

Journal Policy, 2016

Introduction

This document may be cited as the *IJA Journal Policy and Guidelines of 2016*.

1.0 Name and Publication of the Journal

1.1 The name of the Journal shall be the ***Institute of Judicial Administration Lushoto Journal*** and its mode of citation shall be ***IJA-JOURNAL***.

1.2 The Journal shall publish quality papers from judges, academics, students, legal practitioners and other professionals in interdisciplinary works of relevance to law and practice in Tanzania.

1.3 The Journal shall be published in *print* and *electronic form* (Online)

1.4 The Journal shall be published twice in a year.

2.0 Management and Administration of the Journal

2.1 The Administration and Management of the Journal shall be vested in the Editorial Board of the Journal.

2.2 The Editorial Board shall comprise of members from IJA, Judiciary of Tanzania, external members from institutions of higher learning and legal practitioners.

2.3 The Editorial Board shall comprise of Chief Editor, Secretary and other members that shall not exceed eight.

2.4 The Editor in Chief, Secretary and other members of the Editorial Board shall be appointed by the IJA Deputy Rector – Academic, Research and Consultancy after consultation with the Principal.

- 2.5 The Advisory Board shall comprise of Chairperson, Secretary and not more than six members who shall be appointed by the Editorial Board.
- 2.6 The tenure of both the Editorial and Advisory Boards' members shall be the term of three years from the date of the appointment. Where necessary, members' tenure may be extended for the other two terms. No member shall be allowed to serve more than three terms. However, the tenure of an individual member may be shortened or terminated due to failure to perform his/her duties, resignation or any other good cause.
- 2.7 The Editor in Chief shall be responsible for the day to day running of the Journal.
- 2.8 Each member of the Board shall be entitled to a copy of every issue of the Journal and to have online access to its electronic copy. Provided that it shall be the discretion of the Principal to determine and vary this entitlement.
- 2.9 The Editorial Board shall be responsible for:
- (i) Overseeing the administration of the Journal,
 - (ii) Receiving, discussing and approving management and production reports of the Journal submitted by the Chief Editor,
 - (iii) Advising on matters pertaining to quality improvement and circulation,
 - (iv) Determining and directing all forms of subscriptions to the Journal.
- 2.10 The Secretary of the Editorial Board shall be responsible for distribution and circulation of the journal whose tenure shall be three years.

3.0 **Editorial Policy**

- 3.1 The Journal shall address a wide range of important issues on law and other related subjects.
- 3.2 A submission will be considered for publication only on the understanding that it has not been published elsewhere in whole, in part, or in substance; and above all it is submitted exclusively to the *IJA-JOURNAL*.
- 3.3 Any form of plagiarism detected in any manuscript will disqualify a submission from further consideration.
- 3.4 The *IJA-JOURNAL* Invites authors to submit manuscripts based on the following:

(a) Comment on articles

Manuscripts for comment articles, analysing and commenting on recent cases, legislation and other topical matters must range between 1500 and 2500 words. No footnote shall be allowed in comment articles. References, case citation, legislation and relevant literature should appear in brackets in the main text. All comment on articles should be accompanied by a short abstract not exceeding 50 words. The comment must bear the following headings:-

- Title (descriptive)
- Name/Citation of relevant case/legislation/material
- Legal context
- Facts
- Analysis
- Practical significance

(b) *Full-length articles*

Manuscripts for full-length articles must range between 5000 and 10,000 words (including footnotes). Each submission must be

accompanied by an abstract of between 100- 200 words indicating briefly the overall argument of the author. Three key words must be written immediately below the abstract and footnotes must be kept to the minimum.

(c) *Book Reviews*

Book reviews may range between 1500 to 2000 words although review articles could be much longer. The title of any book review must take the following format:-

Author/Editor Name, Book Title, Publisher, Year of Publication, ISBN, Number of Pages, Price.

Book reviews should be clear and objective and particularly address these points:-

- The intended audience of the book
- The main argument and objective of the book
- The soundness of the argument and the research methods used
- The strength and weakness of the book as a scholarly piece of work

3.5 While authors shall retain the copyright in their work, they will execute agreements to grant *IJA-JOURNAL* an exclusive licence to publish their work in print and in electronic form and distribute it. Authors should also confirm that they have obtained permission from copyright owners of any third party material included in their work.

4.0 Submission guideline

4.1 All manuscripts to *IJA-JOURNAL* must be word-processed, double-spaced, with wide margins written using *Times New Roman* style in an A-4 format.

For fonts in the main body text, use font size 11 point, font in the header use font size 12 and in the footnotes, use font size 10.5.

4.2 The following rules of citation shall be applicable to submissions:-

- Books should be cited starting with author's surname followed by initials. The title of a book should follow, edition, with publisher, place of publication, and year of publication, finalised by page number.

Example: Peter, C. M., *Human Rights in Tanzania: Selected Cases and Materials*, Rudiiger Verlag, Koln, 1997, p. 11.

- A chapter in an edited book should be cited in the following format: Author's name followed by title of chapter in italics then the names of editor (s), title of the book, publisher, place and year of publication followed by pages of chapter.

Example: Mtulya, F.H., *The State of Constitutionalism in Tanzania 2008* in Khoti Chilomba Kamanga, *Constitutionalism in East Africa 2008*, Fountain Publishers, Kampala, 2010, p. 99-137, at p. 116

- A journal article should be cited starting with the name of the author as in books, followed by article title in italics, then journal's name, year of publication, volume and issue number, followed by page numbers of journal covering the article.

Example: Makulilo A.B, *Likelihood of Confusion: what is the yardstick? Trademark jurisprudence in Tanzania*, *Journal of Intellectual Property Law and Practice*, 2012, Vol.7, No.5, pp.350-357

- The use of '*op cit*', '*loc cit*', or other such abbreviations, other than '*ibid*' (next to the work cited immediately above) are not acceptable.
- Cross-references should be done in either of the following manner 'Makulilo (no. 2 above) p.14' or Makulilo (2012) p. 14.
- Citation of internet based materials should always indicate the name of the author, title of the work, link or webpage and the date when it was accessed.

4.3 Quotation marks should always be avoided. Quotation from any source should be in italics, indented both side with 1.5cm. Longer quotations should be avoided, where necessary authors should paraphrase them.

4.4 Name (s) of author (s), academic title and/or professional qualifications, main appointments, and email addresses must be footnoted at the first page of the manuscript.

4.5 Information regarding contribution to the Journal shall appear on the first pages of the journal.

4.6 All manuscripts shall first be reviewed. In order to ensure a fair review, authors shall be advised to avoid information within the text that discloses their identity.

4.7 All manuscripts shall further be subjected to editorial review for style, arrangement, literary quality and scholarly contents. The Editorial Board reserves the right to reject, edit or shorten any submission approved for publication.

4.8 A decision on every manuscript shall be made in a timely manner and communicated to authors.

4.9 No two manuscripts of the same author shall be published in one journal issue. However a co-authored manuscript may be published alongside a sole authored manuscript.

- 4.10 Upon publication of their submission, authors will receive one hard copy of the issue of the IJA-JOURNAL where their submission appears and/or be allowed to access their published articles electronically.
- 4.11 The Journal shall provide a vibrant forum for discussions, study and research; where contributors may freely express their opinions on legal and other related matters.
- 4.12 Manuscripts must be submitted in word format (soft copies) and all correspondence must be addressed to the Secretary, *IJA-JOURNAL* in the following address:

The Secretary

The Institute of Judicial Administration Lushoto Journal

P.O Box 20, Lushoto

Tanzania.

Tel: + 255 (0) 27 264 0133

Mob: + 255 (0) 713 486 053

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