

ETHIOINQUIRY JOURNAL OF HUMANITIES AND SOCIAL SCIENCES

HAWASSA UNIVERSITY COLLEGE OF SOCIAL SCIENCES AND HUMANITIES

Author Guideline

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. 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).
2. The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
3. Where available, URLs for the references have been provided.
4. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
5. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Authorship

Authorship of papers represents authors' (Faculties, Researchers, and Ph.D. Scholars) scholarly contributions in different scope and domain as per their field and relevancy. The authors' names, affiliations, and e-mail addresses along with contact numbers of all authors (corresponding, principal, & co-authors) of manuscript have to be mentioned on first page. Furthermore, authors are encouraged to include their ORCID.

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Writing and Formatting of Manuscripts

File format

We ask you to provide editable source files for your entire submission (including figures, tables and text graphics). Some guidelines:

- Save files in an editable format, using the extension .doc/.docx for Word files. A PDF is not an acceptable source file.
- Lay out text in a single-column format.
- Use spell-check and grammar-check functions to avoid errors.

Double anonymized peer review formats

ETHIOINQUIRY journal of Humanities and Social sciences (EIJHSS) follows a double anonymized review process which means author identities are concealed from reviewers and vice versa. To facilitate the double anonymized review

process, we ask that you provide your title page (including author details) and anonymized manuscript (excluding author details) separately in your submission.

The title page should include:

- Article title
- Author name(s)
- Affiliation(s)
- Acknowledgements
- Corresponding author address (full address is required)
- Corresponding author email address

The anonymized manuscript should contain the main body of your paper including:

- References
- Figures
- Tables
- Declaration of Interest statement

It is important that your anonymized manuscript does not contain any identifying information such as author names or affiliations.

Tables

Tables must be submitted as editable text, not as images. Some guidelines:

- Place tables next to the relevant text.
- Cite all tables in the manuscript text.
- Number tables consecutively according to their appearance in the text.
- Please provide captions along with the tables.
- Place any table notes below the table body.

We recommend that you use tables sparingly, ensuring that any data presented in tables is not duplicating results described elsewhere in the article.

Figures and images

Figures, images, diagrams and other graphical media must be supplied as separate files along with the manuscript. We recommend that you read our detailed artworks. Some excerpts: All images must have a caption. A caption should consist of a brief title (not displayed on the figure itself) and a description of the image. We advise you to keep the amount of text in any image to a minimum, though any symbols and abbreviations used should be explained.

Article structure

Article sections

- Divide your article into clearly defined and numbered sections. Number subsections 1.1 (then 1.1.1, 1.1.2, ...), then 1.2, etc.
- Use the numbering format when cross-referencing within your article. Do not just refer to "the text."
- You may give subsections a brief heading. Headings should appear on a separate line.
- Do not include the article abstract and reference within section numbering.

Title page

You are required to include the following details in the title page information:

- Article title. Article titles should be concise and informative. Please avoid abbreviations and formulae, where possible, unless they are established and widely understood, e.g., DNA).
- Author names. Provide the given name(s) and family name(s) of each author. The order of authors should match the order in the submission system. Carefully check that all names are accurately spelled. If needed, you can add your name between parentheses in your own script after the English transliteration.
- Affiliations. Add affiliation addresses, referring to where the work was carried out, below the author names. Indicate affiliations using a lower-case superscript number immediately after the author's name and in front of the corresponding address. Ensure that you provide the full address of each affiliation, including the country name and, if available, the email address of each author.
- Corresponding author. Clearly indicate who will handle correspondence for your article at all stages of the refereeing and publication process and also post-publication. This responsibility includes answering any future queries about your results, data, methodology and materials. It is important that the email address and contact details of your corresponding author are kept up to date during the submission and publication process.
- Present/permanent address. If an author has moved since the work described in your article was carried out, or the author was visiting during that time, a "present address" (or "permanent address") can be indicated by a footnote to the author's name. The address where the author carried out the work must be retained as their main affiliation address. Use superscript Arabic numerals for such footnotes.

Abstract

You are required to provide a concise and factual abstract which does not exceed 250 words. The abstract should briefly state the purpose of your research, principal results and major conclusions. Some guidelines:

- Abstracts must be able to stand alone as abstracts are often presented separately from the article.
- Avoid references. If any are essential to include, ensure that you cite the author(s) and year(s).
- Avoid non-standard or uncommon abbreviations. If any are essential to include, ensure they are defined within your abstract at first mention.

Keywords

You are required to provide 3 to 5 keywords for indexing purposes. Keywords should be written in English. Please try to avoid keywords consisting of multiple words (using "and" or "of").

We recommend that you only use abbreviations in keywords if they are firmly established in the field.

Introduction

The introduction should clearly state the objectives of your work. We recommend that you provide an adequate background to your work but avoid writing a detailed literature overview or summary of your results.

Methods

The methods section should provide sufficient details about your materials and methods to allow your work to be reproduced by an independent researcher. Some guidelines:

- If the method you used has already been published, provide a summary and reference the originally published method.
- If you are quoting directly from a previously published method, use quotation marks and cite the source.
- Describe any modifications that you have made to existing methods.

Results

Results should be clear and concise. We advise you to read the sections in this guide on supplying tables, figures, supplementary material and sharing research data.

Discussions

The discussion section should explore the significance of your results but not repeat them. You may combine your results and discussion sections into one section, if appropriate. We recommend that you avoid the use of extensive citations and discussion of published literature in the discussion section.

Conclusions

The conclusion section should present the main conclusions of your study. You may have a stand-alone conclusions section or include your conclusions in a subsection of your discussion or results and discussion section.

Abbreviations

Abbreviations which are not standard in the field should be defined in a footnote on the first page of your article.

Abbreviations which are essential to include in your abstract should be defined at first mention in your abstract, as well as in a footnote on the first page of your article.

Before submission we recommend that you review your use of abbreviations throughout your article to ensure that it is consistent.

Appendices

We ask you to use the following format for appendices:

- Identify individual appendices within your article using the format: A, B, etc.
- Give separate numbering to formulae and equations within appendices using formats such as Eq. (A.1), Eq. (A.2), etc. and in subsequent appendices, Eq. (B.1), Eq. (B. 2) etc. In a similar way, give separate numbering to tables and figures using formats such as Table A.1; Fig. A.1, etc.

Acknowledgements (if any)

Include any individuals who provided you with help during your research, such as help with language, writing or proof reading, in the acknowledgements section. Include acknowledgements **only** in the **title page** since this journal follows a double anonymized peer review process. Do not add it as a footnote to your title.

Funding sources

Authors must disclose any funding sources who provided financial support for the conduct of the research and/or preparation of the article. The role of sponsors, if any, should be declared in relation to the study design, collection, analysis and interpretation of data, writing of the report and decision to submit the article for publication. If funding sources had no such involvement this should be stated in your submission.

List funding sources in this standard way to facilitate compliance to funder's requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].

If no funding has been provided for the research, it is recommended to include the following sentence:

This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

References

References within text

Any references cited within your article should also be present in your reference list and vice versa. Some guidelines:

- References cited in your abstract must be given in full.
- We recommend that you do not include unpublished results and personal communications in your reference list, though you may mention them in the text of your article.
- Any unpublished results and personal communications included in your reference list must follow the standard reference style of the journal. In substitution of the publication date add "unpublished results" or "personal communication."
- References cited as "in press" imply that the item has been accepted for publication.

Linking to cited-sources will increase the discoverability of your research.

Before submission, check that all data provided in your reference list are correct, including any references which have been copied. Providing correct reference data allows us to link to abstracting and indexing services such as Scopus, Crossref and PubMed. Any incorrect surnames, journal or book titles, publication years or pagination within your references may prevent link creation.

We encourage the use of Digital Object Identifiers (DOIs) as reference links as they provide a permanent link to the electronic article referenced. See the example below, though be aware that the format of such citations should be adapted to follow the style of other references in your paper.

DOI link example (for an article not yet in an issue):

VanDecar J.C., Russo R.M., James D.E., Ambeh W.B., Franke M. (2003). Aseismic continuation of the Lesser Antilles slab beneath northeastern Venezuela. *Journal of Geophysical Research*, <https://doi.org/10.1029/2001JB000884>.

Reference format

This journal does not set strict requirements on reference formatting at submission. Some guidelines:

- References can be in any style or format as long as the style is consistent.
- Author names, journal or book titles, chapter or article titles, year of publication, volume numbers, article numbers or pagination must be included, where applicable.
- Use of DOIs is recommended.

Our journal reference style will be applied to your article after acceptance, at proof stage. If required, at this stage we will ask you to correct or supply any missing reference data.

Reference style

Citations in the text should follow the referencing style used by the American Psychological Association. You are referred to the [*Publication Manual of the American Psychological Association, Seventh Edition \(2020\)*](#) ISBN 978-1-4338-3215-4.

The reference list should be arranged alphabetically and then chronologically. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

Examples:

Reference to a journal publication:

Van der Geer, J., Handgraaf T., & Lupton, R. A. (2020). The art of writing a scientific article. *Journal of Scientific Communications*, 163, 51–59. <https://doi.org/10.1016/j.sc.2020.00372>.

Reference to a journal publication with an article number:

Van der Geer, J., Handgraaf, T., & Lupton, R. A. (2022). The art of writing a scientific article. *Heliyon*, 19, Article e00205. <https://doi.org/10.1016/j.heliyon.2022.e00205>.

Reference to a book:

Strunk, W., Jr., & White, E. B. (2000). *The elements of style* (4th ed.). Longman (Chapter 4).

Reference to a chapter in a book:

Mettam, G. R., & Adams, L. B. (2020). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281–304). E-Publishing Inc.

Reference to a website:

Powertech Systems. (2022). Lithium-ion vs lead-acid cost analysis. Retrieved from <http://www.powertechsystems.eu/home/tech-corner/lithium-ion-vs-lead-acid-cost-analysis/>. Accessed January 6, 2022.

Reference to a dataset:

Oguro, M., Imahiro, S., Saito, S., & Nakashizuka, T. (2015). Mortality data for Japanese oak wilt disease and surrounding forest compositions [dataset]. Mendeley Data, v1. <https://doi.org/10.17632/xwj98nb39r.1>.

Reference to a conference paper or poster presentation:

Engle, E.K., Cash, T.F., & Jarry, J.L. (2019, November). The Body Image Behaviours Inventory-3: Development and validation of the Body Image Compulsive Actions and Body Image Avoidance Scales. Poster session presentation at the meeting of the Association for Behavioural and Cognitive Therapies, New York, NY.

Reference to software:

Coon, E., Berndt, M., Jan, A., Svyatsky, D., Atchley, A., Kikinzon, E., Harp, D., Manzini, G., Shelef, E., Lipnikov, K., Garimella, R., Xu, C., Moulton, D., Karra, S., Painter, S., Jafarov, E., & Molins, S. (2020). Advanced Terrestrial Simulator (ATS) (Version 0.88) [Computer software]. Zenodo. <https://doi.org/10.5281/zenodo.3727209>.

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4. The text is written single-spaced, 12-point font, and all figures, illustrations, and tables are placed within the text at exact points.
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