp.501-512.

Example of online journal article including doi:

Williams, J. (2000). Tools for achieving sustainable housing strategies in rural Gloucestershire, *Planning Practice & Research*, 15(3), pp.155-174. doi:

### Conference papers:

Example of a Conference Paper that is available Online:

Winstone, N. and Boud, D. (2017). Supporting students' engagement with feedback: the adoption of student-focused feedback practices in the UK and Australia. *Annual Conference of the Society for Research into Higher Education (SRHE), Newport, South Wales, 6-8 December 2017*. Retrieved 22 May, 2018 from <https://www.srhe.ac.uk/conference2017/abstracts/0074.pdf>.

**For papers available online, include viewed date and URL (web site address).**

Conference Paper: Published (Print/Proceedings):

Wilde, S. and Cox, C. (2008). Principal factors contributing to the competitiveness of tourism destinations at varying stages of development. In S Richardson, L Fredline, A Patiar and M Ternel (Eds.), *CAUTHE 2008: Information systems in developing countries* (pp. 115-8). Griffith University, Gold Coast, Qld.

**The techniques for referencing conference papers are very similar to those used when referencing a journal article. Put the conference name in italics.**

IAENG (International Association of Engineers) 2017. *World Congress on Engineering 2017, Imperial College, London, UK, 5-7 July 2017*.

**This example shows how to deal with organisations as corporate authors. The name, place and year of the conference are italicised because they form part of the title of the work.**

Conference Paper: Unpublished:

Tomscha, S. (2017). *Wetlands for people and place: developing a blueprint for ecosystem service restoration in Wetlands*. Paper presented at the EIANZ Annual Conference, Tu Kaha: Stand tall, Wellington, New Zealand, 29 October -1 November 2017.

**For unpublished papers, include the phrase 'paper presented at...' before the name of the conference. You do not need to put the conference name in italics.**

### Newspaper articles, print and electronic:

Potter, R. (2013, 20 May). Time to take stock, *The Guardian*, p.15.

**(If specifically using an online version, include the URL and date accessed)**

### Web page (the main web page, not a pdf on the web page):

OXFAM (2013). *Gender justice*. Retrieved 12 June 201 from <http://policy-practice.oxfam.org.uk/our-work/gender-justice>.

**Pdf on web page:** *[Follow guidelines on previous page for referencing ebooks and online reports]*

**Report from a database:**

Mintel Oxygen (2014). Prepared meals review – UK – May 2014. Retrieved 12 June 2014 from <http://academic.mintel.com>.

**Email:**

Saunders, L. (2010, 18 August). Email to Linda Hinton.  
*[You can also use this pattern for other personal communications e.g. letter, conversation]*

**Film on YouTube:**

Page, D. (2008). *How to draw cartoon characters: how to draw the head on a cartoon character*. Retrieved 26 August 2016 from <https://www.youtube.com/watch?v=g18gHMKFlhM>.

**Photograph from the internet:**

Lake, Q. (2010). *Emperors' heads outside the entrance to the Sheldonian Theatre, Broad Street, Oxford*. Retrieved 26 August 2016 from <https://blog.quintinlake.com/2010/11/05/photos-of-the-emperors-heads-sheldonian-theatre-oxford/>.

**Thesis:**

Matheson, C. M. (2004). *Products and passions: explorations of authenticity within Celtic music festivities*. PhD thesis. Glasgow Caledonian University, London. Retrieved 23 June 2014 from <http://ethos.bl.uk/OrderDetails.do?did=5&uin=uk.bl.ethos.414865>.

**Working Paper:**

Malter, D. (2014). *Eclipsed and confounded identities: When high-status affiliations impede organizational growth*. Harvard Business School Strategy Unit Working Paper No. 15. Retrieved 10 February 2015 from <http://dx.doi.org/10.2139/ssrn.2505184>.

**Interview:**

Taylor, F. (2014, 15 March). *The future is bright*. Interview with Francis Taylor. Interviewed by Sally Ross for *BBC News*. *[If published on the internet also include the URL and date accessed]*

## Manuscript Organization

Manuscripts should be organized as follows. Instructions for each element appear below the list.

**Beginning section:** *The following elements are required, in order:*

- Title page: List title, authors, and affiliations as first page of manuscript
- Abstract (should not be more than 250 words)
- Introduction

**Middle section:** *The following elements can be renamed as needed and presented in order:*

- Literature Review
- Methodology
- Results
- Discussion
- Conclusions

**Ending section:** *The following elements are required, in order:*

- References
- Supporting information - appendices (if applicable)

**Author inquiries should be sent to:**

The Editorial Board,  
Journal of Innovation and Social Science Research (JISSR),  
Institute of Finance Management,  
P.O. Box 3918,  
5 Shaaban Robert Street,  
11101 Dar es Salaam,  
Tanzania  
Email: [jissr@ifm.ac.tz](mailto:jissr@ifm.ac.tz)