Notes to Contributors

Manuscript Requirements

An electronic copy of the manuscript should be submitted in double line spacing with ample margins. All authors should be shown. However, author’s details must be on a separate page and the author should not be identified anywhere else in the paper. The electronic copy should be sent as an attachment to the editor via: https://goo.gl/forms/I1qH8VujFVuh9e562

The article must be of good quality. As a guide the length of an article should not be more than 6,000 words. Please note that overly long papers will be returned without review at the Editor-in-Chief’s discretion. Authors must also supply an abstract of not more than 250 words. They should also provide 1-6 keywords or descriptors that clearly indicate the subject matter of the paper.

A manuscript will only be considered if it has not been published elsewhere.
No charge is made for publishing a paper. Authors will receive one copy each of issues of the journal which carry their articles.

References

All references to literature in the body of the manuscript should be according to the American Psychological Association (APA) method. In-text citations should consist of only surnames of authors followed by year of publication. For example, Entsua-Mensah (2018) or (Entsua-Mensah, 2018) depending on whether the author uses the signal phrase or parenthesis.

- Entsua-Mensah (2018) argues that unacceptable practices in the management of libraries in Ghana hinder the optimization and effective utilization of the benefits of library resources.

- Unacceptable practices in the management of libraries in Ghana hinder the optimization and effective utilization of the benefits of library resources (Entsua-Mensah, 2018).
The list of references should be listed in alphabetical order at the end of the text. The references material from the second line onwards should be indented.

References to journal articles should be in the following order:

Author(s), date, title, journal’s name, volume number, issue number and inclusive pagination. For example:


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References to contributors in collected works should be in the following order:

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References to online electronic sources should be in the following order:

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