

8. GUIDELINES FOR AUTHORS/WRITERS

Authors are required to read and check all of the following guiding points as part of the submission process. Submissions may be returned to authors that do not adhere to the following guidelines:

- 8.2.1 Authors are exclusively responsible for the contents of their submissions or views expressed in the journal are those of the authors and not necessarily those of the publisher officers or the Journal's editors.
- 8.2.2 Authors must warrant that their manuscripts are their original works that they have not been published before, and are not under consideration for publication elsewhere.
- 8.2.3 Parallel submission of the same paper to another journal constitutes misconduct and eliminates the manuscript from further consideration.
- 8.2.4 The work that has already been published elsewhere cannot be reprinted in Zena-Lissan Journal.
- 8.2.5 Authors need to affirm that the article contains no unfounded or unlawful statements and does not violate the rights of third parties.
- 8.2.6 Authors will make sure that their author team listed in the manuscript includes all and only those authors who have significantly contributed to the submitted manuscript.
- 8.2.7 If persons other than authors were involved in important aspects of the research and the preparation of the manuscript, their contribution should be acknowledged in a footnote or the Acknowledgments Section.
- 8.2.8 In case a submitted manuscript has been presented at a conference in the form of an oral presentation under the same or similar title, detailed information about the conference shall be provided in the same place.
- 8.2.9 Authors are required to properly cite sources that have significantly influenced their research and their manuscript.
- 8.2.10 Parts of the manuscript, including text, equations, pictures and tables that are taken verbatim (word for word) from other works must be clearly marked, e.g. by quotation marks accompanied by their location in the original document (with page number).
- 8.2.11 Full references of each quotation (in-text citation) must be listed in the separate section (References Section) in a uniform manner, according to the citation style used by Zena-

Lissan Journal. As such, the References Section should list only quoted/cited materials used for the preparation of a manuscript.

- 8.2.12 When authors discover a significant error or inaccuracy in their own published work, it is their obligation to promptly notify the editor-in-chief/managing editor (or the publisher) and cooperate with him/her to retract or correct the paper.
- 8.2.13 Authors are required to disclose in their manuscript any financial or other substantive conflict of interest that might have influenced the presented results or their interpretation.
- 8.2.14 The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in comments to the editor).
- 8.2.15 The submission file will be documented in Microsoft Word file format.
- 8.2.16 Copyrights for articles published in the Zena-Lissan Journal are retained by the Academy of Ethiopian Languages and Cultures.
- 8.2.17 The journal/publisher is not responsible for subsequent uses of the work. It is the author's responsibility to bring an infringement action if so desired by the author.
- 8.2.18 We do not provide authors printed copy of the published issue. But, we may serve the assistance to deliver printed issue only upon the request of the author.
- 8.2.19 By submitting a manuscript the authors agree to abide by the editorial policies, guiding lines and guiding styles of the Zena-Lissan journal.
- 8.2.20 Authors should not reproduce work that has been previously published in other journals. They also should not submit any articles that are being reviewed or considered by the journal to other journals simultaneously.
- 8.2.21 Authors are only allowed to publish their work elsewhere after receiving a formal rejection from the journal or if their request to withdraw their work is officially accepted by the journal.
- 8.2.22 Authors are expected to inform the managing editor or chief editor or the publisher of any inaccuracy of data in their published work so that correction or retraction of a manuscript can be done.

8.3. FORMATING STYLE(S) GUIDING POINTS FOR WRITING MANUSCRIPTS

- 8.3.1. Length of manuscripts should not exceed to 30 pages including references and appendix. Manuscripts that do not adhere to this rule will not be considered for review.

- 8.3.2. Each manuscript must have an abstract.
- 8.3.3. Authors are required to send manuscript in word.docx and PDF formats.
- 8.3.4. The authors' names do not appear anywhere in the manuscript or in the filename to facilitate the double blind review process. Authors' names, designations and institutional addresses should be held in a separate file.
- 8.3.5. Authors are to check manuscripts for accuracy of language before submitting to the journal. This means that the editorial committee will not edit submitted manuscripts for style or language.

- 8.3.6. The editorial committee reserves the right to make editorial changes to any manuscript accepted for publication to enhance clarity and style.
- 8.3.7. Authors are encouraged to submit their paper electronically by using the online submission and are required to use the style template format accordingly before submission.
- 8.3.8. If authors want their manuscript to be considered for publication, they are required to conform to the Citation and Referencing Style Guidelines given by American Psychological Association (APA) Styles.

8.4. STRUCTURAL ARRANGEMENT OF THE RESEARCH PAPER/ARTICLE

The basic structural organization of a research paper/article should follow the pattern provided as follows:

8.4.1 The First Page of the Manuscript Must Contain:

- a) Title (topic of the research)
- b) Author(s) profile
- c) Abstract
- d) Key Concepts/Terms

8.4.2 The Main Body (The Text) of the Research Paper Should Contain the Following Sections:

1. INTRODUCTION/BACKGROUND EXPLANATION
2. LITERATURE REVIEW
3. THEORIES/METHODS
4. DISCUSSION: DATA ANALYSIS/INTERPRETATION
5. CONCLUSIONS

FOLLOWED BY:

- ACKNOWLEDGEMENTS (optional)
- REFERENCES
- APPENDICES (if any)

8.4.3 SOME CLARIFICATIONS

RESEARCH TITLE: Articles in the Journal of Zena-Lissan begin with the title of the research topic followed by the author's/authors' names. The title must contain a maximum of 10 words. Longer title can be accommodated in a subtitle structure. The initial words of the title of the manuscript should be typed in capitals. The main title should not be *italicized* or put in *quotation marks* nor should it have *end punctuation*. If there is a sub-title, it goes under the main title in *italics*. As such, *the title* must properly reflect the subject of the paper and it should be aligned to the center.

AUTHOR(S) PROFILE (S): The author(s) is required to type his/her full name(s), academic rank(s) or position(s), professional expertise, experience and affiliations/institutional address with e-mail address and telephone number of each author (indicating the corresponding author). The name(s) should be typed in regular type and be printed at the bottom of the first page of the article. Its purpose is to identify the author(s) and to permit the Journal readers to write/contact the authors directly, if they so wish to do. If the authors have several titles and addresses they ordinarily use in their professional correspondence, only one title and address should be included in each statement of affiliation (e.g., if an author is chair of a department, director of a research centre, and editor of a journal, etc. only one of those titles and addresses could be used). The author's name should be aligned to the right.

THE ABSTRACT: Use Times New Roman for English and If the text is written in Amharic, it should be written with Nyala font, and typed in **1.0 line spacing, 11 font size**. Each article-length manuscript must begin with an abstract that should be 150-200 words containing the summary of essential points and findings of the paper, not an introduction or a mere list of topics. Or to put it in other terms, the abstract must provide an accessible summary of the paper. The keywords should accurately reflect the content of the manuscript. An abstract is not considered as a part of the main text of a research paper so that it will not be paginated. As such, its subsequent paragraphs are presented in normal indentation on both sides. An abstract is fully self-contained, a capsule description of the essential elements of the research paper. The abstract

should end with a list of no more than five key concepts/terms/words or phrases that will be put in brackets [].

THE MAIN BODY (THE TEXT) OF MANUSCRIPTS:

Please know that the text is the main body of the research manuscript. If the manuscript is written in English language, the text should be written in Times New Roman with font size 12 and if the manuscript is written in Amharic language, the text should be written in Nyala with font size 12. In both cases, use 1.15 line spacing for the text paragraph that should also be justified. Margins should be set at 1.7 inch (4.318 cm at all sides) and paper size at A4 (21 x 29.7cm). The main body of the research should start immediately after the abstract in the introduction/background.

1. INTRODUCTION/BACKGROUND EXPLANATION: The main purpose of this *Section* is to set the stage for the main discussion of the manuscript the length of which should not exceed to 500-700 words. Please know that there are several essential components of a good introduction that should be briefly inform readers. They include:

- The *concern* that motivates the author to undertake the specific research topic.
- The *significance/importance* or the *rationale*: The *rationale* of the research paper is a brief explanation of *why* your research topic is worthy of study and may make a significant contribution to the body of already existing knowledge/research.
- The *research problem* that will be addressed and the *significance of addressing the research problem, gaps of research* (if any).
- Therefore, in this Section, the author/writer should inform readers about the rationale, purpose and the research question(s) to be addressed.
- The *purpose of the research paper*: The *purpose* refers to the *goal* or *objective* of the research. The statement of the *purpose* is not simply a statement of why the research is being conducted rather it is what the *rationale* statement is for. The purpose statement should thus answer questions: "What is (are) the objective of my research?" and "What do I expect to discover or learn from this research?"

- The central *research question(s)*: The research question(s) should be related to the research purpose and be focused and clear. A summary sentence may also be added here on *how* the answer of your research question will contribute to the overall of the study.
- Indicate the theoretical and *methodology (or data collection methods)* chosen and employed to address the research question and achieve the objective.
- Explain contribution of the *findings* for future research and policy and actions.

2. LITERATURE REVIEW: Literature review is a critical summary, classification, and evaluation of existing theory and research on your topics. Its purpose is to bring the reader up-to-date with current literature on the specific research topic and form the basis for another goal, i.e., the justification for future research in the area. A good literature review:

- Gathers information about the particular subject from many sources
- Sets out the argument
- Summarizes recent research related to the topic
- Highlights gaps in the current understandings or debating points in the current knowledge
- Establishes the originality of the research aims by demonstrating the need for investigations in the topic area
- Gives a clear idea of the target readership, why the research is carried out and the novelty/originality and topicality of the manuscript
- Addresses the specific and well-defined questions or set of questions that outlines the background and history of the research problems
- Identifies possible methods for your study and assesses the strengths and weaknesses of previous studies.

Literature review is not the place to express your own opinion or point of view so that all statements should be drawn from the cited works. Many a times, literature review can be integrated in the *Introduction Section*, or can be separately presented as *Literature Review Section*. In any case, the literature review section should be:

- *Comprehensive*: evidence should be gathered from all relevant sources.
- *Fully referenced*: allowing others to follow the path of the author to the paper's conclusion.
- *Selective*: using appropriate search strategies to find the key evidence.
- *Relevant*: focusing on pertinent data.

- *A synthesis* of key themes and ideas.
- *Balanced*: between different ideas and opinions.
- *Critical*: in its appraisal of the literature.
- *Analytical*: developing new ideas and understandings from the evidence.

3. **THEORETICAL FRAMEWORK AND RESEARCH METHOD(S)**: The method section describes: when, where and how was the study done. What materials were used or who was included in the study. The description includes: approach/context of the study, participants, instrument, procedures, data analysis techniques. Method section should be straightforward description of the methods used in your study. Each method should be described in a separate section. Begin in a single section with a statement of the materials used in this study so that readers have the capability to repeat the work in their own intention. Next, describe in separate sections each key procedure and technique used in the study. Keep the explanation brief and concise. Write the method section in the past form. Passive voices are probably most appropriate.

4. **DISCUSSION: DATA ANALYSIS/INTERPRETATION**: The section is presented in adherence to the research questions. It presents the main data and the results of data analysis. An interpretation and discussion should not be inserted in the result section. You should provide an overview of primary results at the first section, and flow the results in a step-by-step fashion. This overview should follow directly the data analysis plan stated in the method. It requires you fully describe the results of data analysis so that readers can gauge how the findings of your study answer the research questions. Then, present primarily findings followed by any secondary and subgroup findings. Use table, figures or excerpts, such as citation or quotation from interview data, to demonstrate the characteristics of major findings. Avoid redundancy between text, tables, figures, or excerpts. The section should address the objective, research question(s), problems and limitations based on primary and secondary data. The purpose is to arrive at major findings through interpretation of data enlightened and guided with the theories and methodological perspectives chosen for the task. It explains how the findings relate to the purpose of the study by taking into account each research question. Also describe how the results are related to education in general. Simply explains the results in clear language that is easy for a non-researcher to understand.

5. **CONCLUSIONS AND IMPLICATION**: In the conclusion section should reflect upon the aims and briefly summarize the overall outcomes of the data analysis based on the purposes of

the study. Explain the importance of the major findings to research and educational purposes or practices. Typically, in conclusion section the author should:

- Summarize and conclude the results of analysis by restating the main argument, and presenting key conclusions and recommendation;
- State how the finding applies to the world of practice;
- State what are the implication for further research;
- Say to what extend your original questions have been answered; and
- State the limitations of your research.

6. **ACKNOWLEDGEMENTS:** (Optional): If you received any significant helps in thinking up, designing or carrying out the work, or received materials of funding from someone who did you a favour by supplying them, you must acknowledge their assistance and the services or materials provided. Place any acknowledgement here. Acknowledgment should be written immediately after the conclusion of the manuscript.

7. **REFERENCE:** Primary sources restated or paraphrased and directly cited from written literature must take place 10-15% of overall references in your paper using the American Psychological Association (APA) style. You also need to check referencing for accuracy, adequacy and balance. References should be relevant, recent and readily retrievable

8. **APPENDIX (OPTIONAL):** should be written following after the references of the manuscript. It is supplementary material that is not an essential part of the text itself but which may be helpful in providing a more comprehensive understanding of the research problem.

8.4.5 FORMATING, CITATION AND REFERENCING STYLES

A. FORMATING: LEVELLING HEADINGS AND INSERTION OF TABLES AND FIGURES

Authors are required to level headings, sub-headings and sub-subsections while writing their papers using the following formatting categories:

1. First Level Sub-Heading: First word *initial* letter capitalized, font size 12. Use numbers sequentially 1, 2, 3... in the heading. No spacing between paragraphs.

1.1. Second Level Sub-Heading: First word *initial* letter capitalized, font size 12. Use numbers sequentially 1.1, 1.2, 1.3 ... in the sub-headings. No spacing between paragraphs.

1.1.1. Third Level Sub-Heading: First word *initial* letter capitalized and *italic*, font size 12. Use numbers sequentially 1.1.1, 1.1.2, 1.1.3... in the Sub-sub-headings. No spacing between paragraphs.

Abc/

Tables: You can refer to tables in this way: Table 1, 2, 3, 4 and so on. Refer to Table 1 first, then, only insert Table 1 below the text or paragraph. Table 1. Insert title of Table 1 (font 11). Then, give source information under the Table in font size 10.

Figures: For Figure: Figure 1, 2, 3, 4 and so on. Refer to Figure 1 first, and then only insert Figure 1 below the text or paragraph and give source information under the Figure in font size 10.

B. CITATION AND REFERENCING STYLES

Please know that the Zena-Lissan Journal of the Academy of Ethiopian Languages and Cultures (AELC) uses the most favoured worldwide APA citation and referencing style guide available online on our website <http://www.-----> The APA style is a widely used author-date system of referencing or bibliographic citation. Authors/contributors are thus required to follow the APA citation and referencing styles guide while writing their papers. The references should be arranged first alphabetically and then further sorted chronologically. Taking this into account, the APA citation and referencing style guidelines cover basic explanations and examples for the most common types of citations used by users across the world. Current information can also be obtained via the internet from the official APA Style website: <http://www.apastyle.org> which includes a quick reference guide. Corrected sample papers can also be found on its (APA's) Style website