

I. General

Contributors are encouraged to submit good scientific papers, which should:

- present an accurate account of the research investigation;
- be clearly written and easily understood;
- follow the particular style of the scientific discipline;
- be free of jargon and local slang;
- have appropriate, relevant and adequate illustrative material;
- not contain any plagiarized material (plagiarism is a serious offence and is a serious charge against an author).

Length: the manuscript should

- be double spaced on A4 paper size with 2.5cm margins on all sides (left, right, top and bottom).
- be 20–30 pages (for articles); 7-10 pages (for critical reviews and feature articles/commentaries); up to 3 pages (for book reviews and short communications).
- contain proportional and adequate presentation of the major sections of an article.
- contain well-balanced graphics (tables, graphs, illustrations) and textual elements.

Before submitting the manuscripts for publication in EJDR, authors are required to follow the following styles and formats, which are widely used in academic journals in development studies and the social sciences.

Structure: articles should follow the TAIMRAD(C/R) format, where the acronym stands for: 1) Title page; 2) Abstract; 3) Introduction; 4) Materials and Methods; 5) Results and Discussion (either harmonised together or presented as subsequent sections); and 6) Conclusions/Recommendations, followed by the References section.

II. Specific Details

1. Title Page

1.1. The Title Page shall contain the following shall details:

- a. full title of the article, which should:
 - contain not more than 250 words;
 - avoid abbreviations, formulas and jargon;
 - specify the study period (for articles based on longitudinal and historical data);
- b. name(s) of the author(s);
- c. the titles(s), academic position(s), address (institutions of their affiliation, postal address, telephone, e-mail etc., for correspondence) of the author(s) footnoted at the bottom of the page with the use of asterisks;

d. other relevant information such as name and address of a corresponding author, if the paper was presented at a meeting or is part of a series study, should be noted at the end of the manuscript.

1.2. Information on authorship and degree of authors' contribution. It is the responsibility of the authors to list their names according to the degree of contribution made by each of them, in a decreasing order of contribution. Normally, the following rules apply:

- ☞ Equal contribution is presumed when the names are written in alphabetical order; or
- ☞ The degree of contribution shall be determined by the order in which the names appear, unless indications are given by the authors to the contrary.

1.3. All correspondences will be made with the author whose name appears first (unless otherwise specified).

2. Abstract

The manuscript should have an abstract:

- not exceeding 250 words;
- that briefly introduces the problem, research gaps and the study area;
 - that outlines the methodology, mainly the study design, approaches, sampling strategies, materials used and methods of data collection and analysis;
 - containing the key findings of the study, their implications and conclusions or key recommendations.

3. Introduction

In this section, the author(s) should:

- give background to the study problem and the rationales;
- present statements of the problem, set the contexts, the nature and extent of the problem studied;
- indicate the study area and objectives of the research;
- introduce the research questions or hypotheses;
- present adequate review of the literature (both conceptual—including theoretical and conceptual frameworks—and empirical) related to the research;
- do all these in no more than five pages.

4. Materials and Methods

In here, authors are required to present clear account of:

4.1. the philosophical underpinnings, study design, approaches, sampling strategies, and methods of data collection and analysis. In so doing,

- ☞ standard methods need only be mentioned, or may be described by reference to the literature as long as it is readily available.
- ☞ modifications of standard techniques should be described.
- ☞ if the method is new, it should be described in detail.

4.2. design of the experiment, including the number of replications (if the article results from experimental or quasi-experimental research);

4.3. materials used, including:

- ☞ chemicals, laboratory equipment with the necessary technical specifications; standard units of measurement;

- ☞ any plants or animals involved, with exact descriptions of genus, species, strain, cultivar, line, etc.);

4.4. justifications as to why the materials and methods used were chosen over others.

5. Results and Discussion

Depending on the craft and choice of authors, as well as on what the subject matter warrants, results and discussion can be either intertwined together or presented under separate sections. In any case,

- present only results that add new insights to existing knowledge;
- only results based on data and information scientifically-drawn from sources, but free from authors' personal dispositions and biases.
- results should be simply and clearly stated;
- reduce large masses of data to means, along with the standard error or standard deviation;
- include only tables, figures and graphs that are necessary, clear and worthy reproducing;
- repeat in the text only the most important findings shown in tables and graphs;
- refer in the text each table and figure by its number;
- include negative data—what was not found— if they affect the interpretation of results;
- give only data that relate to the subject of the paper (in other terms, include concomitant/related findings only if they are important);
- provide adequate answers to all the research questions or pursue all the hypotheses/assumptions made at start of the study.

6. Interpretation of the Results

This section, which should preferably be embedded with the 'Discussion' section, should:

- not repeat what has already been said in the review of literature;
- show significance of the results;
- relate the results to the initially-stated objectives and research questions or hypotheses that were set out in the introduction;
 - show how the results and their interpretations relate to (agree or disagree with) previous findings and their interpretations.

7. Conclusion and Implications/or Recommendation

This is the section where,

- the author(s) draw, based on the findings and discussions of their implications, logical conclusions about each research question or hypothesis;
- nothing (methods, observations or results) should come as a surprise (should not be mentioned for the first time);
- authors should avoid unnecessary detail or repetition from preceding sections;
- show implications for theory, policy, practice, and/or further research to follow up the results.

8. Citation and Referencing

8.1. All materials, referred to or quoted must be acknowledged properly. Plagiarism is a serious academic dishonesty, which is unethical and illegal.

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8.2. EJDR uses the *author-date* system of citations in all of its publications. Thus, authors have to ensure that author-date citations in the text agree exactly with corresponding entries in the reference list and that all publication details are accurate.

8.3. Citation and referencing should be complete according to this Style Guide, which is adapted with modifications from the Chicago Manual of Style 16th Edition.

The author-date citation in a running text or at the end of a block quotation consists of the author's/editor's last name, and the year of publication. Examples:

- Author, year, page no.: (Johnson 1987: 22–25).
- Two sources, with one author having two works: (Sen 1999; Jenden 1978a&b).
- More than three authors/editors: (Kassoguè *et al.* 1996).
- Organisation, year, volume, page no.: (World Bank 1988, 2:47).

8.4. Direct quotations should be as short as possible and all details should be reproduced exactly (spelling, punctuation and paragraphing).

☞ Short quotes should be placed in quotation marks.

☞ Long quotations should appear indented and centered in the text without quotation marks.

8.5. References in the text should read as follows:

* Brown (1975: 63) has argued that the ...

OR

* One economist (Brown 1975: 63) has argued that...

Use “*et al.*” when citing work by more than two authors. Example: A new treaty (Goody *et al.* 1976) suggests...

The letters a, b, c, and so on should be used to distinguish citations of different works by the same author in the same year. Example: Brown (1985a, 1985c) insist that...

8.6. Essential additional notes should be indicated by consecutive superscript numbers in the text and collected on a separate page at the end of the text, titled *End Notes* and placed before the ‘References’.

Numbered notes should be used to denote clarifications about the references used, to include points left out in the text, to add some items which readers may want to know. If the citations or references in the text are too long, or consist of more than three names, it may be advisable to put them in the Notes at the end.

8.7. All references cited in the text and other supporting material should be listed alphabetically by author in a section titled References. Ethiopian authors should be listed alphabetically by first name first. Shiferaw Bekele, for example, should be listed under S and not under B. The same holds for Chinese names. Write out Ethiopian names in full in the Reference list (i.e., first and second names) as they are given in the publications cited. Do not abbreviate, for instance, as Shiferaw B. In the text, references may use first names only, or full names. Avoid, as much as possible, using honorific titles, such as Ato, Wzro, Dr., etc., in citations or references.

The following are examples of presenting bibliographical details of different entries

☞ *Articles in Journals*

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Alemayegu Lirensu. 1988. Food Aid and Agricultural Production in Ethiopia. *Ethiopian Journal of Development Research*, 10 (1): 59–90. (The last parts of the Journal can also be given as *Ethiopian Journal of Development Research*, Vol. 10, No 1, pp. 59–90.)

Cowley, R. 1967. The Standardization of Amharic Spelling. *Journal of Ethiopian Studies*, V. 2: 1–8.

Note: The volume and issue numbers should be entered as they are given in the journals cited, i.e., if the numbers are in Roman or Arabic numerals, they should not be changed.

☞ **Books**

Bahru Zewude. 1991. *A History of Modern Ethiopia, 1955–1974*. London: James Curry.

Clapham, C. 1988. *Transformation and Continuity in Revolutionary Ethiopia*. Cambridge: Cambridge University Press.

Donham, D. and Wendy James (Eds.). 1996. *The Southern Marches of Imperial Ethiopia*. Cambridge: Cambridge University Press.

Listing of several works by the same author should be by year of publication, the earlier work preceding the recent. example:

Levine, Donald. 1965. *Wax and Gold: Tradition and Innovation in Ethiopian Culture*. Chicago: University of Chicago Press.

_____. 1974. *Greater Ethiopia: The Evolution of Multiethnic Society*. Chicago: University of Chicago Press.

☞ **Book chapters and other contributions in books**

Wood, A.P. 1982. Spontaneous Agricultural Resettlement in Ethiopia, 1950–1974. *In:* J. Clarks and L. Konsinski (Eds.), *Redistribution of Population in Africa*, pp. 1150–82. London: Heinemann.

☞ **Contributions in proceedings**

Tadesse Tamirat. 1984. Feudalism in Heaven and on Earth: Ideology and Political Structure in Mediaeval Ethiopia. *In: Proceedings of the Seventh International Conference of Ethiopian Studies, University of Lund 26-29 April 1982*, pp. 195–200, Edited by S. Rubenson. Addis Ababa: Institute of Ethiopian Studies.

☞ **Conference papers**

Hyden, H. 1990. ‘Ideology and the Social Sciences: The African Experience’. Paper presented at the OSSREA Social Science Conference, 8–10 May, Kampala, Uganda.

☞ **Unpublished works**

Messing, S. 1957. ‘The Highland-Plateau Amhara of Ethiopia’. Ph.D. dissertation, University of Pennsylvania.

Alula Abate, *et al.* [these should be listed]. 1986. Evaluation of the Impact of UNICEF-Assisted Water Supply Projects in Bale, Harerge, Shewa and Wello- Ethiopia. Programme Cycle 1980–1983. *Research Report No. 30*, Institute of Development Research, Addis Ababa University, Addis Ababa.

☞ **Official publications**

Central Statistical Office. 1975. *Results of the National Sample Survey Second Round, Vol. V. Land Area and Utilization*. Addis Ababa: CSA.

World Bank. 1973. 'Agricultural Sector Survey, Vol. I, The General Report. Report no. PA-143a.' Washington: World Bank.

_____. 1989. *Sub-Saharan Africa: From Crisis to Sustainable Growth*. Washington: World Bank.

☞ **Online sources**

Further to the details in the above categories, include the date of access and the URL of the site whereat the material was accessed.

9. Format

A4 paper size with 2.5cm margins shall be the standard page size.

9.1. Title

Titles should be set in title case, NOT in all caps and should not contain acronyms and abbreviations.

9.2. Endnotes

Authors are advised to use endnotes instead of footnotes.

Endnotes should be numbered consecutively throughout each chapter or article, and placed at the end of a work, in a section titled "Notes", after any appendix and before the reference list.

9.3. Acknowledgements

These should be placed at the end of the text next to the appendix but before the endnotes.

9.4. Headings

Major chapter headings must be in Title Case and centered on the page. Sub-headings must also be in Title Case but aligned with the left margins. A manuscript with subsections should be presented as follows:

1.	2.	3.
1.1	2.1	3.1
1.2	2.2	3.2

However, authors are advised to avoid using more than three levels of subheadings unless the complexity of the argument warrants it. Preceded by the decimal notations indicated above.

- 1st level titles should be set in Times New Roman 14pts, bold;
- 2nd level titles should be set in Times New Roman 12pts, bold;
- 3rd level titles should be set in Times New Roman 12pts, bold-italics, run-on with text.

9.5. Text

Text should be set in Times New Roman, 12pt font size, double-spaced.

Block quotes should be indented from both sides and set in 11pt font.

9.6. Tables and Figures

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- Tables should be used only where the data requires at least 2 rows/columns by 3 rows/columns. Shorter details shall be presented in text form.
- All tables and figures should be consecutively numbered and referred at the right place in the text.
- Titles of tables and figures should short and not in form.
- Each column and row of a table should have a proper title.
- All footnotes to, and sources of tables and figures, should be placed below them.
- Captions to figures should be placed immediately below the figures, followed by source information and Notes (if any) on some variables in the tables/figures.
- Keys to the different components of figures or graphs shall be placed at upper right corner within the boundary of the figure.
- Tables and figures should be used to present details and thus they should not be duplicated in text form. Unnecessary and lengthy tables and figures should be avoided, or, if important, should be annexed.

9.7. Abbreviations

Avoid use of dots in all familiar abbreviations, such as CSA, EEC, FAO, UNESCO, USA. However, dots should be placed at the end of the followings: e.g., etc., *et al.*, and other similar entries.

9.8. Language

- English is the medium of the Journal. Use one form of spelling, preferably the UK English (English English), throughout the article. Do not mix or switch between the two forms.
- All authors must avoid gender-biased and racist language.
- Use of discriminatory, inflammatory, and unethical expressions (derogatory, inciting, defamatory, etc. language) is unacceptable.

10. Copyright

The copyright on articles that would be published in EJDR would be relinquished to and retained by CoDS, AAU.