AUTHOR GUIDELINES

Papers submitted to the Journal should be original materials in the field of development, not previously published or under consideration for publication elsewhere.

Abstract
A short abstract of not more than 250 words should immediately precede the introduction. It should give the synopsis of the title, problem/theme, methods, findings/arguments and conclusion(s).

Keywords/Descriptors
Authors should also suggest five keywords or descriptors that clearly indicate the subject matter of the article.

Text
Follow this order when typing manuscripts
Title, abstract, keywords, introduction, main text and references.
Headings and subheadings should be in bold print as follows: Level 1-BOLD CAPITALIZE; level 2-Bold Small Case; level 3-Bold Small Case Italic.
Do not format.

Manuscripts, in English only must be type written with a font size of 12pt double-space on one side of white A4 paper in Times New Roman. Should not exceed 25 pages. Justification left=1.5 Bottom=1 Right=1 Top=1 justify left only. Do not format.

Figures and Diagrams
All necessary illustrations such as photographs, diagrams and charts should be referred to in the text as figures and given Arabic numerals numbered consecutively in the order in which they appear in the text. All figures should appear in the text with titles and sources as follows; Fig 1 School Enrollment 2003, Source: GSS (2000), 1998 Annual Report.

Tables
Tables should be kept to the minimum and include only essential details. They should be given Arabic numerals and referred to in the text. All tables should appear in the text with titles and sources as follows; Table 3: School Enrollment 2003, Source: GSS (2000), 1998 Annual Report.

References
References in text should be quoted as follows: Kaleo & Bawumia (2004) or (Kasise, 2000). Page numbers should be provided for direct quotes (e.g, Kaba, 2000:12). Names of multiple authors should be all listed first use only (Kaleo, Bawumia & Kaba, 2004), subsequent use should appear as Kaleo et.al. (2002). A full reference list capturing author name, year of publication, title of work, edition or volume if any, and city and state of publication as well as publisher name in that order should be provided.
Apart from classics, use current date and references. Date and references more than 10 years are considered old and their use discouraged.

All references should appear typed in double space at the end of the paper in alphabetical order, in strict accordance, as follows

**JOURNAL ARTICLE**

*Single author:*

*Multiple authors:*
- **Up to seven authors**

- **More than seven authors**

**BOOK**

*An Edited Book*

*An Article in a Collection*

*A Book by a Corporate Author*
**Internet Citations**


There should be a separate cover page for: title of manuscript, author(s) name, postal address, e-mail address, telephone numbers, institution/departmental affiliation and position (e.g. research fellow, lecturer) and disciplinary area (Agricultural Economics, Adult Education). No such information should appear in any other pages of the manuscripts.

The Journal and the University for Development Studies are not liable in case of any anomalies on the part of authors and/or inaccuracies in published works.

As a publisher of this Journal, the University for Development Studies reserves full copyright ownership of the Journal and all submissions published in it.