



## AUTHOR GUIDELINES

1. Submit manuscript in Word or pdf format.
2. **Length:** between 6000 and 1000 words
3. **Abstract:** All manuscripts must have a short Abstract of between 150 and 250 words.
4. **Keywords:** These must be included as part of the Abstract and should be between four (4) and six (6) in total.
5. **Referencing styles:** Either APA (7<sup>th</sup> Edition) or Harvard method. Examples of APA (7th Edition) can be downloaded from [here](#). However, exceptions may be made on submissions that follow a unique referencing system in line with their discipline or field of specialisation.
6. **Language:** English. Authors are required to be consistent in the version of English that they use. For instance, if the authors use UK English, then they must use it consistently throughout the document, except where direct quotations are used.
7. **Diagrams and tables:** These must be clearly labelled and must include references.
8. **Blind Review:** All manuscripts are submitted for external double-blind review in order to maintain the integrity and quality of the process. Reviewers may make the following recommendations:
  - a. **Accept as is:** The manuscript will proceed to the production stage.
  - b. **Accept with minor revision:** Authors will be given two weeks to review the manuscript and resubmit for further consideration.
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9. **Technical aspects:**
  - a. **Font:** Arial, 12pt; footnotes: 10pt
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  - c. **Numbering:** Use 1. for Heading, 1.1 for sub-heading, 1.1.1 for sub-sub-headings, and so forth.
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  - a. **Author's name:** First name and then Last Name (Surname)
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