



International Journal of Professional Practice

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KENYA METHODIST UNIVERSITY

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Editorial Guidelines

1. Information for Contributors

The Kenya Methodist University *International Journal of Professional Practice* (*The IJPP*) is an interdisciplinary Journal dedicated to the publication of research articles, perspectives and commentaries related to social and economic life as well as innovation. *The IJPP* publishes articles from scholars globally.

2. Submission of Articles

The IJPP is open to all contributors irrespective of country of origin, institutional affiliation, race, colour or creed. Manuscripts are accepted for publication on the basis on their originality, clarity of presentation, use of relevant references, contribution to knowledge and importance or relevance to scholars and professionals, adequacy of discussion and conclusions as well as conformity to the *The IJPP* editorial policy.

The articles are blind peer-reviewed to ensure that the content is suitable for publication in *The IJPP*. A paper may undergo a series of reviews, edits and re-submissions before finally being accepted or rejected for publication.

The IJPP reserves the right to edit all copy as deemed appropriate for length and the overall style of the Journal. The editors will attempt to maintain the style and point of view of the author(s). Wherever possible, the author(s) will be consulted with respect to major changes.

3. Procedures for Submission of Articles

Any one of the following procedures can be followed:

- (i) Send as attachment by e-mail (the preferred method).
- (ii) Send hard copy in triplicate with electronic copy on CD.

4. Specifications for Research Articles

It is recommended that research articles should adhere to the following structure:

- (i) **Title:** The title must be concise and specific. (Utmost 21 words).
- (ii) **Name and affiliations of authors.**
- (iii) **Abstract:** This must not be longer than 300 words (short abstracts are preferred) and should summarize the content of the paper including objectives and primary purpose of the article, methodology, design, setting, measurements, data analysis, key findings and conclusions. Below the abstract, the author(s) shall provide at least 5 key words (*italicized*) from the article. Listing keywords will help researchers find the article in databases.
- (iv) **Introduction/Background**
- (v) **Materials and methods**
- (vi) **Results**
- (vii) **Discussion** (This must be separate from the conclusion)

(viii) Conclusion

(ix) References and citations: References and citations must follow the APA style. Internet references and citations must give the full URL and the date of observation.

5. Specifications for length of articles

- (i) Research Articles shall not be more than 4,000 words (12 pages, 12 pt, Times New Roman, single-spaced). Longer articles, in some cases, may be accepted with the permission of the Editor-in-Chief.
- (ii) Review Articles shall not be longer than 4,000 words (12 pages, 12 pt, Times New Roman, single-spaced).
- (iii) Perspectives shall not be longer than 1,700 words. (4 pages)
- (iv) Commentaries and letters to the editor shall be no longer than 350 words.(1 page)
- (v) Book Reviews (Maximum of 2 pages)

6. Format and Submissions

Manuscripts should preferably be submitted in the electronic form in Microsoft Word and should be sent by Email as an attachment. The manuscripts that are in the hard copy should be provided in three printed copies together with the copy on CD or flash disk. Manuscripts should be sent to:

Editor-in-Chief
International Journal of Professional Practice
Kenya Methodist University Building
P.O. Box 45240-00100, Nairobi
E-mail: ijpp@kemu.ac.ke
Tel: 2248172/ 2247987
Fax: 020-248160

7. Illustrative Material

Authors are encouraged to provide supporting illustrative material with manuscripts. Tables, graphs, maps and drawings should be separate from the body of the text, with the point of reference indicated in the text. For the presentation of quantitative data, graphs are preferred to tables. Figure legends and tables should be professionally done and may be presented in electronic form in full colour. The print sizes should be: 75 x 100 mm minimum and 125 x 175mm maximum.

8. Style

Articles should be written in plain, concise language and in a style that is accessible and interesting to academics and professionals in general, and not only to specialists in the topic concerned. Technical terms that may be unfamiliar to readers should be defined the first time they appear. Footnotes should be avoided as far as possible.

9. Abbreviations

Abbreviations and acronyms should be defined the first time they are used; for example, the Kenya Agricultural Research Institute (KARI).

10. Measurement and Currency

All measurements should be given in the metric system. When monetary data is mentioned, a conversion to US dollars should be included, based on the rate at the time the article is submitted.

11. Standards and ethics

- (i) **Conflicts of Interest:** An author should not have financial or personal relationships that inappropriately influence their writing. *The IJPP* will examine submissions for any potential conflict of interest.
- (ii) **Protection of Human Subjects and Animals in Research:** Authors should briefly but explicitly describe, in the methods section, what ethical safeguards were in place in studies with human participants. The authors should indicate institutional or national board review approval. Copies of official letters of ethical clearance should be provided.
- (iii) When reporting on experiments on animals, the authors must also state whether they followed institutional and national guidelines on the care and use of laboratory animals.
- (iv) **Corrections and Retractions:** While it is always assumed that authors report on work based on honest observations, the need for making corrections or retraction may arise occasionally, in some cases. Provision is made for such situations if and when they arise.
- (v) **Exclusivity:** *The IJPP* will not consider papers that have been accepted for publication or published elsewhere. Authors will be required to submit a declaration to the effect that the paper has not been submitted or published elsewhere.

12. Authorship and Contributorship

The authorship of manuscripts shall be certified by each of the contributors as a precondition for the acceptance of the manuscript. The following conditions shall be met:

- (i) The author has made substantial contribution during the conception and design, or acquisition of data, or analysis and interpretation of data.
- (ii) The author has participated in drafting the article or revising it critically for important intellectual content.
- (iii) The author must read and confirm the earlier reviews.

- (iv) Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content of the paper.

13. Contributors Listed in Acknowledgements

Persons who do not meet the criteria for authorship should be appreciated in the Acknowledgement section of the manuscript. The following category of people may not qualify for authorship:

- (i) A person who has been involved in the acquisition of funding.
- (ii) A person who carries out data collection.
- (iii) An official involved in general supervision of the research group.
- (iv) However, a person who does all the above and has been involved in the design and implementation of the project would also qualify to be an author.

14. Copyright

It is a condition of publication that authors assign copyright or license the publication rights in their articles, including abstracts, to *The IJPP*. This is standard practice for virtually all academic journals. *The IJPP* will require all authors to transfer copyright to *The IJPP* in writing upon acceptance of the article. Manuscripts will not be published until a completed form has been received in the editorial office.

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 - (c) *That I/We have read and confirm the content of the manuscript and have agreed to it,*
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