

AUTHORS GUIDELINES

Kabale University Research Journal (KURJ) is a multidisciplinary journal accepting high quality original research articles, letters and commentaries on a wide range of disciplines. The journal has a committed editorial board, and competent and renowned reviewers from various disciplines. The journal accepts manuscripts only in English language and is published quarterly: March, June, September and December and uses a double blind peer review process in assessing manuscripts submitted for consideration of publication. Regardless of submission dates, the Journal ensures a quick and quality review of manuscripts. Manuscripts submitted for consideration of publication must have been checked for plagiarism, edited by language and subject experts, and must not have been published or submitted for consideration of publication to another journal.

Submission of Manuscript

Manuscripts to KURJ are submitted directly through the official email addresses of the journal at kurj@kab.ac.ug. Authors can also submit their manuscripts to the managing editor at editor.kurj@kab.ac.ug. On receipt of manuscripts, the journal editorial office will acknowledge receipt of manuscripts within 24 hours.

Manuscript processing procedures

Authors are informed that manuscript turnaround time at KURJ is 60 days and the process described below is followed.

1. Manuscripts to KURJ will undergo editorial review to ensure authors have followed the journal format. Manuscripts that are found not to have followed journal format will be returned to authors.
2. Manuscripts that have complied with journal format are assigned two blind reviewers to assess the manuscript, make comments and suggestions to authors for improvements if required and make recommendations to the editor to accept as is; accept after minor corrections; accept after major corrections; or reject the manuscript. Manuscripts that are rejected cannot be resubmitted to KURJ for re-consideration of publication.
3. Manuscripts requiring revisions are returned to authors with reviewers' comments for revisions.
4. Revised manuscripts must be returned within two weeks upon receipt from the editorial office along with a summary least of comments, revisions and suggestions indicating page and authors responses to the editor for final publication decisions.
5. The editor informs authors through email on publication decisions.
6. Authors of accepted manuscripts shall be send their submissions in word to proof read, check and ensure that the contents of the manuscripts are correct and authors are correctly affiliated.
7. Manuscripts published in KURJ will be uploaded on the University website in the Research portal.

Manuscript preparation

Authors intending to submit manuscripts to KURJ must follow the steps described below in the preparation of their manuscripts for submission.

1. The cover page shall indicate the title, author's name, and institutional affiliation and address and email details. Where there are more than two authors, all names of authors, their institutional affiliations and address, and emails must be indicated according to the contribution they have made in the preparation of the manuscript. The names, address and email of corresponding author must also be indicated.
2. Abstract of not more than 200 words should be on the second page. The abstract shall include the context of the manuscript, objectives, methodology (study design, sample and sampling design and data analysis methods), key findings, conclusions and recommendations. Five (5) Keywords appropriate for the study will also be included after the abstract.
3. Manuscripts to KURJ shall have the following sub-headings:
 - i. **Introduction;** this will not be more than one (1) page and will provide a strong background of the study, study gap and rationale for the study.
 - ii. **Literature Review;** critical review of relevant literature from global, regional and local perspectives. It shall also include the theoretical and conceptual frameworks.
 - iii. **Data and Methods;** this section shall describe the research design, sample and sampling design and data analysis procedures and the rationale for the methods chosen.
 - iv. **Results;** this section shall present the results of the study guided by the relevant research objections/questions.
 - v. **Discussion;** the section on discussion shall compare results with previous related studies and specifically present the unique findings of the study.
 - vi. **Limitations;** this section shall focus on the shortcomings of the study in respect to design, sample, data analytical procedures that may have affected the findings of the study.
 - vii. **Conclusion;** this section shall provide an overall finding of the study taking cognizance of whole study. Repetition of study results in this section is not acceptable.
 - viii. **Recommendations;** this section shall present the author recommendations in terms of policy, programme and research. The recommendations shall emanate from the study results.
 - ix. **Citations and referencing;** manuscripts presented to KURJ shall strictly use the APA citation and referencing style. Authors must ensure that every citation is appropriately referenced.

Examples of APA citation

- a. According to Ezira and Tamwesigire (2018), research and innovation are key factors for sustainable development.

- b. Research and innovation are key factors for excellent service delivery (Kinyatta, Mbagutta and Sowed, 2017).
- c. Citation should strictly use the surname(s) of author(s). Do not insert middle or first name in citations.

Examples of APA reference style

- a. Okello, M. C., & Hovil, L. (2007). Confronting the reality of gender-based violence in Northern Uganda. *The International Journal of Transitional Justice*, 1(3), 433–443.
- b. Mubyazi, G. M. (2015). Knowledge and perceptions of antenatal services need and delivery and reasons for seeking such services among women in Tanzania: implications for utilization and coverage of intermittent presumptive treatment of malaria in pregnancy in two districts. *Rwanda Journal*, 2(1), 65–75.
- c. Dunkle, K. L., Jewkes, R. K., Brown, H. C., Gray, G. E., McIntyre, J. A., & Harlow, S. D. (2004). Gender-based violence, relationship power, and risk of HIV infection in women attending antenatal clinics in South Africa. *The Lancet*, 363(9419), 1415–1421.
- d. Bronfenbrenner, U. (1979). *The Ecology of Human Development*. Harvard University Press.
- x. **Tables;** should be typed on a separate sheet and identified by a short title immediately above the table. All tables shall be consecutively numbered and placed at the appropriate page.
- xi. **Illustrations;** these include maps, charts, diagrammes and photographs. These materials shall be presented as Figures and numbered consecutively. All figures shall be placed appropriately on the page in which they are described
- xii. **Font style and Size;** Manuscripts submitted to KURJ shall use Time New Romans Font style size of 12.
- xiii. **Line spacing;** Manuscripts shall be double line spaced.
- xiv. **Number of words;** Manuscript text shall not exceed 7,000 excluding tables, figures and appendices.
- xv. **Plagiarism check;** all manuscripts submitted to KURJ shall be subjected to anti-plagiarism check before allocation to reviewers. Manuscripts found to have violated the anti-plagiarism policy by more than 15% shall be rejected without review.

Ethical requirements

Manuscripts based on research submitted to KURJ for consideration of publications must include evidence of ethical clearance.

Policy on Data access

KURJ is committed to data sharing for research purposes and expect that authors submitting their research findings to KURJ should be willing to share data for research purposes to the extent that data sharing does not violate research ethics guidelines. In this regard, Authors are required to make a statement on data sharing and conditions for sharing data on which results being presented are based. We at KURJ believe that this is not only good practice, but also ensures the reliability of results and quality of manuscripts published by KURJ.

Disclosure of interest statement

Authors' submitting manuscripts to KURJ for consideration of publication shall declare that they have no conflict of interest in the published article.

Author contribution

Authors shall indicate their roles in the manuscripts submitted to KURJ for consideration of publication. Author contribution can take any of the following forms: conceptualization and design, data collection, design of data collection tools, data analysis and write of the manuscript.