

# Submission Guidelines

## SUBMISSION GUIDELINES

### Format & Process

- **NO AUTHOR INFORMATION** on any page of the paper, **as papers will be double BLIND reviewed.** If you submit a paper that contains any information identifying you, the paper shall be removed from the system, and you will be invited to resubmit. **It is YOUR responsibility to resubmit again.**
- **Your Submission (all documents in English) should consist of**
  - Your paper in English limited to 5000 words, (everything included: the cover / title page, references and tables and figures). Any paper exceeding the specified limit will not be included in the review process.
  - Letter of support signed by both the mentor / supervisor and head of the institution
  - Curriculum Vitae of the candidate  
**Include the submission form as the last page of your CV.**
- Papers must show a clear indication of the purpose of the research, research method, major results, implications and key references.
- Papers will be evaluated through a double blind-review process and authors will be notified of acceptance / rejection by mid-June 2020.

### Format for all papers

#### Papers should be:

- Single spaced throughout
- Times New Roman 12-point font (except for title which should be Times New Roman 14-point font)
- A4 size page formatting
- 2.5cm margins on all sides

#### Content order for the paper:

- **Page 1 (1 page) (SHOULD NOT include the author (s) name (s) on the title page or any other part of the paper.** Remove any author or institutional identifying information from the properties file on your computer. The title should be followed by an abstract of 100 words or ten lines maximum summarizing the main aim (s) findings and conclusions of your research.
- **Body of the paper** including tables, figures, footnotes and technical details if required such as mathematical proof or development.
- **References.**

## **IMPORTANT**

- 1. Please make sure to read carefully the submission guidelines before submitting your paper.**
- 2. Please make sure to adhere to the guidelines as described above when submitting your paper**
- 3. Compliance to the word limit and format is required to facilitate standardisation of the publication in the EDAMBA Journal.**