

# Zambia Social Science Journal

## Guidelines for Authors

### Overview

- Manuscripts should be journal article length (10,000 – 12,000 words)
- No manuscript should exceed 24 typed pages, including graphs, tables, and appendices
- Each manuscript must include an abstract of no longer than 250 words
- Book reviews should be between 1,000 and 1,500 words
- The manuscript should be accompanied by the author's signed declaration indicating that the paper has not previously been published or is not currently under consideration for publication elsewhere
- All submissions must be sent electronically, in Word format

### Structure

- Manuscripts should be submitted for blind review
- The cover page must contain the title of the paper, author's name and mail and e-mail address, and professional affiliation
- The first page must provide the title of the paper and must NOT give the author's name or address
  - The author's name must NOT appear anywhere after the title page
- The author should avoid references to his own scholarship that identify him/her as the author of the article
  - For example, avoid phrases like: "As I have shown in another article..." or "see my recent article..."
- Manuscripts should be presented in the following order:
  - (i) Title Page
  - (ii) Abstract and key words
  - (iii) Text
  - (iv) Acknowledgements
  - (v) References
  - (vi) Footnotes
  - (vii) Appendices
  - (viii) Figure Legends
  - (ix) Tables
  - (x) Figures



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## Formatting

- Manuscripts should be double-spaced
- Margins should be 1.5" wide margin on the left and 0.5" on the right
- All tables, maps and other illustrations must be professionally drawn
  - They must be labeled accordingly (e.g. table 1, table 2, etc.) with a title at the top

## Style

- Papers are acceptable only in English
  - British English spellings must be used (e.g. colour instead of color, theorise instead of theorize)
- Punctuation should be placed outside of the quotation (e.g. "Yes". and "yes",)
- The serial comma should be employed (e.g. red, white, and blue instead of red, white and blue)
- General numbers one through ten should be expressed in words
- % should be used instead of percent
- Dates should be expressed as in the 14 March 2000
- Decades should be expressed as in the 1950s
- Abbreviations and acronyms should be explained at the first occurrence
- The style, including capitalizations, should be consistent throughout

## Copy-righted Material

- Authors are responsible for securing permissions for the use of any proprietary text, illustrations, tables, or any other material
- The reproductions of short extracts of text, excluding poetry and song lyrics, may be used without formal permission for the purposes of criticism on the basis that the quotation is reproduced accurately and full attribution is given

## References

- The Harvard (author, date) system of referencing is used (see the Chicago Manual of Style)
- In the text the author's name should be followed by the year in parenthesis: Wood (2000)
- If there are two authors use "and": Wood and Gamble (2001)
- If there are four or more authors use "et al": MacDonald et al (2002)



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## **Journals**

Rainford, Gustav and Francis Wood. 2006. "Growth and Human Development: African Experiences." *East African Economic Review* 39, no 4: 333-65.

## **Books**

Fuller, Marsha, Paul Krugwell, and Anthony W. Fenables. 2007. *The Spatial Economy: Cities, Provinces and Domestic Trade*. Cambridge, MA: MIT Press.

## **Chapter in a book**

Andersen, Kim and Rod Stewart. 1980. "How Developing Countries Could Gain from Agricultural Trade Liberalization." In *Agriculture Trade Liberalization: Implications for Developing Countries*, ed. Ian Gold and Odell Knutsen. Paris: Organization for Economic Cooperation and Development.

## **Working papers**

Sengupta, Abdul and Claude E. Monterero. 1988. "Time Series Analysis of Export Demand Equations: A Cross-Country Analysis." IMF Working Paper no. WP/88/190. Washington, D.C. : International Monetary Fund.

## **Website**

World Bank. 2003. World Development Indicators, 2003, Washington, D.C. : World Bank. <http://www.worldbank.org/data/wdi2003/index.htm> (accessed August 27, 2007).

## **Notes and Footnotes**

Notes and Footnotes should be serially numbered and given at the end of the paper.



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