



# **DDU Journals**

## **Policies and Guidelines**

**Journal Technical Team,  
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**Dire Dawa University, Dire Dawa  
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### 1.1. Background

A strong higher education system is essential for any developing country. The innovative application of knowledge supported by quality researches has become a fundamental driver of social progress and economic development. The scientific research and its results emanated from universities need to be accessible to wider community and concerned policy makers and practitioners.

One of the core duties of the public universities including Dire Dawa University to solve socioeconomic problem of the local community, the country as the whole, and international community in general is by conducting research, generating new ideas and knowledge, and transfer of produced technology that will contribute to the economic and cultural development of the community, country, region and world.

Since its establishment, the university has grown with staffs' research experiences, research outputs, record of scholarly activities, and scholarly recognition of the university. One of the most important means of exchanging and sharing of the results of research activities with the wider community is the academic journal.

Thus, there is a need of establishing journal for the institutional, local, regional and global stakeholders' accessibility and development and for being competitive in the higher education sector. In addition to being public institution, it is a main tenet of the university to share and communicate the university output using its own platform for both local and international audience.

There are several important reasons for establishing an academic journal such as providing crucial contribution to the academic community, brings recognition to the university, enhancing staffs' career development through participation in the creation and sharing of new ideas and knowledge, and its contribution in the enrichment of our own research area through joining a community of scholarly challenging ideas with production and sharing of local knowledge and local perspective with local research making it more visible throughout the region and to researchers, students, and scholars around the world. Not only does developing a journal benefit our research area, but it can also support the goals of our institution, or research centre. The kind of recognition, both national

and international, that a new journal can bring are of utmost important to the university's research outputs.

Our journal can also demonstrate the ability of our institution to compete with other research agencies in the production of knowledge, while also forming the basis of new collaborations, between local, regional, or international researchers, research departments, and institutions.

### 1.1.Aim and Scope of the Journal

The aim of the Harala journal is to advance in research and publications of both fundamental and applied research. Harala journals publish high-quality research that has been rigorously peer reviewed by experts. Our academic editors are working scientists and researchers drawn from respective departments, colleges, and institutes excelling in their area of expertise. Aiming for the quality, rigor, and fairness of the review process, Harala Journals will be the beacon of continuing light in providing current, influential coverage of basic and applied research.

Articles published in the Harala journals are not limited to Ethiopia but it is open to all contributors from around the world. It is intended to publish original researches from the most recent trends in the academics or research institutes. The Harala Journals publish article types of original researches, reviews, short communications, books, book chapters and reviews. These journals are written and reviewed by national and international authors and editors.

The Journals are published on a continual basis with a volume per year with two regular issues in the volume. Every year first issue in June and the second issue in December. Harla journals provide an open access to its content on the principle that making research freely available to the public supports. Publications are licensed under the Creative Commons Attribution-Non Commercial 4.0.

### 6.1. Editorial Policy

The executive and Editorial Board of Harla Journals has its own editorial policy with regard to issues like publication ethics, review, subscription, frequency of issues, language of articles, etc. The policy stipulates the responsibilities and rights of authors, editors, and peer reviewers among other salient issues covered in it. It also sets forth conditions of misconduct, manuscript deadlines,

and the amount of honorarium for the editorial purposes. The publication of Harala Journals is governed by the following editorial policy.

### *6.1.1. Authorship*

The Harala Journals requires any or all authors of a manuscript to sign the letter of submission, or to sign or agree with a submission form which is prepared for this purpose (letter of manuscript submission form). Submission to Harala Journals are taken by the Journal to mean that all the listed authors have agreed at all of the contents. The corresponding (submitting) author is solely responsible for having ensured that this agreement has been reached, and for managing all communications between the Journal and all co-authors, before and after publication. Before submission, the corresponding author ensures that all authors' names are included in the author list, its order has been agreed by all authors, and that all authors are aware that the paper was submitted. Any changes to the authors list after submission, such as a change in the order of the authors, or the deletion or addition of authors, needs to be approved by a signed letter from every author.

After acceptance, the proof is sent to the corresponding author, who circulates it to all coauthors and deals with the Journal on their behalf; the Journal will not necessarily correct errors after publication if they result from errors that were presented on a proof that was not shown to co-authors before publication. The corresponding author is responsible for the accuracy of all contents in the proof, in particular that names of co-authors are present and correctly spelled, and that addresses and affiliations are current.

After publication, the Journal regards the corresponding author as the point of contact for queries about the published manuscript. It is this author's responsibility to inform all co-authors of matters arising and to ensure such matters are dealt with promptly. This author's role is to ensure enquiries are answered promptly on behalf of all the co-authors. The name and e-mail address of this author (on large collaborations there may be three) will be published in the paper.

Authors of published material have a responsibility to inform the Journal promptly if they become aware of any part that requires correcting. Any published correction requires the consent of all co-authors, so time is saved if requests for corrections are accompanied by signed agreement by all authors (in the form of a scanned attachment to an email). With prior permission of the Editorial

Board, authors have a right to retract submitted manuscripts in cases they need. For journal of Harla, one Corresponding Author is allowed under normal condition. However, a maximum of two corresponding author will be allowed up on request.

*6.1.3. Timeliness*

Editors should do all they can to ensure timely processing of manuscripts with the resources available to them. If editors intend to publish a manuscript, they should attempt to do so in a timely manner and any planned delays should be negotiated with the authors. If a journal has no intention of proceeding with a manuscript, editors should endeavor to reject the manuscript as soon as possible to allow authors to submit to a different journal.

**Table 1: Estimated Timeline for Each Editorial Process**

<b>Activities</b>	<b>Estimated Time</b>	<b>Implementing Agents</b>
Plagiarism checking	<b>One week</b>	<b>Managing editor</b>
Preliminary assessment		Board Members
Reorganization	One weeks	Author(s)
Peer review	Two to three weeks	Reviewers
Revision	One week	Author(s)
Verification	One week	Board Members
Reincorporation	One week	Author(s)
Language & layout edition	Two to three weeks	Language Editor(s)
Content and technical edition	One to two weeks	Technical editor(s)

The submission throughput time is expected to be thirteen weeks. That is, an average, of course. Some articles take longer, some take less time. Here is how it works. After submission, each manuscript goes out for preliminary assessment.

*6.1.4. Integrity*

Editorial decisions should be based on the relevance of a manuscript to the journal and on the manuscript’s originality, quality, and contribution to evidence about important questions. Those decisions should not be influenced by commercial interests, personal relationships or agendas, or

findings that are negative or that credibly challenge accepted wisdom. In addition, authors should submit for publication or otherwise make publicly available, and editors should not exclude from consideration for publication, studies with findings that are not statistically significant or that have inconclusive findings. Such studies may provide evidence that combined with that from other studies through meta-analysis might still help answer important questions, and a public record of such negative or inconclusive findings may prevent unwarranted replication of effort or otherwise be valuable for other researchers considering similar work.

#### *6.1.5. Confidentiality*

Editors, authors and reviewers are required to keep confidential all details of the editorial and peer review process on submitted manuscripts. Unless otherwise declared as a part of open peer review, the peer review process is confidential and conducted anonymously; identities of reviewers are not released. Reviewers must maintain confidentiality of manuscripts. If a reviewer wishes to seek advice from colleagues while assessing a manuscript, the reviewer must consult with the editor and should ensure that confidentiality is maintained and that the names of any such colleagues are provided to the journal with the final report. Regardless of whether a submitted manuscript is eventually published, correspondence with the journal, referees' reports and other confidential material must not be published, disclosed or otherwise publicized without prior written consent. Reviewers should be aware that it is HARLA journal policy to keep their names confidential and that we do our utmost to ensure this confidentiality. Our journal cannot, however, guarantee to maintain this confidentiality in the face of a successful legal action to disclose identity.

## 7. Review Policy

### *7.1.3. Peer Review*

Peer review is the critical assessment of manuscripts submitted to journals by experts who are usually not part of the editorial staff. This is because unbiased, independent, and critical assessment is an intrinsic part of all scholarly work. It is an important extension of the scientific process. It is believed that peer review facilitates a fair hearing for a manuscript among members of the scientific communities. More specifically, it helps editors decide which manuscripts are suitable for the journals and also helps the author(s) authors and editors improve the quality of the

manuscript. The peer review process will be a double-blind review. Reviewer selection is critical to the publication process, and Editorial Board members base their choice on many factors, including expertise, reputation, specific recommendations, professional conduct, willingness and their own previous experience of a reviewer's characteristics. The editor of a journal is ultimately responsible for the selection of all its content and editorial decisions may be informed by issues unrelated to the quality of a manuscript, such as suitability for the journal. An editor can reject any article at any time before publication, including after acceptance if concerns arise about the integrity of the work.

#### *7.1.4. The Review Process*

All submitted manuscripts pass through plagiarism and preliminary assessment procedures by the editorial staff. Only manuscripts that passed the preliminary assessment are sent to formal external review. Those papers judged by the editors to be of insufficient general interest or otherwise inappropriate are rejected promptly without external review. These decisions are based on the preliminary assessors' reports and acceptance of the Editorial Board. Moreover, the editor(s) shall decide the status of the manuscript as "reject and resubmit".

The meaning of 'reject & resubmit' is to indicate that in principle the editor likes the topic for their journal, but it is not publishable in its current form. Usually, it would require extensive revision, in most cases, adding new experiments or redoing the data analysis. The revision that needs to be done is so extensive that it will require a lot of time. Therefore, the editor does not want to rush authors by giving a specific deadline for submitting the revised manuscript. Moreover, some authors might not want to make such extensive changes, in which case, the 'Reject and resubmit' decision makes it clear that the paper is no longer under consideration by the journal and leaves the author free to resubmit it to another journal. It is definitely an encouragement to resubmit, and it is clear that the editor likes the topic of your paper and is willing to give it another chance. However, that does not mean that the paper will be accepted.

Upon acceptance of the manuscript for publication, the proof is sent to the corresponding author, who circulates it to all co-authors and deals with the Journal on their behalf; the Journal will not necessarily correct errors after publication if they result from errors that were presented on a proof that was not shown to co-authors before publication. The corresponding author is responsible for



the accuracy of all contents in the proof, in particular that names of co-authors are present and correctly spelled, and that addresses and affiliations are correct.

After publication, the Journal regards the corresponding author as the point of contact for queries about the published manuscript. It is this author's responsibility to inform all co-authors of matters arising and to ensure such matters are dealt with promptly. This author does not have to be the senior author of the manuscript or the author who actually supplies materials; this author's role is to ensure enquiries are answered promptly on behalf of all the co-authors. The name and e-mail address of this author (on large collaborations there may be three) will be published in the paper.

Authors of published material have a responsibility to inform the Journal promptly if they become aware of any part that requires correcting. Any correction after publication requires the consent of all co-authors, so time is saved if requests for corrections are accompanied by signed agreement by all authors (in the form of a scanned attachment to an email). With prior permission of the Editorial Board, authors have a right to retract submitted manuscripts in cases they need.

#### *7.1.5. The Review Report*

The primary purpose of the review is to provide the editors with the information needed to reach a decision. The review should also instruct the authors on how they can strengthen their manuscript to the point where it may be acceptable. As far as possible, a negative review should explain to the authors the weaknesses of their manuscript, so that rejected authors can understand the basis for the decision and see in broad terms what needs to be done to improve the manuscript for publication elsewhere. Confidential comments to the editor are welcomed, but it is helpful if the main points are stated in the comments for transmission to the authors. The ideal review should be done in accordance with the criteria outlined in the letter from the editor. As a matter of policy, editors do not suppress reviewers' reports; any comments that are intended for the authors are transmitted, regardless of what the Board may think of the content. On rare occasions, the Board may edit a report to remove offensive language or comments that reveal confidential information about other matters. Editors ask reviewers to avoid statements that may cause needless offence; conversely, reviewers are strongly encouraged to state plainly their opinion of the manuscript. Authors should recognize that criticisms are not necessarily unfair simply because they are expressed in robust language

Ethical policy

- i. Conflict of interest:* All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript.
- ii. Plagiarism:* All manuscripts submitted to Harla Journal will be checked for plagiarism. The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, they should make sure that this has been appropriately cited or quoted.
- iii. Copyright:* Harla Journal assumes manuscripts submitted to it as the original work of the author. The author is required to obtain the written permission of copyright owners for words, graphs, tables and data taken from the works of others. Proper acknowledgment of the work of others must always be given. (see Appendix B)

8.1.1. *Ethical Approvals*

For investigation on human subjects or on animals, it is a prerequisite to provide a formal approval by a proper institutional review board or ethics committee, which should be documented in the paper. For investigations carried out with human subjects, the process of obtaining written informed consent from the study participants needs to be mentioned in the Methods section. Authors are encouraged to obtain consent from human subjects in all clinical studies in case of studies involving human subjects,

8.2. Correction and retraction policies

Our journal may issue corrections, retraction statements and other post publication updates including editor's notes and editorial expression of concern on published contents.

8.2.1. *Retractions*

An article may be retracted when the integrity of the published work is substantially undermined owing to errors in the conduct, analysis and/or reporting of the study. Violation of publication or research ethics may also result in a study's retraction. The original article is marked as retracted but a PDF version remains available to readers, and the retraction statement is bi-directionally linked to the original published paper. Retraction statements will typically include a statement of assent or dissent from the authors.

### 8.3. Appeal Handling Policy

Complaints related to submitted manuscript and its editorial process will be handled by editorial office. An appeal can be presented to the editor-in-chief or editorial manager of the journal, where they will communicate the complaint to the editorial board and back to the author with justified explanation in the shortest time possible.

In case where the initial response is felt to be insufficient, the complainant can request that their complaint should be seen by higher concerned office. In this process if the complainant remains unhappy, complaints maybe further forwarded to Executive editorial Board of Harla Journals whose decision is assumed to be the final. If a complainant remains unhappy after what the Harla Journals Executive Editorial Board considers a definitive reply, the complainant may complain to RCSVP of HARLA.

All the complaints sent to the Harla Journal's Editorial Office through the online submission system or mail, the responses given and the decisions will be registered and archived.

#### Embargo Policy

All articles accepted for publication by Harla Journals will first appear online as **Articles in Press** in three phases. Those are: *Pre-Proof Article in Press*; *Uncorrected Proofs Article in Press*; *Corrected Proofs Article in Press*.

### 8.4. Subscription and dissemination policy.

#### 8.4.1. Subscription policy

Publishing and processing publication in this journal will not have any subscription fee to individual authors. And accessing the journal articles online, downloading and making use of the published articles will have no subscription fee. However, individuals, Institutes, libraries, Universities and Organizations who are interested to access, publicize and make use of the print version of articles published in this journal are requested for subscription. While the online link/DOI of the published article will be sent to the authors of an article soon after the article is published online.

#### 8.4.2. Dissemination Policy

The journal will have a right to disseminate published manuscripts by any means to the public. The university will make published articles openly accessed to all of its contents on the principle that making research freely available to the public to support exchange of knowledge and experience. Furthermore, it will increase access to wider community and readership, citation of authors work and impact factor of the journal. Online access will be activated soon after the reviewers and editorial board has agreed on the final proof of the manuscript.

#### 8.5. Creative commons and license policy

- All contents published by Harla Journals in an online version are Open Access and distributed under by CC-BY-NC (Creative Commons Attribution Non-Commercial 4.0 license) for online mode of publication and publications are available **immediately** upon publication freely. Thus, accordingly proper acknowledgment and citation must be made for all materials used.

#### 8.6. Privilege policy

The Harla Journal provides the following privileges to the authors, advisory board, editorial board and support staff

- ✓ The Journal shall be published bearing the names of the Advisory Board members, Editorial Board members, and support staff.
- ✓ A copy of every issue of the journal will be distributed to the Advisory Board members, Editorial Board members, support staff, and the assessors of the articles which appeared in the issue free of charge.
- ✓ Soft copies of the issue of the Journal will be given to the authors in which their articles appeared. An editorial board meeting will be held immediately after the publication of issue of perspectives in journals. It is mandatory to for all the members to attend the editorial board meetings related to Perspectives regularly. Agenda for every meeting of Perspectives must be prepared and circulated well in advance to all the members. Minutes of the meetings should also be maintained for every meeting and its compliance to be discussed during the next meeting.

## 9. Guidelines

### 9.1. Authors guideline for manuscript preparation

The article submitted to HARLA Journal is screened by Managing Editor and must conform to the following guidelines in order to progress:

The manuscript shall be written in good English (American or British usage is accepted, but not a mixture of these). Papers written in poor English will immediately be returned to the authors. For Ethiopia authors submission in local languages are acceptable but the abstract should be written both in English and local language.

#### *Full research paper*

The following types of manuscript can be prepared and submitted to the journal as **Full Research Papers**. It refers all the paper that are original, unpublished primary research which gives complete and detail study and provides new results or interpretation of the subject thorough and systematic evaluation of available evidence and also can be the extensions of work that has been published previously in short form such as a Communication are usually acceptable. In case the submitted manuscript should not exceed 25 pages including title, abstract, main body, figures, tables and references.

**Review papers:-** Review papers must give an updated overview of a field, a comprehensive literature reviews which can provides future perspectives, or tutorial-style reference materials. The length of paper may be longer than Full Research Papers in consultation with Editor's agreement.

**Short Communications:-** It refers short communication papers that present the original and significant material for rapid dissemination. It focuses on a particular aspect of a problem or a new finding including case comments and reflections that are expected to have a significant impact. The page should not exceed 6 pages including figures, tables and references. Depending on the nature of the disciplines the number of pages maybe exceed this. Book and book chapters

Books and book chapters are accepted for publication in consent with editors as special issue or regular issue. And emay invite for book and book chapters publication in the Harla Journals

The format of manuscript that need to be followed are shown below:

### *Text Format and layout*

- The article should be A4 or letter size, 1.25 cm on the left, 0.75 cm on the right, 0.75 cm bottom side of each paper.
- The title of article is written in Times New Roman letter with bold, font size 14, spacing of 20 before and 8 after
- Author names are in Times New Roman letter with bold, font size 12, spacing of 0 before and 12 after
- Author affiliations written in Times New Roman letter; font size 10; italic and single spacing
- Main headers (numbered as 1, 2 ,3 etc.; abstract will not be numbered) like Abstract, Introduction, Methods and Materials, Results and discussion, conclusion and recommendation/implication, Acknowledgment and Reference are all in Times New Roman with font size of 12 pt with bold; spacing before 12 pt and after 6 pt
- Sub headers (numbered 1.1, 1.2, 1.3 etc.) in Introduction, Methods and Materials, Results and discussion, conclusion and recommendation/implication are all in regular Times New Roman with font size of 12 pt with spacing of before 6 pt.
- The third level headers are acceptable and numbered as 1.1.1., 1.1.2, 1.1.3, don't add any spacing before and after; Times New Roman with font size of 12 pt and *utilized*
- All headers text are align left
- Abstracts paragraph will be written in Times New Roman letter; font size 11; single spacing
- The main body of a paper should be in single column pages, with 12 pt and 1.5 line spacing.
- Text format of reference is Times New Roman style with font size of 10 pt; single spacing
- Figure captions, schemes title, chart title and Table title are all Times New Romans style with font size of 10 pt and single spacing with indentation of 0.5 cm
- The font size of text in table is 10 pt with single spacing
- Use Times New Roman styles and Non-English words are italicized in the text.
- Use tab stops or other commands for indents, not the space bar.
- For first (initial) submissions, a single file manuscript in either (Word or PDF) with maximum of 25 pages. While full source files for LaTeX submissions are encouraged
- For revised submissions theupload of editable source files (either Word or LaTeX) together with a PDF of the revised (LaTeX) manuscript is strongly recommend .

- For initial process a PDF-only submission, but upon acceptance source files are mandatory and providing source files after acceptance may delay production.

### *Figures*

- Please ensure that figures embedded in the single manuscript file are placed next to the relevant text in the article.
- Each figure must have a brief (one phrase or sentence) captions that describes its contents.
- The caption should follow the format "**Fig. 1.** Figure caption"
- The figure placed in text as "**Fig. 1**"
- The title/caption of the figure should be clear and precise
- To add lettering, it is best to use times new roman fonts "(a)" and in text "**Fig. 1(a)**"
- Keep lettering consistently sized throughout your final manuscript
- The file format of the figure should be .TIF and high quality.
- Figure captions must be placed below the figure; Times New Romans style with font size of 10 pt

### *Schemes*

- They will be used to represent groups of reactions, interactions, process/relationships that show action.
- Schemes must have a brief titles describing their contents.
- The title should follow the format "Scheme 1. Scheme Title" in the main text Scheme 1.

Schemes title is placed below the scheme; Times New Romans style with font size of 10 pt **Charts**

- Use to represent groups of structures that do not show action.
- Charts may have brief titles describing their contents.
- The title should follow the format "Chart 1. Chart Title" in main text Chart 1.

Chart title is placed below the chart; Times New Romans style with font size of 10 pt and 1pt line spacing *Tables*

- Please ensure that the tables are placed next to the relevant text in the article as "Table 1"
- Use the table function of Microsoft word, not spreadsheets to make tables.
- Each table must have a brief (one phrase or sentence) title that describes its contents.
- The title should follow the format "Table 1. Table Title"

- The title should be understandable
- Vertical lines should not be used to separate columns
- Table title is placed above the table; Times New Romans style with font size of 10 pt and 1pt line

Source of the table is placed below the table; it is optional to place source of table based on the nature of discipline. *Equations/mathematical model/formula*

- Use the equation editor or MathType for equations
- The word style should be "Normal"
- Align the text equation to the right
- Display equations are numbered consecutively using “ eq. 1”
- Please ensure that equations are placed next to the relevant text in the article as “eq. 1”

The structure of the manuscripts should be easy to follow for the readers of the article. Sections should be clearly defined and numbered, with headings on separate lines. Manuscripts for full length research articles should be divided into the following sections (in this order): Title page; Abstract, key words; Introduction, Methods, Results and Discussion (separate or combined as deemed), Conclusion and recommendation/implication, Acknowledgements, Conflict of Interest, References. However, Short Communication and Letter to editors articles main body of the text may not follow the Introduction-Method-Results-Discussion format. The detail of the different article sections preparation guideline is presented in the following section.

#### *Article Title and Subtitle*

Here are key requirements for article title and subtitle

- A concise and informative title
- Article titles are set in sentence case but proper nouns should be capitalized
- There is no-end period.
- Avoid the use of abbreviations in a title unless they include the name of a group that is best known by its acronym.

#### *Author Names*

- Full Names (Family Name Given Name), ranged left;



- Comma separator needed between different authors
- Do not use “and” or “&” between last two authors.

#### *Author Affiliation*

- Affiliations should be linked to author names with superscripted Arabic numerals.
- Times New Roman, Italic letters
- Address: department, institution/university, city/state, email and country.
- The affiliation should be the institution where the work was conducted. If the present address of an author differs from that at which the work was done, indicate with a symbol and give the present address. If more than one address, use symbols to match author names to address

#### *Corresponding author*

- Give contact information for the author(s) to whom correspondence should be addressed.
- Short address with email ID would suffice. Street/city names, post/ZIP codes, or PO boxes, phone number are optional to add
- The order of the address details in the correspondence address should be as used in the respective country (refer to Universal Postal Union website).
- Corresponding author is represented with \* symbol in the authors list

#### *Abstract*

- The heading should be “Abstract”.
- Only one paragraph with maximum of 250 words is allowed. It should contain objectives, methods and key findings of the study.
- Reference citations are not required in an abstract.
- Abbreviations in the abstract text are allowed if they are defined on their first occurrence.
- Non-research articles such as editorials commentaries do not have abstracts
- Brief reports/short communications may exclude abstracts at the decision of the journal editor.
- Graphical Abstract: it is optional to add graphical abstracts. We encourage authors to add graphical abstracts to make their work more visible.

#### *Keywords*

- Heading: **Keywords** in sentence case and bold and followed by semi colon (:)
- Placement: below the Abstract in the abstract box.

- Maximum of six keywords/phrases placed in alphabetical order; separated by commas; with no end period are allowed
- Articles without abstract will not need keyword

### *Main Body*

Manuscripts describing original research will typically include the following sections:*Introduction*  
It must present a concise up-to-date background and current status of the research area to provide general information with enough contexts to understand the research being presented and its significance as well as providing a clear statement of the research question or any hypotheses or objective being explored.

### *Methods and materials*

- Materials, equipment, techniques, designs and procedures used in the research
- It should be described in sufficient detail for another researcher to reproduce the work reported.
- Methods that are identical to the already published works should still be summarized in brief and included with a citation to the original work.

### *Result and discussions*

- In submissions that have a significant theoretical or mathematical component, a description of the analytical procedures may be required.
- Results: a description of the analyses and measurements related to answering the central research questions.
- Discussion: the interpretation of the results, considering their significance and putting them into a wider context through comparison to previously published research.
- Depending on the nature of manuscript both separate and combined Results and Discussion are acceptable.

### *Conclusion and recommendation/implication*

It presents a concise statement of the main findings drawn from the research reported in the manuscript and also point out the future research needs or research implication.

### *Acknowledgment*

- A list of people, organizations, institutions etc. who contributed to the work in the manuscript but who are not named in the author list may be acknowledged \

- Funding sources that supported the research presented if required. The names of funding organizations should be written as "Name of granter (Grant No. xxxxx)" Eg. National Science Foundation (Grant No xxxxxxxx).

*Conflict of interest*

- Statement that declares all relationships or interests of the manuscript's authors that could potentially influence or bias the submitted work.
- For email-based submission: if there is no conflict of interest the author has to declare as there is no conflicts; the authors must include a statement stating "There is no conflict of interest" or sign and send scanned copy of conflict of interest form (Appendix xxxx). For manuscript submitted through HARLA journal online submission system the author should agree on the system as there is no conflict of interest and is optional for the manuscript submitted online.

For Manuscripts that is submitted through email and do not incorporate a conflict of interest statement or sign and send scanned copy of conflict of interest form will be returned to the authors for amendment before any editorial consideration. *Electronic Supplementary Materials*

- If your article contains any videos or other supplementary materials, these should be included in your initial submission for peer review purposes.

Please upload/attach supplementary materials as separate files. Note that they will be available in the online version only.

## 9.2. Reference format

### 9.2.1. Reference citation format (for all journals except law)

The following formats will be followed

Citations in text:

- It should only include only credible sources
- Number style: indicate a reference by superscripted numbers in square brackets in line with the text. For example:
  1. This is citation style is used when only one reference is cited <sup>[1]</sup>.
  2. This is citation style is used when consecutive numbers are cited <sup>[1-3]</sup>
  3. This is citation style is when none consecutive numbers are cited <sup>[1,5]</sup>

### The way of referencing in reference list section

- The entries in the list should be numbered consecutively in square brackets. For example
  - [1] A. Paivio, B. Jansen, L.J. Becker, Comparisons through the mind's eye, *Cognition* (1975), 37 (2) 635–647
  - [2] V. Lara-Fanego, J.A. Ruiz-Arias, D. Pozo-Vazquez, F.J. Santos-Alamillos, J. Tovar-Pescador, Evaluation of the WRF model solar irradiance forecasts in Andalusia (southern Spain), *Sol. Energy* (2012), 86 2200e2217,
- For references having authors name greater than four use only first author followed by et al.
- For references containing authors less than or equal to four use a comma between author names.
- Family name should come before given name, and only the first letters followed by dot followed by given name. For example

Allan Paivio will be written as A. Paivio
- For Ethiopian authors if the article didn't include grandfather's name the father names of the author is considered as family name (eg Aron Girma will be written as G. Aron). If an author writes his/her name including grandfather name the grandfather name is considered as his/her surname or family name (Aron Girma Beka will be written as B. A. Girma).
- The detail reference style for different reference sources are given below
  - a) Book

Authors, Book Tittle, Place published, publisher, year, edition number, pages
  - b) Book chapter

Author Name, tittle Name, country published, publisher, year, pages
  - c) Thesis/dissertation

Author, thesis/dissertation tittle, University, year
  - d) Journal article

Authors, Tittle of article, Journal Name, Year, Volume/issue, pages
  - e) Conference proceeding

Authors, Tittle of the conference, country/city conference hosted, year-month-date
  - f) News letter

Authors, Tittle of News, Journal Name, Year-Month-Date.

g) Publication (report) of organizations

Organization name, title of report, report number, year

h) Interview

Interview with Ato Abraham Dagne, President of Dorebafano Woreda, Sidama Zone, 22-01-2014.

i) Footnotes

- ✓ If used Footnotes should be consecutively numbered and be set out at the foot of each page and contain sufficient information about the source material.

9.2.2. *Reference formate and Requirements for journal of law*

*Italicization:*

When the manuscript is presented in English language, all non-English words must be italicized. Similarly, when the manuscript is presented in Amharic language, all non-Amharic words must be italicized.

*Emphasis:*

To indicate emphasis, use only italics.

*References:*

- Reference should be made through footnote.
- All contributions should duly acknowledge any reference or quotations from the work of other authors or the previous work of the author.
- Reference shall be made in the original language of the source document referred to.

The format of Footnote reference shall be in font size 10, single space, Times New Roman

*Quotations:*

Quotations of more than three lines should be indented left and right without any quotation marks. Quotation marks in the block should appear as they normally do. Quotations of less than three lines should be in quotation marks and not indented from the text.

Regarding alterations in a quotation, use:

- Square bracket “[ ]” to note any change in the quoted material,
- Ellipsis “...” to indicate omitted material,

- “[sic]” to indicate mistake in the original quote

*Footnotes:*

Footnotes should be consecutively numbered and be set out at the foot of each page. Footnote numbers are placed outside of punctuation marks. Avoid the use of ‘Latin gadgets’ such as *supra*, *infra*, *ante*, *id*, *op cit*, *loc cit*, and *contra*, which are not widely understood. The abbreviation ‘ibid’, which is short for *ibidem*, meaning ‘in the same place’, can be used to repeat a citation in the immediately preceding footnote. Standing alone, ‘ibid’ means strictly ‘in the very same place’ while ‘ibid 345’ means ‘in the same work, but this time at page 345’. It is equally acceptable to repeat the immediately preceding citation without using ‘ibid’: ‘Ashworth (n 27) 635–37’ thus does the trick even in n 28. Do not switch back and forth from one to the other. If there is more than one citation in the preceding footnote, use ‘ibid’ only if you are referring again to all the citations in that footnote. Note that the abbreviation ‘cf’ is short for *confer*, meaning ‘compare’; it does not mean the same thing as ‘see’. Never italicize or capitalize ‘ibid’ or ‘cf’.

For example:

28 Joseph Raz, *Th Authority of Law: Essays on Law and Morality* (2nd edn, OUP 2009)

29 *ibid* 6

...

32 *cf* Raz (n 28) 233–36

*References in footnote (OSCOLA adapted)*

References in footnotes should generally contain sufficient information about the source material. In general, references should have the content and style outlined hereafter:

*Books*

Use italics for the title, and put the publication information in roman within parentheses. Use commas to prevent words running together, as may happen with author and titles, multiple authors, and publisher and place of publication. Where there are series titles or edition numbers, give the publication information in the order shown in the example.

Author, *Title in Italics* (series title, edition, publisher, place, date) page.

John Baker, *An Introduction to English Legal History* (4th ed., Butterworths, London, 2002) pp. 419–21.s

Names of Ethiopian authors should appear as follows: author's given (first) name and his/her father's name without changing the order. Subsequent, references should be limited to given names.

Assefa Fiseha, *Federalism and the Accommodation of Diversity in Ethiopia: A Comparative Study*, (2nd ed., Wolf Legal Publishers, Nijmegen, 2007), p. 235.

#### *Contribution in edited books*

Cite essays and chapters in edited books as in the example below:

Ian Brownlie, 'The Relation of Law and Power' in Bin Cheng and ED Brown (eds.), *Contemporary Problems in International Law: Essays in Honour of Georg Schwarzenberger on his Eightieth Birthday* (Stevens and Sons, London, 1988).

Francis Rose, 'The Evolution of the Species' in Andrew Burrows and Alan Rodger (eds), *Mapping the Law: Essays in Memory of Peter Birks* (OUP 2006)

#### *Journal Articles(print)*

Give the title in roman, within inverted commas. The style for authors of articles is the same as for authors of books. The journal title is in roman.

Author, | 'title' | [year] | journal name or abbreviation | first page of article

Paul Craig, 'Thory, "Pure Thory" and Values in Public Law' [2005] PL 440

Author, | 'title' | (year) | volume | journal name or abbreviation | first page of article

Alison L Young, 'In Defence of Due Deference' (2009) 72 MLR 554

#### *Online Journal Articles*

For journals that are only published electronically, give publication details as for print journals, but also provide the website address and most recent date of access within angled brackets:

Author, | 'title' | [year] OR (year) | volume/issue | journal name or abbreviation | <web address> | date accessed

- Graham Greenleaf, 'The Global Development of Free Access to Legal Information' (2010) 1(1) EJLT <<http://ejlt.rg/article/view/17>> accessed 27 July 2010

Where the author is not identified, cite the body that produced the document; if no such body can be identified, insert two joined em-dashes (like this: —).

#### *Websites and blogs*

Sarah Cole, 'Virtual Friend Fires Employee', (Naked Law, 1 May 2009), <[www.nakedlaw.com/2009/05/index.html](http://www.nakedlaw.com/2009/05/index.html)> accessed on 19 November 2009

#### *Legislations*

Cite a proclamation by its full title when it is used for the first time and short title subsequently, in roman number.

Labor Proclamation, 2003, Art. 8(1) & (2), Proc. No.377/2003, Fed. Neg. Gaz., Year 10, No. 12.

Labor Proclamation No. 377/2003, Art. 3.

#### *Codes*

Cite coded legislations in the following form.

Civil Code of Ethiopia, 1960, Art. 1678 (1), Proc. No. 165/1960, Fed. Neg. Gaz. (Extraordinary issue), Year 19, No. 2.

Cite legal instruments from other jurisdictions as they are cited in their own jurisdiction

*Treaties*  
Universal Declaration of Human Rights (adopted 10 December 1948 UNGA Res 217 A(III) (UDHR) Art. 5.

International Covenant on Civil and Political Rights (adopted 16 December 1966, entered into force 23 March 1976) 999 UNTS 171 (ICCPR), Art. 10.

#### *Resolutions*

Security Council Resolution 1368(2001), at

<<http://daccessdds.un.org/doc/UNDOC/GEN/N01/533/82.pdf?OpenElement>> (accessed on 10 August 2008)



*Working paper*

John M Finnis, 'On Public Reason' (2006) Oxford Legal Studies Research Paper 1/2007, 8  
<<http://ssrn.com/abstract=955815>> accessed 18 November 2009

*Cases*

Corfu Channel Case (UK v Albania) 1949 ICJ rep 14 at 35

Nicaragua case (US v Nicaragua) (1986) ICJ rep 14 at 106

የኢትዮጵያ መድን ድርጅት vs. ጊታሁን ሀይሉ፤ ጠቅላይ ፍርድ ቤት ሰበር ሰሚ ችሎት፤ መ.ቁ.14057፤ 1998 ዓ.ም.

*Periodicals/Newspapers*

Mehari Taddele, 'Brain Drain and its Adverse Impact on the Achievement of MDGs and Poverty Reduction', *The Reporter*, (Addis Ababa, 16 Feb 2008), p.5.

*Theses*

Give the author, title, type of thesis, university and date of completion and pinpoint:

Helen Toner, 'Modernising Partnership Rights in EC Family Reunification Law' (PhD thesis, University of Oxford, 2003).

*Interview*

Interview with Ato Abraham Dagne, President of Dorebafano Woreda, Sidama Zone, on 22 January 2014.

*Conference papers*

Ben McFarlane and Donal Nolan, Remediating Reliance: The Future Development of Promissory and Proprietary Estoppel in English Law, Obligations III conference, Brisbane, (2006), p. 25

*Press release*

The White House, Office of the Press Secretary, 'Secure the Border by Deterring and Swiftly Removing Illegal Entrants', (October 08, 2017)

## **10. Forms and Templates**

10.2. Copy right agreement form

**Harla Journals**

**Dire Dawa, Ethiopia**

**DECLARATION AND COPYRIGHT AGREEMENT**

Please complete and sign the form and send it with the final version of your manuscript to .....@gmail.com. It is required to obtain written confirmation from authors in order to acquire copyrights for papers published in the journal so as to index them to various repositories.

**Title of paper:** \_\_\_\_\_  
\_\_\_\_\_

**Author(s):**  
1. \_\_\_\_\_ 4. \_\_\_\_\_ 2. \_\_\_\_\_  
\_\_\_\_\_ 5 \_\_\_\_\_ 3. \_\_\_\_\_  
\_\_\_\_\_ 6 \_\_\_\_\_

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The undersigned represents that he/she has the power and authority to make and execute this assignment. This agreement is to be signed by at least one of the authors who have obtained the assent of the co-author(s) where applicable.

\_\_\_\_\_  
**Author's Signature & Date**

\_\_\_\_\_  
**Corresponding Author's Full Name and Signature**

**Date:**...../...../.....

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10.4. Conflict of interest

**Harla Journal**  
**Dire Dawa University, Ethiopia**

**Conflict of Interest Statement**

**Title of the manuscript:**

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The authors names that are listed immediately below certify and declare with all senses intact that they have NO affiliations with or involvement in any organization or entity with any financial interests such as consulting fees or honorarium, employment, equipment or administrative support, expert testimony, fees for participation in review activities such as data monitoring boards, grants received/grants pending, manuscript preparation or other purposes, medicines, patents (planned, pending or issued), payment for lectures including service on speakers bureaus, payment for writing or reviewing the manuscript, provision of writing assistance, royalties, stock/stock options, support for travel to meetings for the study etc.; or non-financial interests such as personal or professional relationships, affiliations, knowledge or beliefs; in the subject matter or materials discussed in this manuscript.

Name of the author (typed)	Authors signature	Date

Please sign and send this form to: .....@Harla.edu.et

10.5. Review Template

Note: The text within brackets [like this] includes tips for you. Remember to delete it when completing the template.

## Template 1 – General template

Dear Dr./ Mr./Ms. [Editor's Name],

Thank you for giving me the opportunity to submit a revised draft of my manuscript titled [mention the manuscript's title] to *[include the name of the journal, italicized]*. I/We [use the relevant pronoun “I” or “We” here and wherever applicable throughout] appreciate the time and effort that you and the reviewers have dedicated to providing your valuable feedback on my manuscript. I am/We are grateful to the reviewers for their insightful comments on my paper. I/We have been able to incorporate changes to reflect most of the suggestions provided by the reviewers. I/We have highlighted the changes within the manuscript.

Here is a point-by-point response to the reviewers' comments and concerns.

### Comments from Reviewer 1

#### [How to respond to comments that you agree with]

A. **Comment 1:** *[Paste the full comment here and italicize it.]*

**Response:** [Type your response here.] Thank you for pointing this out. I/We agree with this comment. Therefore, I/we have.... [Explain what change you have made.

Mention

exactly where in the revised manuscript this change can be found – page number, paragraph, and line.]

B. **Comment 2:** *[Paste the full comment here and italicize it.]*

**Response:** Agree. I/We have, accordingly, done/revised/changed/modified.... .to emphasize this point. [Discuss the changes made, providing the necessary explanation/clarification. Mention exactly where in the revised manuscript this change can be found – page number, paragraph, and line.]

C. **Comment 3:** *[Paste the full comment here and italicize it.]*

**Response:** I/We agree with this and have incorporated your suggestion throughout the manuscript.

#### [How to respond to comments that you disagree with]

A. **Comment 1:** *[Paste the full comment here and italicize it.]*

**Response:** [Type your response here.] Thank you for this suggestion. It would have been

interesting to explore this aspect. However, in the case of our study, it seems slightly out of scope because.... [Provide a clear explanation/justification providing supporting evidence as far as possible.]

B. **Comment 2:** [*Paste the full comment here and italicize it.*]

**Response:** [Type your response here.] You have raised an important point here. However,

I/we believe that .... would be more appropriate because....[Provide your justification with clear reasoning/supporting evidence.]

### Comments from Reviewer 2

A. **Comment 1:** [*Paste the full comment here and italicize it.*]

**Response:** [Follow the patterns recommended above.]

B. **Comment 2:**

**Response:**

### Additional clarifications

[Here, mention any other clarifications you would like to provide to the journal editor/reviewer.]

In addition to the above comments, all spelling and grammatical errors pointed out by the reviewers have been corrected.

We look forward to hearing from you in due time regarding our submission and to respond to any further questions and comments you may have.

Sincerely, [name and signature of the corresponding author and date when signed]

## Template 2 – Responses by section

Dear Dr./ Mr./Ms. [Editor's Name],

Thank you for giving me the opportunity to submit a revised draft of my manuscript titled [mention the manuscript's title] to [*include the name of the journal, italicized*]. I/We [use the relevant pronoun “I” or “We” here and wherever applicable throughout] appreciate the time and effort that you and the reviewers have dedicated to providing your valuable feedback on my manuscript. I am/We are grateful to the reviewers for their insightful comments on my paper. I/We have been able to incorporate changes to reflect most of the suggestions provided by the reviewers. I/We have highlighted the changes within the manuscript.

Here is a point-by-point response to the reviewers' comments and concerns

### ABSTRACT

#### [How to respond to comments that you agree with]

##### Comments from Reviewer 1

A. **Comment 1:** [*Paste the full comment here and italicize it.*]

**Response:** [Type your response here.] Thank you for pointing this out. I/We agree with this comment. Therefore, I/we have....[Explain what change you have made. Mention exactly where in the revised manuscript this change can be found – page number, paragraph, and line.]

B. **Comment 2:** [*Paste the full comment here and italicize it.*]

**Response:** Agree. I/We have, accordingly, done/revised/changed/modified.....to emphasize this point. [Discuss the changes made, providing the necessary explanation/clarification. Mention exactly where in the revised manuscript this change can be found – page number, paragraph, and line.]

C. **Comment 3:** [*Paste the full comment here and italicize it.*]

**Response:** I/We agree with this and have incorporated your suggestion throughout the manuscript.

#### [How to respond to comments that you disagree with]

A. **Comment 1:** [*Paste the full comment here and italicize it.*]

**Response:** [Type your response here.] Thank you for this suggestion. It would have been interesting to explore this aspect. However, in the case of our study, it seems slightly out of scope because.... [Provide a clear explanation/justification providing supporting evidence as far as possible.]

B. **Comment 2:** [*Paste the full comment here and italicize it.*]

**Response:** [Type your response here.] You have raised an important point here. However, I/we believe that .... would be more appropriate because....[Provide your justification with clear reasoning/supporting evidence.]

## Comments from Reviewer 2

A. **Comment 1:** [*Paste the full comment here and italicize it.*]

**Response:** [Follow the patterns recommended above.]

[List the other comments for this section in the same format.]

## INTRODUCTION

### Comments from Reviewer 1

A. **Comment 1:** [*Paste the first comment here and italicize it.*]

**Response:** Type your response here, unitalicized.

[List the other comments for this section in the same format.]

### Comments from Reviewer 2

A. **Comment 1:** [*Paste the full comment here and italicize it.*]

**Response:** [Follow the patterns recommended above.]

[List the other comments for this section in the same format.]

**[...Continue this for the other sections in the manuscript.]**

### Additional clarifications

[Here, mention any other clarifications you would like to provide to the journal editor/reviewer.]

In addition to the above comments, all spelling and grammatical errors pointed out by the reviewers have been corrected. We look forward to hearing from you in due time regarding our submission and to respond to any further questions and comments you may have.

Sincerely, [name and signature of the corresponding author and date when signed]



## 10.6. Manuscript Template

Title

**Author Full Name\*<sup>1</sup> Author Full Name<sup>2</sup>, Author Full Name<sup>3</sup>**

<sup>1</sup>*Department, school, institution/university, city, state, country*

<sup>2</sup>*Department, school, institution/university, city, state, country*

<sup>3</sup>*Department, school, institution/university, city, state, country*

*Corresponding author: Correspondence author Name, email, Street/city names, post/ZIP codes, or PO boxes*

### **Abstract**

**THE ABSTRACT SHOULD BE A SINGLE PARAGRAPH WHICH SUMMARISES THE CONTENT OF THE ARTICLE. IT SHOULD BE NO LONGER THAN 200 WORDS. PLEASE COPY PAST YOUR ABSTRAC HERE**

**KEYBORD: Axxxxxxx, Gxxxxxxx, Kxxxxxx, Rxxxxxxx, Yxxxxxxx, Zxxxxxxx**

### **INTRODUCTION**

The introduction part of the manuscript will be placed here. The first part of paragraph coming next to heard will not be indented.

However, the other paragraphs are indented like this. The next paragraph should appear here. So please don't forget to follow this structure for all paragraphs in your manuscript.

#### **1. MATERIALS AND METHODS**

##### **2.1 MATERIALS**

If the author use separate materials and methods the material section of the article should appear here.

##### **1.2 METHODS**

If the author use separate materials and methods the methods of the article should appear here.

#### **2. RESULTS AND DISCUSSION**

##### **3.1 RESULTS**

If the author use separate **RESULTS AND DISCUSSION** the **RESULTS** section of the article should appear here.

##### **3.2 DISCUSSIONS**

If the author use separate **RESULTS AND DISCUSSION** the **DISCUSSION** section of the article should appear here.

#### **3. CONCLUSION**

The conclusions section should come in this section at the end of the article. Please remove the heading for articles submitted to

### **ACKNOWLEDGMENT**

Please state your acknowledgment here

CONFLICT OF INTEREST

Please disclose conflict of interest here

REFERENCES

Citations should appear here in the format.

- [1] Authors Names, Book Title, Place published, publisher, year, edition number, pages
- [2] Author Name, title Name of book chapter, country published, publisher, year, pages
- [3] Author Names, thesis/dissertation title, University, year
- [4] Authors names, Title of article, Journal Name, Year, Volume/issue, pages

TABLES

Table 1 The second option of HARLA journal tables Format

Name	Collages	No student	No. teachers
HARLA	HARLA	HARLA	HARLA
HARLA	HARLA	HARLA	HARLA
HARLA	HARLA	HARLA	HARLA
HARLA	HARLA	HARLA	HARLA

Table 2 The second option of HARLA journal tables Format

Years	Students		Male staffs	
	Male	Female	Male	Female
2020	50	30	60	30
2010	40	50	50	50
2010	60	45	30	45

10.7. Submission check list

***New Submissions: file inventory***

Mandatory files

- ✓ Cover letter
- ✓ Manuscript files in PDF or Word format

Optional

- ✓ Manuscript source files
- ✓ Graphical abstract

- ✓ Supplementary materials

***New Submissions: checklist***

Before submitting a new manuscript to HARLA journal, please ensure your article:

- ✓ Conforms to HARLA Ethical Guidelines for Journal Publication
- ✓ Disclosure of any conflicts of interest
- ✓ All authors read the manuscript and agreed for submission
- ✓ Cover letter is ready
- ✓ Is written in good British or American English
- ✓ Manuscript can be uploaded in Microsoft Word/pdf format .
- ✓ Uses single column formatting, 12pt font, 1.5 line spacing
- ✓ Page does not exceed 25 manuscript pages for full research paper or 6 pages for short Communication and less than 15 pages for case comments and reflections
- ✓ Text alignment: justified.
- ✓ Figures, schemes, charts and tables are embedded next to relevant text
- ✓ Figures, schemes, charts and tables are embedded with relevant captions/title
- ✓ Includes references using HARLA journal reference format
- ✓ Includes a Title Page, containing all of the essential title page information
- ✓ Includes keyword no more than 6 words/phrases
- ✓ Does not contain formulae, abbreviations or acronyms in the manuscript
- ✓ Acknowledgment of any presentation of this material, to whom, when, and financial support, including grant numbers are included.
- ✓ Name, address, business telephone number, and e-mail address of corresponding author

***Requirements for Revised Submissions***

All revised submissions will be screened (again) by the HARLA Managing Editor, before being passed back to the relevant Editor.

In order for the Editor and/or referees to be certain that the requested changes have been carried out, please clearly outline all of the changes made to the article since its last submission, for example by coloring any new text in blue.

10.8. Peer Reviewers manuscript evaluation form

**Preliminary assessment criteria**

The first decision focuses on whether the manuscript should be sent for external review. For this, one or more editors read the manuscript and decide whether to send it to reviewers or to reject it without review. The editor(s) considers the following points when making this first decision;

- Fit in terms of both the mission and scope of the journal
- The quality of the presentation,
- The soundness of the research methodology, and
- Whether the manuscript adds to the current literature and how important the article seems to be
- Whether the manuscript prepared in the advised style (font, number of pages, formats etc.)

Decision of the editor after the preliminary assessment shall be

1. **Accepted for review:** if the manuscript has fulfilled the preliminary assessment criteria, the editor shall assign a code to the manuscript and send it to reviewers.
2. **Sent back to the author:** if the manuscript fulfilled the first two requirements but not as per the advisable style (format, font, page, etc.), the editor will send the manuscript back to the author with suggestion for correction and resubmission.
3. **Rejection:** The editor could reject the manuscript if it does not fulfill, at least, the first three criteria.
4. **Suggestion for transfer to other journals:** Considering the scope and nature of the manuscript, she/he shall suggest another journal for which the manuscript fit to.

#### Manuscript assessment criteria/rubrics

Components	Assessment rubrics
------------	--------------------

## Harla Journals Policies and Guidelines

General comments	<ul style="list-style-type: none"> <li>• Originality of the manuscript (contains new and significant information adequate to be considered for review)</li> <li>• The match between the title and the content of the manuscript</li> <li>• Appropriateness of methods and materials and their adequate description</li> <li>• Appropriateness and adequate analysis of data presented</li> <li>• The match between the findings and the conclusion and implication/recommendation</li> </ul>
Abstracts (10%)	<ul style="list-style-type: none"> <li>• Clearly and concisely written summary of purpose, methods, major findings, and recommendations</li> <li>• Key words</li> </ul>
Introduction (20%)	<ul style="list-style-type: none"> <li>• Well written description of previous literatures on the problem under study,</li> <li>• Clarity and relevance of the context of the research</li> <li>• The rationale/research gap/ is described clearly and adequately based on the review of the literature</li> <li>• Presence of clearly and well-defined purpose or objective and research question/hypothesis</li> <li>• Relevant and up-to-date literature</li> <li>• Appropriateness and well-discussed conceptual and or theoretical framework, if required</li> <li>• The literature identifies areas of controversy, if any, and showed the gap in the literature</li> </ul>
Methods and materials (20%)	<ul style="list-style-type: none"> <li>• Descriptions of population, sample and sampling technique with rationale</li> <li>• data collection tools and procedures and analysis techniques clearly described and justified</li> <li>• Appropriate methods employed based on theory, concepts or other ideas or it is convincingly supported by literature</li> <li>• Ethical issues are discussed</li> <li>• Reliability and validity issues addressed</li> <li>• Adherence to correct scientific nomenclature</li> <li>• Adequacy of experimental design, if applicable</li> <li>• Adequacy and appropriateness of scientific protocols and/or experimental procedures, if required</li> </ul>
Results (15%)	<ul style="list-style-type: none"> <li>• Clear and precise presentation of data</li> <li>• Valid and sufficient to support the interpretation &amp; associated discussions and conclusion</li> <li>• Figures/tables/graphs are useful and all necessary</li> <li>• Addressed the research questions/hypothesis</li> </ul>
Discussions (15%)	<ul style="list-style-type: none"> <li>• Critical, insightful, well-reasoned and through review of the findings</li> <li>• Interpretations of findings in relation to prior researches</li> <li>• Relevant and backed up</li> <li>• Discussions of methodological weakness &amp; limitations of the study</li> </ul>
Conclusion and implications (10%)	<ul style="list-style-type: none"> <li>• Conclusion justified by the findings</li> <li>• Implications/recommendations related to the conclusion</li> </ul>
References and citation (10%)	<ul style="list-style-type: none"> <li>• Up-to-date and relevant and shall be Preliminary</li> <li>• The citation and referencing are as per the suggested guideline of the journal</li> <li>• All references cited in the text are available in the reference section</li> </ul>
Overall quality of the manuscript	<ul style="list-style-type: none"> <li>• The manuscript is well-organized, attractively presented with grammar and spelling that is consistently correct.</li> <li>• Precise and grammatically correct language</li> </ul>
Adherence to all journal specifications	<ul style="list-style-type: none"> <li>• The manuscript adheres to all journal specifications including margins, font, treatment of figures and tables, article length</li> </ul>

<b>Manuscript No :</b>	<b>Reviewer No :</b>	<b>Date :</b>
<b>Manuscript Title :</b>		

No.	Components	Reviewer's comment
1	Abstracts	
2	Introduction	
3	Methods and materials	
4	Results	
5	Discussions	
6	Conclusion and implications	
7	References and citation	
8	Overall evaluation	

**Section II: Please rate the following: (1 = Excellent; 2 = Good; 3 = Fair; and 4 = Poor)**

Originality:	
Contribution to the field:	
Technical quality:	
Clarity of presentation:	
Scientifically sound	
Depth of the manuscript:	

**SECTION III- Research contribution rating: (Kindly mark with an “X”)**

Major contribution	
Reasonable contribution	
Marginal contribution	
No contribution	

**SECTION IV – Recommendation for publication: (Kindly Mark with an «X »)**

Accept as it is	
Accept with minor revision	
Accept with moderate Revision	
Accept with major Revision	
Rejection	
<p>If you suggested “<b>Rejection</b>”, Please write your reasons here</p>	