Criteria for Reviewing TAJACODE Articles

1.0. Structure

Overall, TAJOCODE manuscripts invariably follow the IMRAD (Introduction, Methods, Results, and Discussion) format. The articles should be compiled in the following order: title page; abstract; keywords; main text introduction, brief literature review (including theory or theories used in a separate sub-section), materials and methods (methodology), results (findings), discussion; conclusion and references. The author should include the following data at appropriate pages: appendices (as appropriate); table(s) with caption(s) (in the text); figures; figure captions (in the text). On a separate page, the author should include acknowledgments; and declaration of interest statement. The details on the sub-sections are as follows:

Title: author(s) should state the titles in the fewest possible words that adequately describe the contents of the paper. Titles should be specific, short and clear.

Abstract: abstracts should contain the following information: the purpose of the article, the type of literature that the article drew on, sample size, the average age of participants, method of data collection, the sampling procedure and the study area(s), the method of data analysis e.g. framework approach, the findings of the paper, and summary of your recommendations. All English abstract should be translated to Kiswahili. Likewise, all Kiswahili abstract should be translated to English. Please contact the chief editors, if you need some assistance in this area.

Introduction: The Introduction should serve three purposes: (1) to call attention to and clarify or define the specific topic or hypothesis that the author(s) are to discuss, (2) to provide background and justify a study relative to its important and the results of other studies, and (3) to list the objectives of the research project or to give the audience information on what the author(s) plan to accomplish in the article. That is, the introduction needs to situate the research within a broader context in the world before moving on to the local level i.e. globe, continent (Africa), region (East Africa) and country (Tanzania). Author(s) should also state the problem or opportunity under investigation clearly and concisely. Sources of problem statement can come from issues at the workplace or institution, personal experience, literature from authors' field of study, or a desire to replicate the work of other researchers in an attempt to better understand or explain

a phenomenon. Observe the following format: write the background about the problem; state the problem statement; and explain the significance of the problem. A good starting point for writing a problem statement is identifying a meaningful problem or opportunity about which you want to gain a better knowledge or find a solution. That is, at the end of your research, you would have contributed to new knowledge. Make sure that you can manage the scope of the problem by investigating only one problem. Don't try to investigate all the world's problems. Don't even try to investigate some of the world's problems. The Problem Statement Must Include All Variables to Be Considered. As you're writing, ensure you reinforce the problem statement by using relevant and latest literature to develop sound Background and Significance sections. Overall write the problem statement starting with General information about the problem and move on to specific information about the problem i.e. write from general to specific. Here, make sure to include background about the problem- state the problem statement-explain the significance of the problem

Author(s) should outline their research question(s) or objectives in the early stages of the introduction to guide readers. It would be useful for the author(s) to include a summary of their main arguments in the introduction.

Literature Review and Theoretical Framework

The major points of a theory need to be stated very clearly so that they can be used in the discussion section. That is, author(s) should use a systematic theoretical approach to discuss their findings. Further, author(s) need to outline similar studies on the subject following the following formant i.e. the globe, regional (Africa), sub-region (East Africa), and country level (Tanzania). Author(s) should briefly explain the gaps in those studies that they believe their study is going fill.

Methodology

Author(s) should take note that research questions or objectives narrow down the focus of a study. As such, research questions or objectives are the methodological point of departure. Below are details on different kinds of research methodologies.

- **Quantitative Methodologies**:

- o The researcher wants to determine "if something happened," "did something happen," and "to what degree did something happen" by collecting and analysing numeric data.
- o They are deductive in nature because the results can be used to test hypotheses stated from the outset.
- **Qualitative Methodologies**:
  - o Qualitative Methodologies focus on answering the following questions Who?", "What?", "When?", "Where?", "Why?", and "How?"
  - o Qualitative Data collected from sources such as interviews and transcripts and are analysed inductively with the idea that the results can be used to better understand a specific event or scenario.
- **Mixed Methodologies**
  - o mixed methods studies collect both quantitative and qualitative data in order to answer both quantitative and qualitative research questions taken together

- Further, there should be clarity in writing about the research methods used, particularly about the methods of data collection. For example, the nature of data needs to be explained well. Is it qualitative or quantitative?
- Author(s) should explain how they triangulated the data from the various sources – interviews, Focus Group Discussions (FGDs), surveys and observations.
- Author(s) might explain whether there were differences in responses of the different respondents and how they worked with these differences in their analysis and interpretation.
- Author(s) should also answer the following key questions:
  - o How many questions did author(s) have in the interview schedule?
  - o How long did each interview last i.e. for how many minutes?
  - o How was the data analysed? e.g. Statistical Package for the Social Sciences (SPSS), content analysis, Framework approach etc
  - o Did the author(s) use any software?
  - o How did author(s) establish trustworthiness?
  - o What was the unit of analysis?

Findings and Discussion

- Although we recommend to interwoven results and discussion, authors are free to separate the two sections.

- Author(s) should make clear immediately the extent to which they have proved or disproved the hypothesis and then carry the reader from one display of data to another with logical development, showing how their findings satisfy the objectives of the study. Results should be presented in the same order as the objectives and the experimental procedures. However, we recommend that authors should focus on one objective per article.
- Discussion provides meaning or an interpretation of the results and shows relationships with other research
- The discussions should have a structure and flow. Readers should be able to see where the author(s) was/were going.
- The discussion section could be further enhanced by fine-tuning the development and flow of author(s) arguments, ensuring that it maintains a logical sequence.
- For qualitative studies, ensure to include themes/sub-themes for the discussion section.
- In the discussion compare the findings with what literature says- what are the points of agreement/disagreement?

Conclusion

- The conclusion is composed of concluding statements. It is not a summary of the findings. Here, authors should briefly reiterate the objective of the study and provide a general statement on the extent to which they have accomplished it.
- Authors should make sure to draw together outcomes of the objective and enumerate these conclusions succinctly. They should not just restate the results.
- Concluding statement may be the points that stay longest in the reader's mind.
- Concluding statements should sufficiently relate to the findings and the objective of the study.

References

- Please use Harvard Referencing when preparing your article.

- Check your reference list to ensure consistency in referencing style

2.0. Word Limits

Please include a word count for your article. A typical article for this journal should be between 5,000 to 8,000 words inclusive of figure captions, endnotes, tables, and references. The article should be sufficient to present solid coverage of the issue. Writing style should hold the reader's attention. Photos, graphics, captions, endnotes, tables, and illustrations are encouraged when they support understanding of the content provided.

3.0. Style Guidelines

Please use UK spelling style consistently throughout your manuscript.

Please use double quotation marks, except where "a quotation is 'within' a quotation". Please note that long quotations should be indented without quotation marks.

4.0. Formatting and Templates

You should submit your article in Word only. All manuscripts must be formatted to 2.5cm x 2.5 cm margins, double-spaced, with 12 point font, Times New Roman. You should ensure consistence throughout the article.