

# Adama Science and Technology University

## Centers of Excellence

### Journal of Technology and Innovative Knowledge (JoTIK)

**GENERAL INFORMATION:** In order to ensure the quality and efficient publication on JoTIK, the journal demands the author to strictly follow this submission guideline. Submission of a manuscript implies that the author(s) have/has seen and approved the manuscript and its contents and that they are aware of the responsibilities concerning the authorship. All authors will be notified up on receiving of a new manuscript and up on acceptance of the manuscript, yet the editorial board makes frequent communication only with the Corresponding Author.

#### Aims and Scope

**Journal of Technology and Innovative Knowledge (JoTIK)** is an open access multidisciplinary journal that is published by Center of Excellences, Adama Science and Technology University, once a year (in March). Its aim is to disseminate scientific theories, research outcomes, and innovative and novel methods in **Innovation and Technology** that cater for the needs of industries in general and manufacturing industries in particular. Papers from the field of Engineering, Pharmaceutical Sciences, and Technology are accepted for publication.

#### Editorial Policy

**Journal of Technology and Innovative Knowledge (JoTIK)** aims at disseminating scientific knowledge, technology, and innovations and associated information to the local, national, and international communities. The journal is distributed electronically and in print, in accordance with its broad focus. It publishes articles that enhance the exchange of a diversity of interesting and useful information among researchers of varies disciplines around the world. Submissions are rigorously refereed using a double-blind peer review process.

#### Contents of JoTIK

#### Article Types

Three types of manuscripts may be submitted:

**Original Research Articles/Regular articles:** Include reports of original research undertakings which present well-founded studies reporting innovative advances that further knowledge primarily in the areas of science and technology and other topics within the scope of the journal. These should describe new and carefully confirmed findings, and research methods should be

given in sufficient detail for others to verify the work. The clarity of the objective and results are among the major requirements.

**Reviews Articles:** are authoritative syntheses of topics of current interest, written by leaders in the field. Submissions of reviews and perspectives covering topics of current interest in science and technology field are welcome and encouraged. Reviews should be concise and no longer than 7 printed pages. Reviews manuscripts are also peer-reviewed.

**Short Communications:** A Short Communication is suitable for recording the results of complete small investigations or giving details of new models, innovative methods or techniques. The style of main sections need not conform to that of full-length papers.

1. Abstracts are limited to 100 words.
2. Instead of a separate Materials and Methods section, research methods may be incorporated into Figure Legends and Table footnotes.
3. Results and Discussion should be combined into a single section. Short communications are 2 to 4 printed pages (about 6 to 12 manuscript pages) in length.

## **Submissions**

Submission: Submission of a manuscript implies that the manuscript is original contributions, has not been published previously and is not considered for publication elsewhere. All manuscripts should be submitted online using the submission portal (**To be provided**) typed single column, 12-point font (Times New Roman) on double spacing with margins of at least 2.0 cm all around. The authors(s) should submit the electronic copy of the word format manuscript by opening an account under the link (**To be provided**) Technical questions may also be sent to the editor or associate editor through the emails provided

## **Requirements for Submission**

1. All manuscripts must be submitted in English.
2. Manuscripts should be compiled in the following order: (1) Cover page/title page, (2) Abstract and keywords, (3) Introduction, (4) Materials and methods, (5) Result and discussion, (6) Conclusion, (7) Acknowledgments, and (8) References.
3. The cover page of the manuscript should include the author's full names, affiliations, and e-mail addresses. One author should be identified as the corresponding author using asterisk.
4. Abstracts of up to 250 words are required for all papers indicating the objectives/ purpose of the research, methods used, major results, conclusions & implications. Each paper should have three to six keywords separated by a comma. Please minimize the use of abbreviations and do not cite references in the abstract.
5. Title and main text heading should be centered and typed in bold capitals.

6. Section headings should be concise and numbered sequentially, using a decimal system for subsections.
7. All submissions must be limited to 15 - 25 A4 pages in length (including the cover page, figures, and tables) typed on one side in 12-point font double spaced in Microsoft Word format.
8. 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. (the abstract is not included in section numbering).
9. All figures and tables must be numbered in the order in which they appear in the paper (figure 1, figure 2, table 1, and table 2). In multi-part figures and tables, each part should be labeled (figure 1(a), figure 1(b)). Figures & tables must be included in the text.
10. All figures and tables must be cited in the text.
11. All references mentioned in the Reference List must be cited in the text, and vice versa. The citation should be in the name-year format.

## **Review Process**

All manuscripts are reviewed by an editor and members of the Editorial Board or qualified outside reviewers. The Editor-in-Chief of the journal makes first line check for scope compatibility, structure of the manuscript, word count and tables and figures before passing to the Associate Editor for further technical check. If acceptable for pre-review, the manuscript will be sent to two reviewers. The reviewing process is double-blind; authors and reviewer/s are anonymous to each other. Decisions will be made as fast as possible, and the journal strives to return reviewers' comments to authors within 3 weeks. The editorial board will re-review manuscripts that are accepted pending revision.

## **Manuscript Preparation**

Papers submitted for publication need to be revised by the authors to meet these guidelines.

**Cover Letter:** A cover letter that explains your paper's scientific importance and its interest to your journal's reader. A letter signed by all authors declaring that it has not been published or submitted for publication elsewhere should accompany the manuscript.

**Title, Author Information, and Key Words:** Each paper should include the title of the paper and name(s) of the author(s), full addresses and institutional affiliation. It should also indicate name and address (including Email) of the author responsible for correspondence. The title of the manuscript should be selected carefully. It should be concise (maximum of 10 words in 12 font size), specific and descriptive enough to contain keywords or phrases indicating the contents of the manuscript. Avoid abbreviations and formulae where possible.

**Abstract:** Each manuscript should have a structured abstract not exceeding 250 words. The abstract should include the research objectives, methods (design), results, and conclusions/implication. They should briefly describe, respectively, the problem being addressed and objectives of the study, how the study was conducted, the salient results, and what the authors conclude from the results. Abbreviations should be avoided in the abstract. Below the abstract authors should provide a minimum of three (3) Keywords.

**Introduction:** This part of the paper should provide background information on the subject, justification or underlying hypothesis for conducting the study, and the major objectives of the research. It should also provide a brief review of literature, limited to information essential to orient the reader.

**Materials and Methods:** This section should present details about the research design and procedures to clearly prove that the research was done following systematic and rigorous scientific approach. It should include the research design utilized including data sources, sampling techniques and sample size, methods of data collection (including the issue of instrument validation), and the scientific method of data analysis.

**Result and Discussion:** This section must include major findings, assessment of the significance of the findings of the investigation and the possible practical implications. The results of the study shall be discussed with the references to the problems indicated in the introduction or stated as objectives. The results section can stand alone or presented together with the discussion. If treated separately, the result section should include the associated figures, tables, and supplementary information which accurately describe the findings of the study.

**Conclusion and Recommendations:** This section should briefly present the conclusions which emanate from the results of the study. It is expected that the original contributions of the work and its policy or other implications be briefly described. Recommendations are not mandatory for all fields, and hence a separate treatment could be optional. Yet a critical assessment of the limitation of the study is worth mentioning here indicating possible directions for further research.

**Acknowledgment:** It may be given immediately following the results and discussion or conclusion section but preceding the reference section.

**Abbreviations:** A list of non-standard abbreviations should be added. In general, non-standard abbreviations should be used only when the full term is very long and used often. Each abbreviation should be spelled out and introduced in parentheses the first time it is used in the text.

## **Headings and Text**

- 1. Major headings** within the text should be flush left and numbered using Arabic numerals followed by a period (e.g., 1. Introduction, 2. Example). Leave a blank line between the

heading and the first line of text. The first line of text should be flush left. Paragraphs should be separated by a blank line and be flush left. Headings should be left justified. Use Times New Roman, 14-point font, boldface for Headings.

- 2. Subheadings** should be flush left and numbered in the following style: 1.1 Review of the Literature, 1.2 New Methods, etc. Leave a blank line between a Heading and a Subheading or between text and a Subheading. Use Times New Roman, 13-point font, boldface for Subheadings.
3. When three levels of headings are required the third level should be flush left and numbered in the following style: 1.1.1 Fiction, 1.1.2 Non-Fiction, etc. Leave a blank line between a Subheading and a Third Level Heading or between text and a Third Level Heading. Use Times New Roman, 12.5-point font, boldface for Third Level Headings.
4. Paragraphs should be justified, not indented. Leave a line between paragraphs. Use Times New Roman, 12-point font.

### **Mathematical and Engineering Material/s**

1. The preferred submission format is Microsoft Word. Thus, the preferred format for mathematical materials is to use Equation Editor or MathType in Word. LaTeX is acceptable.
2. Subscripts and superscripts should be presented as such in regular type with no additional indicators.
3. Fractions, Greek letters and mathematical symbols may be represented as your software program permits. It is no longer required that these be presented in-line. It is not necessary to number equations unless they are referred to on more than one occasion in the paper. If you do number equations use numbering such as Equation 1, Equation 2, etc. It is preferred for equations referenced by number or equations that are somewhat complicated to place the equation on a separate line, centered. Referring to equations by saying “the following” and “the above” equation is not allowed.

### **Tables**

1. Tables should appear within the text itself, as close as possible to, but after, their first mention in the manuscript.
2. Skip two lines before and after the presentation of the table.
3. Tables should be numbered with Arabic numerals such as Table 1, Table 2, etc. and must have titles that precede the table. The title should come after the table number on the same line. Use Times New Roman, 12-point font, boldface for the table number. Do not boldface the title.
4. Captions for tables are optional. If you include a caption, it should come immediately after the table. Use Times New Roman, 11-point font.
5. If possible, use Microsoft Word to generate tables.
6. Referring to tables by saying “the following” and “the above” table is not allowed; rather call the tables by their numbers.

7. Tables should be self-explanatory without reference to the text.
8. The details of the research methods should preferably be described in the legend instead of in the text.
9. The same data should not be presented in both table and graph form or repeated in the text.

### **Figures/graphs**

1. Figures should appear within the text itself, as close as possible to, but after, their first mention in the manuscript.
2. Skip two lines before and after the presentation of the figure.
3. Figures should be numbered with Arabic numerals such as Figure 1, Figure 2, etc. and must have titles that precede the figure. The title should come after the figure number on the same line. Use Times New Roman, 12-point font, boldface for the Figure number. Do not boldface the title.
4. Captions for figures are optional. If you include a caption, it should come immediately after the figure. Use Times New Roman, 11-point font. Referring to figure by saying “the following” and “the above” figure is not allowed; rather you call the figure by its number.
5. Information given in legends should not be repeated in the text.
6. Graphics should be prepared using applications capable of generating high resolution GIF, TIFF, JPEG or Power Point before pasting in the Microsoft Word manuscript file.

**References:** The journal requires citation of primary sources wherever appropriate. Authors are responsible for ensuring that the sources utilized in the document are properly cited following APA (author date) referencing style. References should be listed alphabetically by the author’s last name. References should be selected on their relevance and as much as possible, recent references should be cited and the number kept to a minimum.

Some examples of acceptable format for listing references in the references section are shown below

**Books:** Reference to a book should contain the name(s) of the author(s), year of publication, full title, name of editor(s) and edition, if applicable, chapter, name and domicile of publishers, first and last page numbers.

Examples:

Collier, A. (2008). *The world of tourism and travel*. Rosedale, New Zealand: Pearson Education New Zealand.

Whitney, E., & Rolfes, S. (2011). *Understanding nutrition (12th Eds.)*. Australia: Wadsworth Cengage Learning.

**Journal articles: Include the DOI if available. Examples:**

Thompson, C. (2010). Facebook: Cautionary tales for nurses. *Kai Tiaki: Nursing New Zealand*, 16 (7), 26.

Huy, C., Becker, S., Gomolinsky, U., Klein, T., & Thiel, A. (2008). Health, medical risk factors and bicycle use in everyday life in the over-50 population. *Journal of Aging & Physical Activity*, 16(4), 454-464.

**Unpublished Materials:** Citations of unpublished and other source materials not readily available in the libraries are not recommendable to include in the references list

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