Manuscript Preparation

Title Page	Include an informative and concise title not exceeding 110 characters (including spaces). The title should be written in sentence case (capitalize only the first word and any proper nouns). List full names of the authors in same line, for each author starting with first name and ending with last name. Separate each author name with a comma. Present the authors' affiliation information below the names. Include each component in order of small to large (Department, Division, Section, Institution, City, State, Country). Do not include ZIP or Postal Codes, street addresses, or building/office numbers. Do not use abbreviations (e.g. Dept.). Do not list positions within an institution (e.g. Department Chair, Professor, etc.). Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate affiliation. Use superscript asterisks (*) after one of author names to designate corresponding author and provide corresponding author's email address below the affiliations (do not include physical address; only email address is required). **EXAMPLES** A cross-sectional study determining the predictors of enrollment in Ghana`s national health insurance scheme Samuel G. Anarwat [1,2*], Joseph K. Assan [2], Gary Gaumer [2], Dennis Canterbury [3], Donald S. Shepard [2] [1] School of Public Health, University for Development Studies, Tamale, Ghana [2] Heller School for Social Policy and Management, Brandeis University, Waltham, MA, USA [3] Department of Sociology, Eastern Connecticut State University, Willimantic, CT, USA * Corresponding author. Email address: anarwat@gmail.com
Abstract	A concise and factual abstract is required (maximum length 200 words). Avoid undefined abbreviations and references in the abstract.
Keywords	Immediately after the abstract, provide 4 to 8 keywords separated by a semicolon (;). Avoiding general and plural terms and multiple concepts (avoid, for example, "and", "of").
Main Text	First section heading should be named "Introduction" (avoid, for example, "Background"). Headings and subheadings should be written in sentence case (capitalize only the first word and any proper nouns). 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. Final sections after Conclusion (e.g. Acknowledgments, References, etc.) should not be numbered.

Figures & Tables	Use only figure and table numbers (e.g. “Table 1”, “Figure 1”, “Figures 1 and 2”, “Tables 2 to 5”, etc.) to cite them in the text and avoid expressions such as “above table”, “below figure”, “the following tables”, “Figure 1 below”, “Figure 2 above”. The journal may relocate the tables or figures for typesetting purposes and the words such as “below” and “above” might be misleading. Number figures and tables consecutively in accordance with their appearance in the text (e.g. Table 1, Table 2, Table 3, etc.), for example, avoid Table 2.1, Table 2.2, Table 2.3 etc. Figure and table captions should be written in sentence case (capitalize only the first word and any proper nouns). **Figures** Ensure that each figure has a caption. Supply captions separately as editable text, not attached to the figure. **Tables** Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Do not insert vertical lines in tables. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article. Tables should be editable, i.e. created by Word’s table function, avoid inserting tables in image format.

Reference Style

IN-TEXT CITATIONS

In-text citations: References to other publications in your text should be written as follows:

- Single author: (Adams, 2006)
- Two authors: (Adams and Brown, 2006)
- Three or more authors: (Adams et al., 2006)

However, please note that when author names are part of the sentence, they should not be inside parentheses. Examples:

- Single author: Adams (2006) has investigated …
- Two authors: According to Adams and Brown (2006) …
- Three or more authors: Adams et al. (2006) found that …

Below are a few other style points. These apply to both the main body of text and your final list of references.

- When referring to pages in a publication, use ‘p.(page number)’ for a single page or ‘pp.(page numbers)’ to indicate a page range.
- Page numbers should always be written out in full, e.g. 175-179, not 175-9.
- When citing a work with multiple editors, use the abbreviation ‘Ed.s’.

At the end of your paper, please supply a reference list in alphabetical order using the style guidelines below.

REFERENCE LIST

For books

Surname, initials (year), *title of book*, publisher, place of publication.

EXAMPLES

Eze, M.O. (2010), *Intellectual History of Contemporary South Africa*, Palgrave McMillan, New York, NY.

Burland, C.A., Nicholson, I. and Osborne, H. (1970), *Mythology of the Americas*, Hamlyn, London, England.

Field, C.B. (2014), *Climate Change 2014–Impacts, Adaptation and Vulnerability: Regional Aspects*, Cambridge University Press.

Pesaran, M.H. and Pesaran, B. (1997), *Working with Microfit 4.0: Interactive Econometric Analysis*, Oxford University Press, Oxford.

Wooldridge, M. (2010), *Econometric Analysis of Cross Section and Panel Data*, 2nd ed., The MIT Press, Cambridge, MA.

For book chapters

Surname, initials (year), "chapter title", in: editor's surname, initials (Ed.), *title of book*, publisher, place of publication, page numbers.

EXAMPLES

Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in: Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management*, Elsevier, New York, NY, pp.15-20.

For more than one editor use Ed.s:

Lee, K.H. and Herold, D.M. (2015), “Carbon performance measurement and reporting in global logistics industry: Challenges and collaboration opportunities between corporations and academics”, in: Irwin, R. and Schaltegger, S. (Ed.s), *WBCSD and EMAN: Measuring Sustainability Performance Corporate Approaches and Contributions*, Geneva, pp. 60-63.

If editor names are not available:

McCarthy, J.J., Canziani, O.F., Leary, N.A., Dokken, D.J. and White, K.S. (2001), “Climate change”, in: *Impacts, Adaptation, and Vulnerability: Contribution of Working Group II to the Third Assessment Report of the Intergovernmental Panel on Climate Change*, Cambridge University Press.

For journals	Surname, initials (year), "title of article", *journal name*, volume issue, page numbers. **EXAMPLES** Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", *Journal of Consumer Marketing*, Vol. 22 No. 2, pp. 72-80. Abid, M., Scheffran, J., Schneider, U. and Ashfaq, M. (2015), “Farmers’ perceptions of and adaptation strategies to climate change and their determinants: the case of Punjab province, Pakistan”, *Earth System Dynamics*, Vol. 6 No. 1, pp. 225-243. **If only Vol. is available:** Iqbal, M.A., Ping, Q., Abid, M., Kazmi, S.M.M. and Rizwan, M. (2016), “Assessing risk perceptions and attitude among cotton farmers: a case of Punjab province, Pakistan”, *International Journal of Disaster Risk Reduction*, Vol. 16, pp. 68-74.
For published conference proceedings	Surname, initials (year of publication), "title of paper", in editor’s surname, initials (Ed.), *title of published proceeding which may include place and date(s) held*, publisher, place of publication, page numbers. **EXAMPLES** **Conference proceedings with editors:** Wilde, S. and Cox, C. (2008), “Principal factors contributing to the competitiveness of tourism destinations at varying stages of development”, in: Richardson, S., Fredline, L., Patiar A. and Ternel, M. (Ed.s), *CAUTHE 2008: Where the 'bloody hell' are we?*, Griffith University, Gold Coast, Qld, pp.115-118. **Conference proceedings with no editor information:** Alm, K. (2019), “The UN sustainable development goals in higher education from a scholarship of teaching and learning experience perspective”, in: *Proceedings of 3rd EuroSoTL Conference Exploring new fields through the scholarship of teaching and learning, June 13-14, Bilbao, Basque Country*, pp. 750-754. DeWaters, J.E. and Powers, S.E. (2011), “Improving energy literacy among Middle school youth with project-based learning pedagogies”, in: *2011 Frontiers in Education Conference, Rapid City, SD, 2011*, pp. T1D-1-T1D-7. Herrmann-Abell, C.F. and DeBoer, G.E. (2011), “Investigating students¨ understanding of energy transformation, energy transfer, and energy conservation of energy using standards-based assessment items”, in: *The National Association for Research in Science Teaching (NARST) annual conference, Orlando, FL*, p. 13.
For unpublished conference proceedings	Surname, initials (year), "title of paper", paper presented at [name of conference], [date of conference], [place of conference], available at: URL if freely available on the internet (accessed date). **EXAMPLES** Aumueller, D. (2005), “Semantic authoring and retrieval within a wiki”, paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf (accessed 20 February 2007).

	If not available online: Palme U. (2010), “Good examples of education for sustainable development at Chalmers: achievements and limitations”, paper presented at the 5th International Conference on Engineering Education for Sustainable Development, 19-23 September 2010, Gothenburg, Sweden.
For working papers	Surname, initials (year), "title of article", working paper [number if available], institution or organization, place of organization, date [if available]. **EXAMPLES** Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March. Maddison, D. (2007), “The perception of and adaptation to climate change in Africa”, Policy Research Working Paper 4308, World Bank, Washington, DC.
For encyclopaedia entries (with no author or editor)	*Title of encyclopaedia* (year), "title of entry", volume, edition, title of encyclopaedia, publisher, place of publication, page numbers. **EXAMPLE** *Encyclopaedia Britannica* (1926), "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp.765-771. (for authored entries, please refer to book chapter guidelines above)
For newspaper articles (authored)	Surname, initials (year), "article title", *newspaper*, date, page numbers. **EXAMPLE** Smith, A. (2008), "Money for old rope", *Daily News*, 21 January, pp.1, 3-4.
For newspaper articles (non-authored)	*Newspaper* (year), "article title", date, page numbers. **EXAMPLE** *Daily News* (2008), "Small change", 2 February, p.7.
For archival or other unpublished sources	Surname, initials (year), "title of document", unpublished manuscript, collection name, inventory record, name of archive, location of archive. **EXAMPLE** Litman, S. (1902), "Mechanism & Technique of Commerce", unpublished manuscript, Simon Litman Papers, Record series 9/5/29 Box 3, University of Illinois Archives, Urbana-Champaign, IL.

For electronic sources	If available online, the full URL should be supplied at the end of the reference, as well as the date that the resource was accessed. Surname, initials (year), “title of electronic source”, available at: persistent URL (accessed date month year). **EXAMPLE** Weida, S. and Stolley, K. (2013), “Developing strong thesis statements”, available at: https://owl.english.purdue.edu/owl/resource/588/1/ (accessed 20 June 2018). Standalone URLs, i.e. those without an author or date, should be included either inside parentheses within the main text, or preferably set as a note (Roman numeral within square brackets within text followed by the full URL address at the end of the paper).
For data	Surname, initials (year), *title of dataset*, name of data repository, available at: persistent URL, (accessed date month year). **EXAMPLE** Campbell, A. and Kahn, R.L. (2015), *American National Election Study, 1948*, ICPSR07218-v4, Inter-university Consortium for Political and Social Research (distributor), Ann Arbor, MI, available at: https://doi.org/10.3886/ICPSR07218.v4 (accessed 20 June 2018).
For theses or Dissertations	Surname, initials (year), "title of thesis/dissertation", type of thesis/dissertation, institution, place [optional]. **EXAMPLE** Loon, M. (2016), “The effects of higher-order thinking dispositions, job-related learning and creativity on innovation behaviour”, Doctoral dissertation, University of Newcastle.