

GHANA JOURNAL OF EDUCATION AND TEACHING (GHAJET)

GUIDELINES ON MANUSCRIPT PREPARATION

1. Articles on all aspects of human knowledge and experiences are welcome for consideration.
2. Submission of a manuscript implies commitment to publish in the journal. Authors submitting to the journal (GHAJET) should not simultaneously submit the manuscript to another journal, nor should the manuscript have been published elsewhere in substantially similar form or with substantially similar content. Authors in doubt about what constitutes prior publication should consult the editor. Submit all manuscripts electronically to the editorial team at ieris.ghajet@uew.edu.gh
3. For questions or inquiries about new or revised manuscript submissions, [email the editorial office](mailto:ieris.ghajet@uew.edu.gh) at ieris.ghajet@uew.edu.gh.
4. *GHAJET* encourages submissions of three types of research articles— *Research Articles* feature articles, reviews/essays, and briefs. Technical comments may also be submitted. In addition.
 - *Feature Articles* present important new research results of broad significance. Feature articles should include an abstract, an introductory paragraph, figures or tables, and up and references, with text totaling no more than 5,000 words. Significant feature articles may be somewhat longer than 5,000 words at the discretion of the editors. Methods need to be sufficiently presented in research article to warrant results, but information should usually be included in supplementary online material to further support the paper's conclusions.
 - *Reviews/Essays* describe new developments of broad significance and highlight unresolved questions and future directions. Reviews/Essays are research-based and aim to convey new developments in the state of the knowledge and its implications, whether theoretical, empirical, or methodological. Reviews/Essays should include an abstract, an introduction that outlines the main point, brief subheadings, and references, with text totaling no more than 4,000 words.
 - *Briefs* are brief analyses focusing on a specific topic or question using new data or existing databases. Briefs should include a brief introduction of the issue or question, a brief discussion of the data, up to two figures or tables, and a maximum six references, with text totaling no more than 1,000 words. Titles should be no more than eight words in length. Authors should also submit an abstract of 100 words or less. Methods (quantitative and/or qualitative) should be included in supporting online material. Manuscripts are peer-reviewed in the usual manner.
 - *Other Works*: Authors are encouraged to contact the editors directly if they wish to prepare an article of a genre or length that does not readily fit within the above submission types.
 - *On occasion*: *GHAJET* can publish special issues or sections on topics that are sufficiently compelling or of broad-based significance for the field or for the

advancement of education research that they deserve wide attention and dissemination. Please contact the editors for guidance. Special Issues or Sections also require review and approval of the GHAJET Publications Committee.

5. **Manuscript organization:** The manuscript should follow the following guidelines. The section headings in the manuscript should include the following.

- Title page
- Abstract
 - i. The abstract should not exceed 300 words. The abstract should include background, methods, results, conclusion and recommendation
 - ii. Three to five keywords representing the manuscript's main content should be included.
- Background of the study
 - i. The background of the study should provide the context of the study which will enable readers to understand the purpose or significance of the study
 - ii. Authors should highlight and describe the key research problem and relevance of the study.
 - iii. If appropriate, authors should a theory
- Methods
 - i. The methods should include a clear description of the study design, study settings, sources of data, sampling techniques, data collection procedures, data analysis and ethical clearance
 - ii. Authors should include the ethical clearance (the name of IRB and clearance number etc.) in the main work and also in the declaration section.
 - iii. Include a statement on ethical clearance and consent. Note: All manuscripts without uploaded ethical clearance would be rejected.
- Results
 - i. The results section should describe the findings of the study. The results should be clear and concise. Results of the analysis must be included in the text and also represented in either Tables or Figures.
 - ii. Quantitative study: authors should be able to describe statistics well.
 - iii. Qualitative study: there should be clear themes and quotes explaining the themes. If appropriate, authors should add thematic diagrams.
- Discussion
 - i. The discussion section should highlight and discuss the implication of the findings of the studies in the context of existing literature.
- Conclusions
 - i. The section should describe the conclusion and recommendation of the study. It should also include the limitation of the study.
- List of abbreviations

- i. If abbreviations were used in the text, authors should provide the list of the abbreviations in alphabetical order.
 - Declarations
 - i. All manuscripts must contain the following.
 1. Ethical approval and consent
 2. Acknowledgments
 3. Authors' contributions
 4. Authors' information
 5. Competing interest
 6. Funding
 - References
 - i. All submissions should follow the [APA style of referencing](#)
6. ***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 who do not adhere to these guidelines.
- *Contact information:* Supply complete contact information for all authors on the title page:
 - i. Name, affiliation, email address, phone numbers (the more, the better).
 - ii. Indicate the corresponding author.
 - iii. The title page should be uploaded separately from the main manuscript file. No identifying information should be included in the main manuscript file to allow for anonymize review.
 - *Abstract:* All manuscripts, except technical comments and commentaries, should include an abstract of 300 words.
 - *File format:* Manuscript file should be in Microsoft Word format (DOC, DOCX). Any supplemental files should also be in Microsoft Word.
 - *Language:* Manuscript should be submitted in English
 - *Length:* Manuscript can be any length. There is no restriction on the number of pages and word count.
 - *Typescript/Font:* The font size of the manuscript should be 12 and double-spaced. Subheads should be used at reasonable intervals to break the monotony of text. Words and symbols to be italicized must be clearly indicated, by either italic type or underlining. Abbreviations and acronyms should be spelled out at first mention unless found as entries in their abbreviated form.
 - *Page:* Pages should be numbered consecutively.
 - *Line numbers:* Continuous line numbers should be used through the manuscript (Authors should not restart the numbering on each page)

- *Tables, figures, and illustrations:* The purpose of tables and figures is to present data to the reader in an unambiguous manner. The author should not describe the data in the text in such detail that illustration or text is redundant.
 - Figures and Tables should not be in a picture format
 - All figures and Tables should be numbered and have a clear title
 - Figures and Tables should be included in the main manuscript. They should not be submitted as a supplementary file.
 - Tables will be typeset; they should be editable, not embedded as images.
 - *Notes and references:* Notes are for explanations or amplifications of textual material. They are distracting to readers and expensive to set and should be avoided whenever possible. They should be typed as normal text at the end of the text section of the manuscript rather than as part of the footnote or endnote feature of a computer program and should be numbered consecutively throughout the article. A reference list contains only references that are cited in the text. Its accuracy and completeness are the responsibility of the author(s).
 - *Reference Style:* All submissions should follow the [APA style of referencing](#). Examples of references to a book, a chapter in a book, and a journal article follow, formatted in APA style:
 - I. Bobrow, D. G., & Collins, A. M. (1975). *Representation and understanding: Studies in cognitive science*. New York: Academic Press.
 - II. Crothers, E. (1972). Memory structure and the recall of discourse. In R. O. Freedle & J. B. Carroll (Eds.), *Language comprehension and the acquisition of knowledge* (pp. 201–238). Washington, DC: Winston.
 - III. Fraser, L. T. (1968). Questions as aids to reading: Some research and a theory. *American Educational Research Journal*, 5, 319–322.
 - IV. Mankoe, J. O & Maynes, W. G. (1994). Decentralization of educational decision-making in Ghana. *International Journal of Education Development*, 14 (1), 23-33.
7. ***Submission of article:*** Submit all manuscripts electronically to the editorial team at ieris.ghajet@uew.edu.gh
- Authors should upload the manuscript and a cover letter. The cover letter should include the study relevance and why the article should be published.
 - The article should be submitted by the corresponding author.
8. For questions or inquiries about new or revised manuscript submissions, [email the editorial office](#) at ieris.ghajet@uew.edu.gh.
9. ***Editorial and peer review process:*** GHAJET operates a transparent-peer review process.

All articles submitted to this journal undergo a peer-reviewed process. The Editorial Board is responsible for handling a submitted article and it involves a rigorous process. The article will undergo editorial checks where the suitability of the article for the Journal and formatting are checked. Articles that meet the requirement of the journal will be forwarded to reviewers for review.

Authors should note that it takes about 30 days for the journal to make its first decision on a submitted article. Authors would be notified of the first and subsequent decisions of the entire review process. *There are two main decisions for any article submitted to this Journal.* The article could be either ***accepted*** or ***rejected***. For *accepted articles*, authors may be asked to *revise and submit* the article for publication. However, authors are not *required to resubmit a rejected paper to this journal.*