



Ethiopian Journal of Indigenous knowledge and Applied Sciences (EJIKAS): Guidelines

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**Debre Berhan University Research and Vice
President Office**

EJIKAS Technical Team
DEBRE BERHAN UNIVERSITY



1. About the journal

Aim and Scope of the Journal

The aim of *Ethiopian Journal of Indigenous knowledge and Applied Sciences (E. J. Ik. Appl. Sci.)* is to drive forward the fields related to fundamental and Applied Science by providing high-quality evidence base researches publications for academicians, researchers, scholars, scientists, managers, policymakers and students.

E. J. IK. Appl. Sci. papers should provide an insight that advances the physical, chemical, Biological and mathematical science fields. The journal also considers multidisciplinary research and innovation in a related fields. It is an open-access bi-yearly journal that publishes research outcomes with significant contributions to the understanding and improvement of the Applied Science and Mathematics processes. Its focus is to publish papers that are authentic, original and plagiarism free and should be in the interest of society and the world.

2. Organizational Structure

The organizational structure of the journal (as it is shown in Figure 1) comprises editor in chief, associate editors, editorial manager.



Figure 1: the proposed organizational structure

3. National and International Advisory Board member

Advisory board members of *the journal* are distinguished and respected academicians working in academia or experts working in research institutes both in the national and international area. Advisory Board Members are the ones with an important responsibility towards policy, management and development of the journals. The advice and direction provided by the advisory board member have a prime role in maintaining the Journal integrity. Therefore, the editor-in-chief with the help of concerned officials formally requested Advisory board members.

In particular, the advisory board members have the following roles.

- ✓ Advisory Board Members are requested to express their view regarding the article whether it falls under the Journal scope or not and whether it meets the desired publication criteria or not.
- ✓ Provides advice for the improvement of the aim and scope of the journal.
- ✓ Exhibit your opinion on the Journal's direction and performance.
- ✓ Provide subject-specific support.



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- ✓ Explore the novel ideas to develop “Special Issues” with specific topics that will be an innovation corner for the Journal.
- ✓ Expected to work with advice on topics that should be addressed by the journal as well as the overall scope and focus of the journal.
- ✓ Actively participate in the Journal development.
- ✓ Promote the journal wherever possible.
- ✓ Assisting with the strategic development plan for the following volume of the Journal.
- ✓ Offering advice on Journal policy and content, and creating awareness of the Journal.

4. The Editorial Board Members

The Editorial Board Members are esteemed and profound expertise whose decision is utmost critical in the process of editing, peer-reviewing and decision regarding publication of the article. The Editorial Board Members deeply examines the content of the article and expresses his/her views regarding the quality and integrity of the article and also regarding any changes to be incorporated for the best outcome of the literature. The board consists of the editor in chief, associate editors (concerned editor/s), and the managing editor. The frequency of this editorial board meeting varies depending on the specific needs of a journal. Attendee of the meeting is mandatory. All meetings are chaired by Editor-in-Chief and all decisions are made based on a simple majority vote of those present. The managing editor can serve as the secretary of the editorial board of each journal.

Editorial Board Members Responsibilities

- ✓ Editorial Board Members are requested to express their view regarding the article whether it falls under the journal scope or not and whether it meets the desired publication criteria or not.
- ✓ To perform a detailed evaluation of the manuscript and should suggest for any further modifications to be done in the article.



- ✓ After the article undergoes a peer review process, the content will be forwarded to the Editorial Board Members.
- ✓ The Editorial Board Members should provide the necessary changes to be carried out in the article to augment its quality.
- ✓ After getting satisfied with the quality of the manuscript, the Editorial Board Members should declare his/her decision to proceed for publication of the article.
- ✓ If the article is rejected on the editorial board horizon, it needs to write an explanation on the decision to the author.
- ✓ The decision of Editorial Board Members should not be influenced by any factors.
- ✓ A quick response is very essential to maintain the desired time constraints. If you are having a busy work schedule and are unable to participate in the peer review process, then it is your responsibility to assign suitable and potential reviewers who can carry out an efficient peer review process ensuring the best quality outcome of the content.
- ✓ Editorial Board Members are requested to have a glance at the reviewer guidelines and are responsible to ensure the quality outcome of the literature through an intense and thorough peer review process.
- ✓ Editorial Board Members need to ensure the protection and confidentiality of the content.

5. Editor-In-Chief

An Editor-In-Chief plays a major role, holding the responsibility of all the Journal operations and policies. The editor in chief is held accountable for the efficient management of the Journal.

Roles and Responsibilities

The Editor-In-Chief is highly responsible to raise the reputation and profile of the Journal by fulfilling the following responsibilities.

- ✓ Ensures accuracy, fairness and completeness of all the content.



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- ✓ Oversees the timely publication of the journal,
- ✓ Chairs all the meetings of the editorial board
- ✓ Will also liaise with the publisher of the Journals
- ✓ Searches for a fund for publication, dissemination and related activities in collaboration with the editor. Also involves in budgeting and strategic planning
- ✓ Solicit articles/manuscripts for every issue of the journal
- ✓ Ensures that all the corrections and clarification policies of the journal are carried out and are presented promptly.
- ✓ Reviews feedback/evaluations of articles and other content and take steps to avoid future mistakes and hold the articles that are not ready for publication.
- ✓ In collaboration with other Editors, decides the appropriate placement of content online.
- ✓ Coordinates daily editing and online printing.
- ✓ Works closely with other Editors in determining the Journal features.
- ✓ Reads and edits all the content on the web pages of *journal*.
- ✓ Writes Articles and Editorials as assigned.
- ✓ Works with Managing Editor and other Editors to develop web components.
- ✓ Has final authority in the publication matters.
- ✓ The Editor-in-Chief will have three years term.

6. Associate Editors

The Associate editors have an indispensable input for the quality of the published literature and the development of the journal.

Role and responsibility of the Associate editor

- ✓ Expected to develop the content of the journal each year,
- ✓ Comment and advise on the journal policies, in consultation with the editor-in-chief,
- ✓ Establish, maintain and interpret author and reviewer guidelines,



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- ✓ Must regularly interact and co-ordinate the entire process of reviewing articles with the peer reviewers,
- ✓ Ensure that the dummy copy of every issue must be submitted in hard format to the assistant editor and the editor before final printing,
- ✓ Expected to further copy edit the content and language of the articles in the dummy copy,
- ✓ Expected to proofread every article before submitting the final copy to the editorial board,
- ✓ Will also liaise with the publisher of the Journal in case of non-availability of the editor-in-chief,
- ✓ Review, edit, and approve the technical content of the journal,
- ✓ Check for plagiarism,
- ✓ Identify and suggest key topics to include in the journal and invite key authors on these topics to submit an article,
- ✓ Identify key contributed research, workshops, or panel topics from meetings/conferences suitable for publication and invite presenters to submit an article,
- ✓ Facilitate the publication of the journal,
- ✓ Plan and work out ways and means to increase the number of article contributions and to ensure the regular publication and issuance of the Journal,
- ✓ Carry out the preliminary assessment of manuscripts,
- ✓ Nominate new members of the Board at the end of members' term of office in the absence of editor-in-chief,
- ✓ Provide guidelines for the effective and proper functioning of the editorial office,
- ✓ Handle issues that arise at periodic sessions,
- ✓ Handle confidential matters related to individual contributors of manuscripts and any other issue that may be considered secret or require confidential treatment,
- ✓ Responsible for the modification and actualization of the Journal's layout,
- ✓ Accountable for overall quality of the intellectual content of the Journal,



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- ✓ Decide on procedures for manuscript submission, review and referee criteria, acceptance, release, and publication,
- ✓ Search, select and invite potential reviewers,
- ✓ Assess all manuscripts anonymously on academic merit without discrimination against any person concerning age, colour, creed, origin, belief, gender, seniority, etc.,
- ✓ Indicates, point out, and decides any breach of publication guidelines to the board,
- ✓ Checking concerning word limit or page limit words, references, figures, or tables, manuscript type and written format including margin shall be considered based on guideline,
- ✓ Ensuring all evidence-based statements within the article must be supported with proper citations,
- ✓ Ensuring and checking authors include all in-text citations have a corresponding reference entry and that each reference entry is cited in the text.
- ✓ Associate Editors will have two years term.

7. Editorial Manager

Managing Editor plays a critical role in coordinating many aspects of the Journal process runs according to schedule. They carry multiple duties to ensure a publication gets out for the readers. They have a prominent role right from receiving an article to its publication in the corresponding Journal, being a communication media to all the members in the publishing house. The Editorial Manager who is accountable to the Editor-in-chief has the following duties and responsibilities to ensure the proper functioning of the journal;

- ✓ Follows up and directly supervise the day-to-day activities of the Journal and reports to the Editor-in-chief,
- ✓ Holds and manages the publication office,
- ✓ Maintains any correspondences with contributors of manuscripts, assessors and Board members,



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- ✓ Collects manuscripts from contributors, acknowledges the receipt of them, and codes any manuscript for evaluation and edition,
- ✓ Makes preliminary screening of manuscripts and presents suggestions for the Editorial Board,
- ✓ Distributes manuscripts selected, when allowed by the Editorial Board for assessment to the designated assessors, and, in turn collects comments from assessors both in hand and electronic copies,
- ✓ Dispatches comments received from assessors back to manuscript contributors and collects final improved versions of manuscripts from contributors with explanation notes how the issues raised by assessors have been treated by the author(s),
- ✓ Sends finally selected manuscripts for typesetting, checks that those manuscripts are properly typeset, and submits them to the selected publisher,
- ✓ Systematizes the processing, scheduling, and dissemination of the Journal,
- ✓ Prepares agenda for the meetings of the Editorial Board in consultation with the Editor-in-chief and Associate Editor,
- ✓ Records minutes of the Editorial Board,
- ✓ Keeps confidential information related to manuscripts to be published in the Journal,
- ✓ Works closely with the Editor-in-chief and the Associate Editor,
- ✓ Supervises the activities of the office secretary,
- ✓ Perform, and manages all the Ads, communication, social media and media,
- ✓ Supervises follows up and collaboratively works with content and technical editors, layout and language editors, secretary and reviewers.
- ✓ The managing editor is expected to be of the relevant field of study, which is an academic member of the college and is expected to be computer friendly. He/she is expected to handle each and every communication between the Editor-in-chief, reviewers and authors through.



7.1 Language and Layout Editor:

The language and layout editors perform the following activities;

- ✓ Observes that manuscript contributors have incorporated carefully all the relevant comments they were given by the designated assessors,
- ✓ Ensures that manuscripts are readable in terms of clear content organization,
- ✓ Checks that all the manuscripts have been organized as per styles and formats the journal,
- ✓ Consults contributors, if necessary, for further clarification of content,
- ✓ Checks that all the necessary information to understand a given manuscript is properly appended at the end of each paper and keeps all information related to the manuscript of the journals strictly confidential.

- ✓ Edits the content of manuscripts in consultation with specialized experts of various disciplines, if necessary, to ensure that an article is of the desired standard by journal
- ✓ Edits the discourse of a manuscript whether it is up to the standard of a research discourse,
- ✓ Edits the overall language of an article, corrects or improves so that it maintains the standard language in similar article of similar reputable journals,
- ✓ Ensures that the language style and the overall organization of a manuscript are readable to the major target readership of the *journal*.
- ✓ Monitors the edition, mechanics and syntax of a manuscript in such a way that it is readily comprehended by the target readership,
- ✓ Checks the overall layout of a manuscript including spacing and layout properly maintained and keeps all information related to the manuscript of the journals strictly confidential.

Secretary (Typist):



The secretary of the journal performs the following duties and responsibilities;

- ✓ Collects manuscripts from contributors and comments from assessors and presents the same to the Managing Editor,
- ✓ Keeps information related to manuscripts of the Journal confidential,
- ✓ Handles the secretarial activities of the publication office, such as organizing and keeping files, typing letters and reports, and dispatching outgoing letters,
- ✓ Maintains routine correspondences with contributors of manuscripts, assessors and Board Members,
- ✓ Typesets the selected manuscripts for publication and make them camera-ready for publication,
- ✓ Follow up-to-date formats for typesetting and selecting the most appropriate design for the Journal,
- ✓ Performs other duties being accountable to the Managing Editor.

8. Manuscript reviewers

Reviewers collaborate with an editor in soliciting, selecting, and developing outstanding content for the journal. Reviewers are responsible for the quality, consistency, and impact of the journal in the research community. This is achieved by selecting qualified, independent and experienced reviewers to review the submitted manuscripts, and by efficiently managing the peer-review process. The manuscript reviewers have the following duties and responsibilities;

- ✓ Assess articles using the manuscript assessment format or checklist given in this publication guide.
- ✓ Review the given manuscript within the time set for assessment and submit to the Managing Editor or the Editor.
- ✓ Treat the manuscript as a confidential document,
- ✓ Return the manuscript without review to Managing Editor or the Editor if the manuscript is not the area of their academic specialization, or if they think the



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manuscript is not anonymously sent to them, or if they lack time to review, without undue delay,

- ✓ Will not retain or copy the submitted manuscript in any form; to comply with data protection regulations, as appropriate,
- ✓ Respect the intellectual independence of authors,
- ✓ Make known any conflicts of interest that might arise,
- ✓ Provide professional supports for the quality of the Journal.

9. EJIKAS Policies

The editorial, publication and review policies of all DBU journals are vital to maintaining the overall quality of the journal for which we are known and respected. The policy stipulates the responsibilities and rights of authors, editors, and peer reviewers among other salient issues covered in it. It also sets forth conditions of misconduct, manuscript deadlines, and the amount of honorarium for editorial purposes.

9.1 Editorial and publication policies

9.1.1 Submission policies

When you submit a manuscript to the journal, we will take it to imply that the manuscript has not already been published or submitted elsewhere. If similar or related work has been published or submitted elsewhere, then you must provide a copy with the submitted manuscript. You may not submit your manuscript elsewhere while it is under consideration.

The primary affiliation for each author should be the institution where the majority of their work was done. If an author has subsequently moved, the current address may also be stated. Our DBU journals remain neutral concerning jurisdictional claims in published maps and institutional affiliations.

If the manuscript includes personal communications, please provide a written statement of permission from any person who is quoted. Permission by email is acceptable.



We reserve the right to reject a paper even after it has been accepted if it becomes apparent that there are serious problems with its scientific content, or our publishing policies have been violated.

9.1.2 Author Guidelines

EJIKAS demands the author to strictly follow this submission guideline. Submission of a manuscript implies that the author(s) has/have been approved for its publication and is (are) aware of the responsibilities of being authorship. The authors will be notified for receiving a new manuscript submission and its acceptance. However, the editorial board makes frequent communication only with the Corresponding Author. The authors should strictly adhere to the guidelines when organizing their manuscripts for submission. The proper utilization of English language (punctuation and other typographic issues), referencing styles (in-text citation and reference listing), and other editorial issues should be strictly respected.

9.1.2.1 Types of manuscripts

EJIKAS welcomes submission of original articles, review article, and short communications.

Original Research Articles: Includes research studies reporting original and/or innovative findings that increase knowledge in the areas of science, technology and other fields within the scope of the journal. The articles shall be submitted to EJIKAS as a full length article (not more than 35 pages in line 1 spaced), and the abstract with a maximum of 250 words.

Review Articles: Review articles can take the form of a mini-review (not greater than 50 pages with 1 spaced) or a long review which extends up to 100 pages with 1 spaced. Review articles shall include critical evaluation of the works cited, synthesis and explanation of commonalities and differences in the literature. The conclusion should clearly depict the limitations in the existing literature, future directions to be pursued in research. Review articles need to include the following sections:–Summary, Introduction, Body (with sub-headings), and Conclusion.



Short Communications: This includes brief scientific notes such as preliminary results, scientific observations, experimental techniques, recent scientific and technological advances and social development. Information on the indigenous knowledge of herbal medicine and practice shall also be considered. Short Communications are limited to 3000 words and are not subdivided. The paper should contain summary, main body and references, and contain no more than 6 figures or tables, combined. The summary is limited to 100 words.

9.1.2.2 Manuscript Preparation and Submission

Submission

Submission of a manuscript to EJIKAS implies that the manuscript has not been published previously and is not considered for publication elsewhere. All manuscripts should be submitted online using the submission portal, typed double column, 11 font size (Times New Roman) on 1spaced with margins of at least 2.5 cm all around.

Authors should adhere to the following instructions while submitting the manuscript:

- Papers are accepted only written in English language. Use either American or British English but be consistent throughout writing.
- Manuscripts should be compiled in the following order: (1) title page, (2) Abstract/summary and keywords, (3) Introduction, (4) Materials and methods, (5) Results and discussion, (6) Conclusion, (7) Acknowledgments, and (8) References.
- The title page of the manuscript should include the author's full names, affiliations, telephone and e-mail addresses. One author should be identified as the corresponding author using asterisk (*).
- Abstracts should include the rationale, objectives/purpose, methods results, conclusions & implications with a maximum of 250 words.
- keywords separated by a comma should have four to six words/phrases
- Title and main text heading should be centered and typed in bold style. The section headings should be concise and numbered sequentially, using a decimal system for subsections.



- All submissions (research article) shall not exceed 35 A4 pages in length (including the cover page, figures, and tables) typed on double side in 11 font size 1 spaced in Microsoft Word format/LaTeX(Using EJKAS Template).
- Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2...), 1.2, etc. (the abstract is not included in section numbering).
- All figures and tables must be numbered in the order in which they appear in the paper (Figure 1, Figure 2, Table 1, and Table 2). In multi-part figures and tables, each part should be labeled (Figure 1(a), Figure 1(b)). Figures & tables must be included/placed in the text.
- All figures and tables must be cited in the text.
- All references mentioned in the reference list must be cited in the text, and vice versa. The citation should be numbering style of referencing.

9.1.2.3 Manuscript Preparation

Cover Letter/optional: A letter signed by the corresponding author declaring that the manuscript has not been published or submitted for publication elsewhere should accompany with its submission.

Title Page: It should include the title of the paper, name(s) of the author(s), full addresses (including E-mail) and institutional affiliation of author(s), and indicate the corresponding author. The title of the manuscript should be concise (maximum of 10 words in 14 font size), specific and descriptive enough to contain keywords or phrases indicating the contents of the manuscript. Avoid the use of abbreviations and formulae in the title.

Abstract: The abstract should include the problem being addressed, objective, methods (design), results, and conclusions/implication that is not exceeding 250 words. The use of abbreviations at the beginning and citation of references should be avoided in the abstract. The authors should put 4 to 6 keywords.



Introduction: It should provide background /relevant information/ on what and why the study was undertaken, justification leading to a statement about the problem investigated or underlying the hypothesis for conducting the study, and the major objectives of the research. It should also provide a comprehensive and recent review of literature, essential to understand the study.

Materials and Methods: This section should present details about the research design and procedures to clearly prove that the research was done following systematic and rigorous scientific approach. Mention the materials used in your description of what you did. The author(s) should provide enough information so that the reader could repeat the experiment/study. It should also include the data sources, sampling techniques and sample size, methods of data collection (including the issue of instrument validation), and the method of data analysis.

Results and Discussion: This section must include the major findings with interpretations presented in logical order. The result section should include the associated figures, tables, and supplementary information which accurately describe the findings of the study. Give a description of the results of any statistical tests conducted on the data. You must reference all tables and figures in the narrative part of the result section. The authors should explain what the results show. They should interpret the results and explain why and how you obtained those results, state whether the results support the hypothesis or not. It should be also discussed with reference to the problems indicated in the introduction or the stated objectives. The authors have to also describe the limitations of your study.

Conclusion: This section should briefly present the conclusions which emanate from the results of the study. It is expected briefly describe the contributions of the work and its policy or other possible implications. Recommendations are not mandatory for all fields, and hence a separate treatment could be optional. Yet a critical assessment of the limitation of the study is worth mentioning here indicating possible directions for further research.



Acknowledgments: It should be given immediately following the the conclusion section, and followed by the reference section. You must acknowledge all sources of materials used, and individuals or institutions support the study.

- **References:** The journal requires citation of primary sources wherever appropriate. Authors are responsible for ensuring that all references used are properly cited in the text using “Author’s name-Title” format of numbering referencing style. All references cited in the text must be listed in the references section.
- Examples

Journal Article

Edwards A.A, Steacy LM, Siegelman N, Rigobon VM, Kearns DM, Rueckl JG, Compton DL: Unpacking the unique relationship between set for variability and word reading development: Examining word- and child-level predictors of performance. *Journal of Educational Psychology* 2022, **114**(6):1242–1256. DOI(optional)

Book

Kaufman K A, Glass CR, Pineau TR: Mindful sport performance enhancement: Mental training for athletes and coaches. *American Psychological Association. Edition* 2018: Pages

Book Chapter

Zelege WA, Hughes TL, Drozda N: Home–school collaboration to promote mind– body health.

Maykel C, Bray MA (Eds.): Promoting mind–body health in schools: Interventions for mental health professionals 2020: (pp. 11–26). American Psychological Association.



Dissertation

Horvath-Plyman, M. Social media and the college student journey: An examination of how social media use impacts social capital and affects college choice, access, and transition, 2018. (Publication No. 10937367). [Doctoral dissertation, New York University].

Frees and Charges:

Authors are not required to pay any handling or processing fee to get their article processed.

Change to authorship

Before an accepted manuscript is published, requests to add or remove an author, or to rearrange the author names, must be sent to the Editor in Chief from the corresponding author of the accepted manuscript and must include:

- why the name should be added or removed, or the authors names rearranged and
- written confirmation from all authors showing that they agree with the addition, removal or rearrangement. In the case of addition or removal of an author; this includes confirmation from the author being added or removed. Requests that are not sent by the corresponding author will be forwarded by the Editor in Chief to the corresponding author, who must follow the procedure as described above. The publication of such manuscript on the journal issue shall be suspended until authorship has been agreed.

Compliance with Ethical Standards

To ensure objectivity and transparency in research and to ensure that accepted principles of ethical and professional conduct have been followed, authors should include information regarding sources of funding, potential conflicts of interest (financial or non-financial), informed consent if the research involved human participants, and a statement on welfare of animals if the research involved animals.

Authors should include the following statements (if applicable) in a separate section entitled “Compliance with Ethical Standards” before the References when submitting a paper:

- Disclosure of potential conflicts of interest
- Research involving Human Participants and/or Animals
- Informed consent



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Manuscript peer review processes: The editor-in-chief will acknowledge receipt of manuscripts. All contributions will be initially assessed by the editor-in-chief and then by associate editors for suitability for the journal (*overall soundness, EJIKAS Guidelines, aim and scope, and evidence of plagiarism or duplicate publication*). Editor-in-Chief reserves the right to refuse any manuscript including desk rejection particularly if the manuscript submitted is not as per the guidelines, and to make suggestions and/or modifications before sending it to associate editors and external reviewers. In case of rejection before peer-review, the editor-in-chief writes an explanation for the authors to know that the manuscript was not suitable for peer-review process.

Papers deemed suitable will be sent to two external reviewers relevant to the content of manuscript. The decision of the peer reviewers shall be communicated to the authors. After the completion of the recommended revisions by the authors, the Editor-in-chief sends the revised manuscript to the Associate Editors and external reviewers, who will eventually check if the comments are incorporated or not. The final decision of external reviewers and editors will be adopted. If the two reviewers recommend acceptance, the paper is accepted directly. If only one reviewer accepts the manuscript, it will be sent to another reviewer. The editorial board reserves the right to edit all accepted manuscripts.

Privacy Statement: The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.