

# GUIDELINES FOR CONTRIBUTORS

Manuscripts intended for publication with TUDARCo Journal of Humanities and Education should be submitted electronically in 'word' format, double spaced, and with wide margins. Manuscript should range between 5,000 and 8,000 words (including references and appendices). The manuscript should typically be in the following order:

**Abstract:** The abstract should not exceed 250 words in length.

**Keywords:** A maximum of five most important terms that describe your research domain and specific problem area investigated.

**Introduction:** It should be informing the reader of the relevance of your research.

**Review of Literature:** This section includes a short history or relevant background of the research area being addressed.

**Methods:** This section should provide details on how the research was conducted.

**Findings and Discussion:** This section describes the outputs generated in the methods section.

**Conclusion:** Final extract of the research performed.

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Notes should be numbered consecutively and placed at the end of the article (endnotes). In-text citation should follow 'author-date' system.

For books: surname, initials, (year). title of book, publisher, place of publication e.g. Fallbright, A. and Khan, G. (2001). *Competing Strategies*, Outhouse Press, Rochester.

For book chapters: surname, initials, (year). chapter title, editor's surname, initials, title of book, publisher, place of publication, pages, e.g. Bessley, M. and Wilson, P. (1999). *Marketing for the production manager in Levicki, J. (Ed.), Taking the Blinkers off Managers*, Broom Reim, London, pp.29-33.

For journals: surname, initials, (year). title of article, journal name, volume, number, pages, e.g. Kibet, M. (2013). *Migration into Rustenburg local municipality between 1996 and 2001*. *Journal of Social Development in Africa*, 28(1):65-85.

Conference proceedings: Treat conference proceedings in the same way that you would a journal article, but insert the full conference title and dates where the journal title would normally appear.

For websites: surname, initials (year); title of cited work, available at: website link (accessed on appropriate date), e.g. Smith, R. (2004). *Managerial roles and coping responses*, available at <http://www.managerial.roles.coping.responses/> (accessed 29th June 2016).