

AFRICAN JOURNAL OF INTERDISCIPLINARY CHILD RIGHTS RESEARCH (AJICRR)

AUTHOR GUIDE

1. About the Journal

The African Journal of Interdisciplinary Child Rights Research is a peer reviewed annual publication for the Child Rights Research Centre, Africa University. It is a publication for work of high academic eminence on cutting edge interdisciplinary research on child rights and childhood studies in the African region. The intended audience of the Academic Journal of Interdisciplinary Research include scholars, students, activists, practitioners, policymakers and programmers.

2. House Style of the AJICRR

The Child Rights Research Centre welcomes contributions of relevance to Zimbabwe and Africa dealing with interdisciplinary research on child rights and childhood studies. Submissions taking an interdisciplinary and/or empirical approach to these subjects are particularly encouraged. Your submission must be an original, innovative unpublished work that is not simultaneously being considered for publication by another publication and should not, in general, exceed 8 000 words. Submissions of less than 3 000 words may be considered for submissions as book reviews.

Manuscripts submitted for consideration must be accompanied by:

- Full names of the author
- Author's institutional affiliation
- Author's physical address, telephone and e-mail address

Submissions should be sent by email as a file attachment to crccpublications@africau.edu.

3. Editorial Process

Manuscripts are evaluated by the Editorial Board for conformity with the AJICRR's editorial and ethical policies and are subject to external peer using the single blind method. This means the authors are blinded to the identity of the reviewers and editors. On average, the journal returns a decision on a peer-reviewed paper in 30 days.

4. Manuscript Transfer

If your paper is found to be outside the scope of the AJICRR, an author may be offered the opportunity to transfer it to CRRC's regional publication on child rights and childhood studies for consideration. The offer to transfer is made at the discretion of the Editorial Board and may be made prior to or after full peer review. Authors may accept or decline the offer to transfer. It may be possible for your paper to be accepted and published rapidly without further peer review, although acceptance is not guaranteed.

5. Appeals

Authors who feel they have grounds to appeal a rejection decision should send a rebuttal letter to the editorial office, detailing the reasons for the appeal. Rebuttals will be considered by the Editor, often in consultation with the Editorial Board Member who handled the paper. Decisions on appeals are final.

6. Language and grammar

- All submissions should be in English.
- Use the UK English, which uses 's' spellings rather than 'z' spellings, e.g. recognise, nationalise.
- Authors are required to write in a simple, clear, direct, and active style.
- Use the first person where necessary.
- Avoid long sentences that have several embedded clauses.
- Use gender-neutral pronouns e.g. "they" instead of "he or she".
- Nouns and verbs should agree e.g. "the data are"; "none is..."
- Organisations and groups of people should take singular verbs e.g. "the government is; the team has researched..."
- Avoid noun clusters:
 - "Patient in coronary care unit" rather than "coronary care unit patient."
- Watch out for "danglers" (unattached participles and misrelated clauses):
 - Joining the service in 1933, his first post was... (the post didn't join the service)
 - Joining the service in 1933, he was first posted to... (this is correct)
- We allow minimum use of abbreviations because they are hard to read and often the same abbreviation means different things in different specialities and contexts.

7. Spacing and Font

Typing must be double-spaced, font size 12 and in Times New Roman.

8. Dates

Use 1 January 1999, 1995-96 (not 1995-6 or 1995-1996), the 1980s and 1990s (not 1990's).

9. Sections of the articles

- Articles should be divided into sequential sections.
- Abstracts: all article submissions must include a single paragraph abstract not exceeding 300 words
- Key words: 3-5 key words.

10. Quotations

Quotations should be clearly indicated by single quotation marks, with double quotation marks used only for quotes within quotes. Where a quotation is more than about five lines long, it should be indented as a separate paragraph, with a line space above and below, and with no quotation marks or leader dots.

11. Use of non-English words

Where non-English expressions are used, they should be italicised.

12. Abbreviations

Abbreviations may be used provided that the name is set out in full, followed by the abbreviation in brackets, at the first usage, e.g. Council for Conciliation, Mediation and Arbitration (CCMA). The abbreviation can then be used throughout.

13. Use of digits

Numbers from one to nine are spelt out in words unless they refer to section or schedule numbers in statutes. Use percent not % (e.g. eight percent or 38 percent).

Case names: in italics, *v* (for versus) without full point - e.g. *Brown v White*. Usually reference to only one official Law Report is necessary.

14. Punctuation

- Do not put full stops in initials or abbreviations.
- Use commas on both sides of parenthetical clauses or phrases, and with commenting clauses.
- Know the difference between defining clauses (no comma) and commenting clauses (commas needed):
 - Medical staff who often work overtime are likely to suffer from stress.
 - Medical staff, who often work overtime, are likely to suffer from stress.
- Use commas before "and," "or," "but" in two-sentence sentences (when the coordinate conjunction joins two main clauses):
 - Half received drug treatment, but their symptoms did not resolve more quickly.
 - We could make an omelette, or you could go and get a takeaway.
- Note that when a comma is used, both main clauses must have a subject:
 - The patients stopped smoking, and they felt better for it.
 - The patients stopped smoking and felt better for it.
- Minimal hyphenation - use hyphens only for words with non-, -like, -type, and for adjectival phrases that include a preposition (one-off event, run-in trial). Not using hyphens will help you to avoid noun clusters (see Grammar below).
- Quotation marks - please use double, not single, inverted commas for reported speech. Full stops and commas go inside quotation marks: She said, "We will."
- No exclamation marks, except in quotes from other sources.
- Reference numbers go after commas and full stops, before semicolons and colons.
- Use minimal capitalisation - Use capitals only for names and proper nouns.

15. Citation

APA referencing style. The latest edition obtaining at the time should be used.

16. List of references at the end of the text

The reference indicator does not give enough information for the reader to find the original work, the source, in which the idea or quotation can be found. **Full details** of all the sources mentioned in your work have to be listed at the end of the text. This list will be called “*References List*”.

Here is an example of a reference which gives the **full details** of a journal article:

Mangezvo, P. L., (2016). ‘Shepherding a leopard’: Football, masculinities and the spatial politics of xenophobia among Zimbabwean male migrants in Stellenbosch. *Agenda*, 30(2), 86-107.

Note: The page reference in the **reference list** gives the **first and last page** of the article.

How items are arranged in the reference list

The list of references is arranged alphabetically by the surname of the author.

List the entries by the same author by year of publication from the oldest to the most recent publication, “no date” entries are put at the end.

Gore, T.C. 2006.

Gore, T.C. 2010.

Gore, T.C. n.d.

Single author entries should precede any multiple-author entries

Gore, T.C. 2006.

Gore, T.C. 2010.

Gore, T.C. n.d.

Gore, T.C. & Turo, L.C. 1999.

17. Illustrations and photographs

Provide informative and relevant photographs, figures, or other illustrations when you are submitting articles to the *AJICRR*. If you cannot provide pictures with your article, perhaps you can suggest some for our picture editor to find. When graphs, diagrams, or histograms are submitted the numerical data on which they are based should be supplied; in general, data given in histograms will be converted into tabular form.

18. Tables

Tables should be simple and should fit on one page, and they should not duplicate information in the text of the paper.

19. Submission Checklist

- Your article
- Structure – Ensure the submission is structured as requested by the journal, and contains all relevant sections. See 'Preparation of Manuscripts' for further details.
- Title page – All submissions must have a title page stating all of the relevant information. See 'General' for further details.
- Format – All submissions should follow the journal guidelines for word count, page margins and line numbering. See 'General' for further details.
- Language – Non-native English speakers are encouraged to have their manuscript professionally edited before submission. This is particular key for revised submissions.
- Reported data – Data accuracy is crucial. Authors are strongly encouraged to double check all reported data for accuracy and to confirm that all units of measurement are correct and consistent.
- References – Please see 'References' for full details of the journal's required style.
- Graphics – All figures and tables should be presented in a clear and informative manner with accompanying legends.
- Ethical compliance – All articles are required to meet the requirements outlined in our ethical policy. Ensure you have included all relevant ethical approval statements.