

Authors' Guidelines

Manuscript Preparation

Authors should adhere to the following guidelines in preparing their manuscript before submission.

First Page of the Manuscript: this page should contain the title, abstract and keywords of the manuscript. The title should be written in bold font, centered and font size 14. The manuscript abstract should come next to the title. It should not be more than 250 words, and it should be italicized with font size 11. The abstract should be followed by a list of keywords that are capable of conveying the content of the manuscript. All texts should be written in **Times New Roman**.

The Main Part of the Manuscript: depending on the type of the research, this part of the manuscript should clearly and completely elaborate on the background, problem statement, objectives, design, significance, scope, literature review, theoretical framework, results and discussion, conclusion and recommendation part of the study. It should also incorporate the references of materials that are cited in the manuscript. Authors are obliged to conduct an extensive review on studies and sources that are related to the title of the manuscript but they have some room to maneuver in organizing the manuscript as long as it is done in a clear and logical manner.

Topics in this part of the manuscript should be written in bold with Times New Roman font style; main topics should have a font size 12. Sub-topics should be written with a lesser font size with the intent of showing a hierarchical relationship with the main topic. The text lines should be single spaced; however, a paragraph should be spaced whenever new topics are resumed. Extracts that are direct quotations more than 40 words should be indented 0.5" from both sides of the margin. The first paragraph of a topic in the manuscript should be aligned left whereas the remaining paragraphs of the topic should be indented 0.3".

Diagrams and Tables: they should be numbered consequently in the order of their appearance in the manuscript. Each table and figure should also have a caption. The caption should be placed below in the case of figures and above in the case of tables. They should be placed within the text at appropriate points rather than at the end.

Acknowledgments: acknowledgments should be placed before references.

Submission of Manuscript

The submitted manuscripts that are not according to the author guidelines of the Journal would be sent back to the authors before going through the formal review process. Contributions can be handed over in three different ways.

A) They can be sent to the Journal's email addresses i.e. ejossahme@aau.edu.et or ejossahec@aau.edu.et

B) They can be sent to the following address of the Journal:

The Managing Editor

Ethiopian Journal of the Social Sciences and Humanities (EJOSSAH)

P.O. Box: 1176

College of Social Sciences

Addis Ababa University

C) They can be handed in person to Office No. 282 of the CSS.

Generally, the manuscript should be sent in the form of two separate files to the contact address of the Journal.

1. Cover Page and Blinded Title Page

This file must include the blinded title page and cover page. The blinded title page must have the title of the manuscript, the manuscript abstract together with its keywords. In addition, information regarding the total page number of the manuscript, the total number of graphic images and tables in the manuscript as well as separate word counts of the abstract and text should be disclosed on the cover letter.

2. Blinded Article File

This file must contain the main part of the manuscript beginning from the introduction up to the references. However, it must stay clear of mentioning the authors' names or initials and institutional affiliations. In both cases, the files must be in rtf/doc files and not be zipped. Manuscripts that do not follow the Journal's peer review blind policy will be sent back to the corresponding author.

Format and Style Guide

1. The text should be single-spaced. It should be written in **Times New Roman**, font size 11. It should employ italics rather than underlining (except with URL addresses) when needed. (See the *manuscript preparation* section for more information.)
2. The size of each article that authors must submit should be 15-20 pages long. Research reports, short communications and book reviews should not exceed a maximum of 10 pages.

Citations¹

In-text citations: when paraphrasing, contributors should provide information on the name of the author and year of publication. In the case of direct quotation, they should also include specific page number on which the quotation can be found. Authors' name can be placed either in text- Bahru (2003:25) or out of text (Bahru, 2003:25). Ethiopian authors should be referred by their first name where as foreign writers should be specified with their last name. (ibid) should be used to refer a preceding citation.

Footnotes: citations from archival sources, oral information and elaborations should be given in footnotes. Footnotes should be kept at acceptable length and in continuous numbers throughout the article.

References²

For a Journal article

Dessalegn Rahmato. (1998). "Environmentalism and conservation in Wallo before the revolution." *Journal of Ethiopian Studies*, 31 (1): 43-86.

For a chapter in a book or an edited volume

Turton, David. (1986). "A problem of domination at the periphery: the Kwegu and Mursi" In D. Donham and W. James, editors. *The Southern marches of imperial Ethiopia: essays in history and social anthropology*. Cambridge: Cambridge University Press.

For an entire book

Mesfin Wolde-Mariam. (1991). *Suffering under God's environment: a vertical study of the predicament of peasants in North-Central Ethiopia*. USA: Walsworth.

Books with Editors and No authors

Leonard W. R. & Crawford M. H. (Eds.). (2002). *Human biology of pastoral populations*. Cambridge: Cambridge University Press.

¹ For unincorporated sources, authors should follow the APA style.

² ibid

For a Book with Second/ Subsequent or Revised Edition

Evans, N. J., Forney, D. S., Guido, F. M., Renn, K. A., & Patton, L. D. (2009). *Student development in college: theory, research, and practice* (2nd ed.). San Francisco: Jossey-Bass.

For Organizational Publications and Documents

Ethiopian Tourism Organization (ETO). (2013). *Ethiopia: land of origins* [Brochure]. Addis Ababa: Author.

For a Journal Article with a DOI

Blair, K., & Hoy, C. (2006). "Paying attention to adult learning online: The pedagogy and politics of community." *Computers and Composition*, 23(1): 32-48. doi:10.1016/j.compcom.2005.12.006

For Doctoral Dissertation / Master's Thesis

Deressa, T. (2010). *Assessment of the vulnerability of Ethiopian agriculture to climate change and farmers' adaptation strategies* (PhD Thesis). University of Pretoria. Retrieved from <http://repository.up.ac.za/handle/2263/28969>

For a Report / Working Paper / Discussion Paper from the Web

Deressa, T., Hassan, R. and Ringler, C. (2008). *Measuring Ethiopian farmers' vulnerability to climate change across regional states* (IFPRI discussion paper 00806). Retrieved from International Food Policy Research Institute (IFPRI) website: <http://ebrary.ifpri.org/cdm/ref/collection/p15738coll2/id/13927>

For Unpublished Document

North Shewa Zone Agriculture Office. (2013). *North Shewa zone wereda basic data* (Amharic Version, unpublished report). Debre Birhan.

For an Entire Edited and Translated Book

Foucault, M. (2007). *The politics of truth*. Edited by Lotringer, S. Los Angeles: Semiotext(e).

Descartes, R. (1986). *A Discourse on Method: Meditations and Principles*. Translated by Veitch J. Guernsey: Guernsey Press.