

# THE HIGHER EDUCATION REVIEW JOURNAL

## FULL PAPER GUIDELINES AND FORMAT

We accept the submission of high-quality full paper describing original and unpublished results of conceptual, constructive, experimental and theoretical work or research in all of the topic areas mentioned. Submission of a manuscript implies that it is not under consideration for publication elsewhere.

### 1. Full paper guidelines and Reviewing Process

- All manuscripts will be subjected to double blind peer-review and are expected to meet the scientific criteria of novelty and academic excellence.
- The submitting author is responsible for ensuring that the article's publication has been approved by all other co-authors and takes responsibility for the paper during submission and peer review.
- The publisher will not be held legally responsible should there be any claims for compensation.

### 2. Language

- The text should be in English, American or British usage is accepted, but not a mixture of both.
- Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use relevant editing apps or service.

### 3. Presentation & Publication

- Full paper is requested.

### 4. File format

- MS Word-compatible file

### 5. Formatting & Paper Length Limit

Please follow the instructions below

Paper length	Full paper: within 15 pages, including references, tables/ charts and keywords
Abstract length	200-250 words
Key words	3-5 words
Font	12-point Times New Roman
Paragraph	Single-spaced
Margin	Normal (Top :2.54 cm , Bottom: 2.54 cm; Left : 3.18cm , Right: 3.18cm)
Page numbers	Bottom-centered
Layout	One-column Portrait
Format	MS Word-compatible file

## **6. Paper Structure**

### **6.1. Title**

Please endeavor to have a concise and informative title sufficient to represent the scope of the objective(s) and the overall content of the article.

### **6.2. Author information**

Author's names should appear below the title should be followed by their respective address. The affiliation(s) of the authors, i.e. institutions, (departments), cities, (state), country should be provided.

A clear indication and an active e-mail address of the corresponding author, if available, the 16-digit ORCID of the author(s) will be published.

### **6.3. Abstract**

Your abstract should contain a single paragraph (without headings) and it should be between 150 and 250 words long. Check if the following questions are answered;

1. Does the abstract begin with some background information to put your research in context?
2. Is the purpose or goal of your research clearly mentioned?
3. Is there at least a brief mention of the methods you have used?
4. Have you included at least one key result or finding?
5. Is the abstract structured in the form of a single paragraph (without headings), and is it 150 to 250 words long?
6. Have you run a spelling/grammar check using your word processing software (e.g., Microsoft Word)?

### **6.4. Keywords**

Please select and provide 3 to 5 keywords for indexing purposes

### **6.5. Structural body.** The manuscript should contain the following

- Purpose/Objectives
- Methodology/Approach
- Findings/Results
- Discussion
- Conclusion/Implications/Recommendations
- Acknowledgements (when appropriate)
- References
- Appendices (when appropriate)

## **7. Academic Ethics**

Papers submitted for the Higher Education Review journal should report original and previously unpublished findings.. Papers that are found to be plagiarised will be automatically dismissed.

## **8. Submission Method**

Please send your paper via online at [journal@unche.or.ug](mailto:journal@unche.or.ug) and should you have any questions, please contact us at [cmuhumuza@unche.or.ug](mailto:cmuhumuza@unche.or.ug)

## **9. Evaluation Process**

All papers will be subjected to double blind peer-reviews. Relevancy, structure, research method, ethical conducts, language standard, innovativeness, references, hypothesis, result presentation, proficiency, format, amongst many other factors are considered for the evaluation process.

## **10. Declaration**

All manuscripts must contain the following sections under the heading `Declaration`, to be placed before `References`. If there exists any sections that are irrelevant to your manuscript, please include the heading and write `Not applicable` for that section

## **11. Funding**

Information that explains whether and by whom the research was supported should be indicated under funding

## **12. Conflict of interest/competing interests**

All financial and non-financial competing interests must be declared in this section.

## **13. Availability of data and material for data transparency**

All manuscripts must include an `Availability of data and materials` statement. It should include information on where data supporting the results reported in the article can be found.

- Data availability statements can take the following forms (or a combination of more than one if required for multiple datasets)
- The datasets generated and/ or analysed during the current study are available in the [NAME] repository,[PERSISTENT WEB LINK TO DATASETS]
- The datasets used and/or analysed during the current study are available from the corresponding author on reasonable request.
- All data generated or analysed during this study are included in this published article [and its supplementary information files]

**FULL PAPER FORMAT/ TEMPLETE**

Your Paper's Title Starts Here: Please Center, Use Tnr 20pt., Bold (In English!!)

FULL FIRST AUTHOR<sup>1</sup>, FULL SECOND AUTHOR<sup>2</sup>, \* AND FULL THIRD AUTHOR<sup>3</sup> (TNR 12PT., CENTRED)

<sup>1</sup>Full affiliation of first author, including country (in English, TRN 10pt. centred)

<sup>2</sup>Full affiliation of second author, including country (in English)

<sup>3</sup>List all affiliation in the same way (in English)

\*Corresponding author

**Received: date/accepted: date**

**Abstract.** Insert your abstract here. It should be a single paragraph, without indentation, that summarizes the key points of the manuscript in 200 to 250 words.

**Keywords:** Please provide a maximum of 5 key words in alphabetical order separated with semicolons, not included in the title (max 5 key words in English) e.g. First keyword; Second keyword; Third keyword; More

**1. Introduction** (TNR 14pt., bold)

Your text comes here, (TNR 12pt., alignment in block, spacing 1,0)

**1. Subsection title** (TNR 12pt., bold)

Text with citations

**2. Subsubsection title** (TNR 12pt., bold)

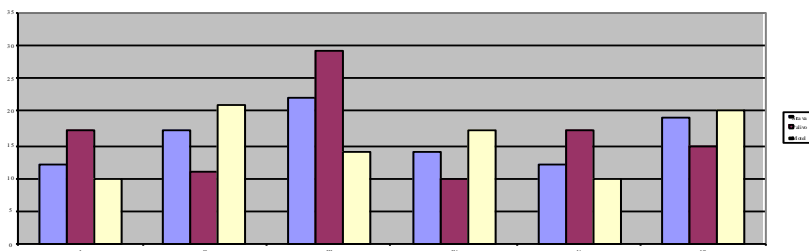
Text with citations.

Give each section, subsection and subsubsection a unique label (see Sec.3)

**3. Tables and figures** should be numbered and references to them must be in the text. Acceptable labelling for a table is Tab.1 and Fig. 1 for a figure.

*Table 1: write your table caption here (TNR 10pt., italics)*

Times New Roman 10pt	Times New Roman 10pt	Times New Roman 10pt
Times New Roman 10pt	Times New Roman 10pt	Times New Roman 10pt
Times New Roman 10pt	Times New Roman 10pt	Times New Roman 10pt



*Figure 1: please write you figure caption here (TNR 10pt., centered, italics)*

**4. Equations**

Equations (refer with: Eq. 1, Eq. 2...) should be placed in the middle, denoted by numbers in round parentheses and transformed by equation conversion manager, **do not use Print Screen or jpg format**. For example:

$$r_i - r_f = \beta_i(r_M - r_f), i = 1, 2, \dots, n \tag{1}$$

**5. Body of paper (TNR 14pt., bold)**

The article must be divided into chapters. *Introduction* and *conclusion* are obligatory. It is recommended to adjust body of the paper to the common organization structure of scientific papers – *IMRaD (Introduction, Methods, Results and Discussion)*.

**6. Conclusion (TNR 14pt., bold)**

**7. Acknowledgment (TNR 12pt. bold)**

**8. References (TNR 12pt. bold)**

**8.1. References in text**

It should have this form (surname, year), for example:

1 author:	(Author, 2012)
1 author and the same year of publication:	(Author, 2012, A), (Author, 2012, B)
2 authors:	(First author & First author, 2014)
3 authors:	(First author et al., 2012)

**8.2. References (TNR 14pt., bold)**

For each work shown in the list of references must be a reference in the text. All citations in the text and all references must meet APA styles (American Psychological Association 7th edition – more information <http://www.apastyle.org/>).

1. Author, Article title, Journal, Volume, page numbers (year)
2. Author, Book title, page number, publisher, place (year)