

The Journal of Technological Sciences (JTS)

Guidelines to Authors, Reviewers and Editorial Team

CHINHOYI UNIVERSITY OF TECHNOLOGY



1. 1 OVERVIEW

The Journal of Technological Sciences (JTS) formerly the *Zimbabwe Journal of Technological Sciences* is a refereed journal that publishes original research articles, reviews and short communications in the field of life sciences and technologies as well as engineering sciences and technologies. The editorial board welcomes articles that contribute to the creation of knowledge and its application in solving problems faced by society through science innovation and technology development. The journal has a broad disciplinary focus in science and technology and its coverage encompasses, but is not limited to; physics, chemistry, biology, medicine, ecology, environmental sciences, geology, engineering, agriculture, biotechnology, nanotechnology, mathematics and statistics, computer science and architecture, industrial and all other science and engineering disciplines. Two issues of the journal are published per year, and articles can be submitted throughout the year. The contributions which must be original, and not previously or simultaneously published elsewhere are critically reviewed before they are published. A cover letter confirming that the manuscript has not been published or is not under consideration for publication elsewhere must be submitted.

2.1 Authorship

An author is an individual who has significantly contributed to the development of a manuscript. Authorship will be based on the following international best practise:

- Evidence of substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data into useful information;
- Being able to revise the intellectual content his/her manuscript;
- Willingness to approve the revised and accepted version of the manuscript to be published; and
- Accepting to be responsible for all the contents of the manuscript.

3.1 Acknowledgement

Individuals who participated in the development of a manuscript but do not qualify as an author should be acknowledged. Organizations that provided support in terms of funding and/or other resources should also be acknowledged.

3.2 Changes in authorship

Whenever there is a need to make changes in the authorship of a manuscript or a published article, the changes will be implemented according to authorship policy of Chinhoyi University of Technology Only corresponding authors can make request for a change in authorship. Request should be made to the editor using the Changes in Authorship Form.

3.3 GUIDELINES TO AUTHORS and MANUSCRIPT DEVELOPMENT

3.3.1 SUBMISSION OF MANUSCRIPTS

Manuscripts should be submitted online via the journal submission and tracking site. Full instructions for submission are available directly from the site. If you are unable to submit the manuscript using the journal submission site, an electronic copy of the manuscript can be submitted to the Editor-in Chief at e-mail: : jnyamangara@cut.ac.zw, and impofu@cut.ac.zw and eznyakatawa@cut.ac.zw.

To facilitate rapid reviewing, communications for peer review will be electronic and authors need to supply a current e-mail address when submitting their manuscripts. To check progress on review and acceptance of articles for publication in the journal, authors should log on to the journal submission site (www.cut.ac.zw) and follow instructions to access reviewed manuscripts, reviewer's comments and corrections and any other communication from the editorial team.

Manuscripts should be written using Times New Roman font size 12, with 1.5 line spacing and 2.5cm margins all round. Lines and pages should be numbered for easy referencing by the reviewers. Paragraphs must be separated by a space and page numbering should be bottom centre of the page. Manuscripts should not normally exceed 20 pages including references and appendices. Tables, figures and pictures must appear at the appropriate positions in the text in which they are described and not at the end of the manuscript. The cover page of the

manuscript should carry the author(s)' name(s), affiliation(s), phone number(s), postal addresses and email addresses. This page should not be included in counting the total number of pages of the manuscript. This page will be removed when the manuscript is sent to peer-reviewers to facilitate blind reviewing.

Manuscripts should be written in concise and grammatically correct English following the general format of the journal. Manuscripts that are verbose, winding and poorly organized which require a lot of editorial work will be referred back to the authors, and their publication likely delayed.

3.1.2 Article Types

Three types of manuscripts may be submitted:

Regular articles: These should describe new and carefully confirmed science, and technological findings. Research methods should be given in sufficient detail for others to validate the work.

Short Communications: A Short Communication (2 to 4 printed pages) is suitable for recording the results of complete small investigations or giving details of new models, innovative scientific methods or technological and biotechnological techniques.

Reviews: Submissions of reviews and perspectives (no longer than 4-6 printed pages) covering topics of current interest are welcome and encouraged.

Editorials: Each issue of JTS will carry *Editorial articles* as opinion or analysis articles from the editorial team or other experienced scholars and practitioners around the world. We ask contributors to explain their opinions or reactions to topical global issues on technology generation, scientific application and cultural interfaces. We fully appreciate the fact that individual views vary and that there are no wrong or correct answers to many contemporary matters.

All the four types of manuscripts will be peer blind reviewed.

3.1 FORMAT OF THE MANUSCRIPT

3.1.1 Cover Page

The following details are required on the cover page;

a) The full title of the manuscript in bold Times New Roman font size 14. To facilitate retrieval and indexing for bibliographic searching, the title should be concise, accurate and informative and contain relevant key words. For example, titles which read "the effect of wind turbulence on transpiration rate in tomato in a wind tunnel" are not encouraged. Specific reference to the results obtained in the title is encouraged, thus "wind turbulence increases transpiration in tomato grown in a wind tunnel" is preferred.

b) A shortened running title is required which will appear as a header on every page of the final manuscript. It should not exceed 48 characters counting each letter and space as one character,

c) The full name(s) and e-mail address(es) of the author(s) and the address of the institution at which the research was carried out should be stated clearly. On occasions when author(s) have moved to other institutions, indicate their current address using numbered superscripts placed on the end of the last names of the author(s),

d) The postal address, e-mail address and telephone number of the corresponding author should also be included.

3.1.2 Abstract

The abstract should be a concise and factual summary of the purpose of the study, the principal results and major conclusions. Where appropriate, Graphical Abstracts will be accepted. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, references should be avoided in the abstract. Non-standard or uncommon abbreviations should be avoided in the abstract, but if essential they must be defined at their first mention in the abstract itself. The abstract should be presented in a single paragraph and must not exceed 350 words.

3.1.3 Keywords

Key words are used for indexing purposes. The author(s) must therefore, carefully choose appropriate words that capture the subject and focus of the study. Place four key words under the abstract, separated by a comma.

3.1.4 Introduction

The introduction or theory section provides the background information to the study and justifies the study from a contextual and scientific perspective. Identify the problem addressed by the study and provide adequate background using relevant and recent literature. Information gaps and their context that are being addressed by the study should be delineated clearly as part of the justification for the study. The introduction should normally end with a clear expression of the objectives of the study whose attainment would address the information gaps enumerated. Some manuscript may use research questions and this will be accepted. Authors should avoid using both specific objectives and research questions in the same manuscript to avoid repetition which may become monotonous. The introduction should not cover either findings of the study or conclusions. Anti-plagiarism software will be used to check compliance on academic ethics of acknowledging other people's work.

3.1.5 Materials and Methods

Describe methods, apparatus and procedures used in sufficient detail and sequence to allow other workers to repeat the study. Where appropriate, the details should include; a clear and concise description of research site, population and sample size, experimental designs, a description of treatments and general management of the study, research instruments used and a description of statistical or other methods of data analysis. For ethnographic, descriptive, case studies and other similar studies, appropriate study designs, methods, sampling procedures, data collection and analysis peculiar to these studies must be adequately described. Methods already published should be indicated by a reference: only relevant modifications should be described. Dates of when the study was started and when certain key events

happened in the study need to be stated in the description of materials and methods.

3.1.6 RESULTS

Results should be presented in the most effective and concise format in logical sequence. Tables and figures play a critical role in augmenting the global value and impact of a research manuscript. As a result authors should make sure that the tables and figures are self-explanatory and can be understood independent of text. Authors should also not repeat the contents in tables and figures within the text. These should be used instead to focus on the significance or key points of tables and figures. Use of a table or figure that has already been published requires prior permission from the copyright holder (usually the publisher) and acknowledgement of the source. Seeking such permission is the responsibility of the author(s). Results should be summarised in one format (e.g. tables) and not repeated in any other another format (e.g. figures). Results should be presented with appropriate statistics that enable readers to determine the variability in the data presented and separate means. Results from descriptive and qualitative research should use appropriate indicators of reliability and validity. Results should be described concisely with reference made to specific tables and figures on which the results are presented. When formatting, tables should be organized by means of a roman font. Italic and bold must not be used for highlighting. Apart from for basic horizontal lines, tables should be free of lines, boxes, arrows, or other devices unless they indicate the arrangement of the data. Please use horizontal lines only. No vertical lines, boxes, or other lines may be used unless they indicate the structure of the data. All tables should have the following three horizontal lines:

- One under the title, above the column headings
- One between the column headings and the body of the table
- One at the bottom of the table.

Tables should be numbered using Arabic numerals. They should also be cited in numerical order in the text. Titles of tables should identify the table as briefly as possible should not contain explanatory material. Where explanatory material is necessary this should be placed in a "note" at the bottom of the table. Units of measurement should be expressed in accordance with *Système International d'Unités* (SI Units).

Figure legends should be typed in numerical order on a separate sheet and number e.g. Figure 1. Graphics should be prepared using applications capable of generating high resolution GIF, TIFF, JPEG or PowerPoint before pasting in the Microsoft Word manuscript file.

3.1.7 DISCUSSION

The discussion explains results in the context of what is already known and puts into perspective the importance and application of the results in solving contextual and scientific problems. Results should not be described again in the

discussion. Draw out conclusions from your results against the stated study objectives or research questions and make appropriate recommendations from the study findings. Discussion needs to explore the significance of the results of the work. The use of sub-headings is encouraged in this section.

Do not conclude or make recommendations that do not come directly from the results of your study. A separate conclusion and recommendations section is compulsory.

3.1.8 REFERENCES

In the text (in-text), a reference identified by means of an author's surname shall be followed by the date of the reference in parentheses. When there are more than two authors, all surnames shall be indicated at first mention but subsequently only the first author's surname shall be mentioned, followed by 'et al.,' which means *and others*. In the event that an author cited has had two or more works published during the same year, the reference, both in the text and in the reference list, should be identified by a lower case letter like 'a' and 'b' after the date to distinguish the works.

Examples: (Makuza, 2015); Makuza (2015) if reference is part of the sentence construction for instance; Makuza (2000) observed that; Moyo et al. 2003, (Moyo et al., 2003), (Bester et al., 2009), (Usain and Smithe, 2010), (Chegel, 1998; Chukura, 1999a,b;

References should be listed at the end of the manuscript in alphabetical order. Articles in preparation or articles submitted for publication, unpublished observations, personal communications, etc. should not be included in the reference list but should only be mentioned in the manuscript (e.g., A. Kingori, University of Nairobi, Kenya, personal communication).

How to Cite a Book in APA

Author, A.A. (Year of Publication). Title of work. Publisher City, State: Publisher.

e.g. Billy, K.J. (2016). Time fly over and over. New York, NY: Simon and Schuster.

Capitalize the first letter of the first word of the title and any subtitles, as well as the first letter of any proper nouns. The full title of the book, including any subtitles, should be stated and italicized.

Citing an e-book (electronic book) from an e-reader - APA format structure: Author, A.A. (Year of Publication). Title of work [E-Reader Version]. Retrieved from <http://xxxx> or [doi:xxxx](https://doi.org/xxxx).

e.g. Eggers, D. (2008). The circle [Kindle Version]. Retrieved from <http://www.amazon.com/>

Citing a book found in a database - APA format structure:
Author, A.A. (Year of Publication). Title of work. Retrieved from <http://xxxx> or
doi:xxxx.

e.g.: Sayre, Rebecca K., Devercelli, A.E., Neuman, M.J., & Wodon, Q. (2015).
Investment in early childhood development: Review of the World Bank's recent
experience. doi: 10.1596/978-1-4648-0403-8.

NB: DOI stands for "digital object identifier" is an assigned number that helps
link content to its location on the Internet.

How to Cite a Book Chapter in APA

Clason, G. S. (2008). The tale of seven remedies for a lean purse. The richest man in Babylon (pp. 23-25). Charleston, SC:BN Publishing.

"The tale of seven remedies for a lean purse" is the chapter title. APA style uses *p.* for a one page item and *pp.* for multiple pages.

How to cite a journal article in print

APA format structure: Author, A.A. (Publication Year). Article title. *Periodical Title, Volume* (Issue), pp.-pp.

e.g. Nevin, A. (1990). The changing of teacher education special education. *Teacher Education and Special Education: The Journal of the Teacher Education Division of the Council for Exceptional Children*, 13(3-4), 147-148.

Citing a journal article found online - **APA format structure:** Author, A.A.. (Publication Year). Article title. *Periodical Title, Volume*(Issue), pp.-pp. doi:XX.XXXXX or Retrieved from journal URL.

e.g. Retrieved from [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1467-8535;jsessionid=956132F3DE76EEB120577E99EE74CE9C.f04t01](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1467-8535;jsessionid=956132F3DE76EEB120577E99EE74CE9C.f04t01)

APA format example: Jameson, J. (2013). E-Leadership in higher education: The fifth "age" of educational technology research. *British Journal of Educational Technology*, 44(6), 889-915. doi: 10.1111/bjet.12103.

4.0 Conflict of interest

"Conflict of interest (COI) exists when there is a divergence between an individual's private interests (competing interests) and his or her responsibilities to scientific and publishing activities such that a reasonable observer might wonder if the individual's behaviour or judgment was motivated by considerations of his or her competing interests".

Authors should disclose all financial/relevant interest that may have influenced the development of the manuscript.

Reviewers should disclose any conflict of interest and if necessary, decline the review of any manuscript they perceive to have a conflict of interest. Editors should also decline from considering any manuscript that may have conflict of interest. Such manuscripts will be re-assigned to other editors.

5.0 Copyright:

Submission of a manuscript to JTS implies: that the work described has not been published before (except in the form of an abstract or as part of a published lecture, dissertation or thesis) that it is not under consideration for publication

elsewhere; that if and when the manuscript is accepted for publication, the authors agree to automatic transfer of the copyright to the publisher of JTS.

HAPPY PUBLISHING WITH US!!

We welcome any suggestions.