



GUIDELINES FOR AUTHORS AND EDITORIAL POLICY

THE JOURNAL:

Africa Design Review Journal is an Online & Print Quarterly issue. The aim of the journal is to encourage scholarship in the area of design. It emphasizes the production of knowledge and exchange of ideas.

Invitation of Articles:

The Editor invites original and scholarly articles in but not limited to the following areas: 2-D and 3-D Design and Graphic Communication and Materials; Product Design, Industrial Design, Interior Design, Art and Architecture of Africa: Illustration, Fine art, Visual Communication, Landscape Architecture,, Ecology, Culture,; Computer Applications in Visualisation Design, Design Practice, Design Sustainability, Fashion and related fields.

Acceptance of Articles:

Once an article has been submitted for publication, the author shall not submit it elsewhere.

Caution:

It should be noted that the opinion expressed in any article, book review or commentary appearing in any issue of the journal does not reflect the opinion of the Editorial Committee.

Content of the Manuscript:

The manuscript must apply systematic procedures to discover answers to research questions. Authors must conduct and present empirical investigations results on any subject written on. The paper must strictly follow the structure be-

low for it to be considered for publication; **Title, Name of the Author, Abstract, Introduction, Literature Review/Theory, Research Methods, Results, Discussion of Findings, Conclusion/Recommendations, References, Appendices.**

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You should supply the electronic versions of your black and white figures/ Illustrations. We prefer figures in TIFF, EPS, PS, PDF and Microsoft Office format. For vector graphics, EPS is the preferred format. For bitmapped graphics, TIFF is the preferred format. The following resolutions are optimal: line figures- 600- 1200 dpi; photographs - 300 dpi. Because of high cost of colour printing, colour figures are discouraged and if they have to appear in your manuscripts then you will meet their printing costs. (The figure legends should be included in the text file). Use standard fonts such as Times Roman, Courier, Arial and Tahoma. Figures should be saved in separate files.

Abstract:

Provide a short abstract of 100 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references. Inclusive key words or short phrases of not more than 10 words

arranged in alphabetical order.

Language, word limit margins, spacing and paging:

The journal's language is English. British English or American English spelling and terminology may be used, Articles should range between 4000 and 8000 words including references, tables and figures; Policy and practice contributions should contain a maximum of 300 words; Book reviews should contain a maximum of 1000 words.

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Should be typed and double-spaced. Only one copy should be submitted to the editor. The heading should include the title, author, origin, publisher, date, number of pages and price.

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The editor also welcomes any comments of not more than 200 words on the content of any of the articles in any past issues of the journal. Articles or reviews exceeding this limit will normally not be accepted.

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Margins, paper size and paging manuscripts should be printed or typewritten on an A4 bond paper, one side leaving adequate margins on all sides to allow reviewers remarks. Double-space all material, including notes and references. Quotations of more than 40 words should be set off clearly. Either by indenting the left-hand margin or by using a smaller typeface. Use double quotation marks for direct quotation and single quotation marks for quotations within quotations

and for words or phrase used in a special sense. The first page of the article should bear the title of the paper, the name and address of the author and his or her affiliation(s), including telephone and fax number and e-mail address. The second page should bear the title, abstract, Key words, and the rest of pages contain the main body of the text followed by the referencing.

Abbreviations:

Abbreviations should be explained at first occurrence.

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Underlining and italics:

Italise the name or title of newspapers, books, magazines, television shows, poems, plays, movies, TV programs, artworks, song titles, and music. Italise foreign expressions, when their meaning would not be understood by the general readers of Africa Habitat Review Journal.

Capitalisation:

Capitalise the words Internet, Web and Net. Paragraphing: Keep paragraphs short. Number format: Spell out numbers one to nine and express numbers 10 and over as numerals. Number Ranges: For numbers fewer than 100 give the second number in full. For numbers 100 and over, give only the last two digits of the second number. For ranges of years, write the years in full. Use an unspaced dash between the two numbers. Punctuation: The author to ensure there is proper sentence structure and punctuation in the article.

Full stop:

Use only a single space after a full-stop.

Comma:

Use the serial comma.

Appendices:

Factual secondary material should be collected in an appendix. Appendices should follow immediately after the main text. Notes: Use end notes but footnotes are not recommended. Notes should have consecutive superscript numbers in the text and listed at the end of the article after the references.

References and Citations:

Submissions to African Habitat Review Journal should be thoroughly researched and referenced, and should include a list of works cited formatted in APA style.

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A reference is identified by means of an author's name, year, pages all in parentheses. When there are more than two authors, the first citation should mention all the authors and any further citation should only mention the first author's name followed by 'et al'. In the event that an author cited has had two or more works published during the same year, the reference, both in the text and in the reference list, should be identified by a lower case letter like 'a' and 'b' after the date to distinguish the works.

Book References:

Maina M. (1993), How to write a good proposal, Frajopa Printers & Publishers Mall, Nairobi, Kenya

Journal articles:

Olima, W.H.A. (2002). The conflicts, shortcomings, implication and the urban land management system in Kenya. *Habitat International*. 21(3), 319-331.

Conference Paper from Conference Proceedings:

Rose, I.N. (2010). Informal construction workforce phenomena. Unpublished paper presented at a Conference on "Construction innovation and global competitiveness". Norfolk Hotel, Nakuru, 13th – 16th July, 2010.

Internet journal:

Maina M. (2019). Looking at Traditional Use of Leather as Dress in Kenya: a case study of Keiyo traditional clothing. *Africa Habitat Review Journal*. Retrieved on January 25th, 2019, from: <http://uonbi.ac.ke>

Acknowledgement:

Acknowledgement of people, grants, funds etc. Should be placed in a separate section before references.

Acronyms:

Spell out acronyms on first use, and use the shortened form every time thereafter. Spell out the acronym every time if its uncommon or the same as another acronym.

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All photographs, maps, charts, graphs and diagrams etc. should be referred to as a 'Figure' and they should be numbered consecutively (1, 2, 3 e.t.c). Multi-part Figures ought to be labelled with

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