FIJI NATIONAL UNIVERSITY JOURNAL

Authors Manuscript Guidelines

Authors who intend to publish with the Fiji National University Journal are required to read these guidelines carefully and strictly follow them to ensure that the review and publication process of their article is as efficient as possible. Note that the Editor reserves the right to return the manuscript if it does not follow the guidelines. The papers are accepted on the understanding that it has not been sent or published by any other publishing agent. All papers submitted to the Fiji National University Journal go through a double blind review assessment process by independent referees. The identity of the author and the independent referees is not revealed.

Authors are discouraged from dividing the content into sections in order to meet the minimum number of words. All materials for publications should be submitted on FNU research website.

Guidelines
Articles submitted should include the following:

1) Title(page 1)
2) Authors Full name, Address and Credentials (page 2)
3) Abstract (page3)
4) Main Body (with footnotes at the bottom) (page 4)
5) Appendix (if any) (start on a new page)
6) References (start on a new page)

1) **Title**
   The title (and subtitle if any) should be brief and appropriate.

2) **Authors name and Credentials.**
   Author's Full name and address: Surname, First Name, Other names and below this the authors address
   If there is more than one author, then list their names in alphabetical order according to how you want it to appear in the journal.
   Credentials
   List the Educational qualification and Work Position with the latest date first.

3) **Abstract**
   The abstract should be between 100-200 words. This should contain the juice of the article to attract readers.

4) Body

This will be the bulk of the article and will contain elements such as tables and figures. The length should be between 8,000-10,000 words. Articles with less or more words may be accepted on merit. Article should be typed using Microsoft Word with 12pt Times New Roman 1.5 line spacing and double spacing. Tables and figures should be kept to a minimum. These should be numbered in order.

- Table and graphs
  All tables and graphs should have a title, the source and notes to be written at the bottom.
- Figures and illustrations
  Graphs, flow chart, diagrams, drawings, maps and photographs are examples of illustrations that can be part of the article.This must be submitted in soft copy and authors must ensure that the copy is reproducible along with caption and source line.
- Footnotes
  Footnote indicators should be given subscript Arabic Typesetting and should be numbered.
- Quotations
  Quotations within a sentence to be enclosed with double quotations (" ") and quotations within a quotation to be enclosed with a single quotation mark (' '). A quotation longer than three lines should be set out in a separate block indent from the left margin.
- Abbreviations
  Technical terms and abbreviations should be defined the first time they appear in the text. There should be no points between the abbreviations.
- Spelling
  Use British and 'z' spelling e.g. organization
- Numbers
  Numbers in the text,between one and ninety-nine should be spelled out and numerals can be used for numbers from 100 and over. Numerals should be used for percentage (50 per cent) and units of measurement (45kg, AUS$200). In the text spell out 'per cent' and the symbol % can be used in tables. Dates should be in the form 20 July 2012. Use the smallest possible number of numerals when referring to pagination and dates (e.g. 22-27, 31-7, 1982-4, 2003-177).

5) Appendix

This should be limited only to materials designed to supplement the text. This should be titled and numbered according to the order it is referenced in the body.

6) References

Reference citation

Use the Harvard system. Reference should be cited in the text with authors name and year of publication in parentheses.

- One author: (Johnson 2008) or Johnson(2008)

- Two authors: (Johnson and Kumar 1997) or Johnson and Camillo (1997)
- Three authors or more: (Johnson et al. 2001) or Johnson et al. (2001)
- Use letters to differentiate different works by the same author in the same year: Gupta(1988a, 1988b).

<u>Reference List</u>

All the work cited in the text(including tables and illustrations) should be listed in alphabetical order in the 'Reference' at the end of the article starting on a new page. If author has more than one work sighted then invert the name of the second author and for arrangement use the rule below.

- First, all works by the author alone, ordered chronologically by year of publication.
- Next, all works by the author with coauthor, ordered alphabetically by coauthor.
- Finally, all works by the author with several coauthors, ordered chronologically by year of publication.

The Reference should be arranged using the following style and punctuation.

- <u>Journal article</u>
  Fonolahi, A. (2011) 'Optimization in Stratification'. Journal of Statistical Studies4(2): 129-133

- <u>Books</u>
  Singh, N.(2008) The Assessment of the Coup in Fiji: Fiji Institute of Applied Studies.
  Prasad, R. and A.Chand (eds) (1982): Assessment of use of Kava in Different Pacific Islands: university of the South Pacific.
- <u>Contributions to Books</u>
  Singh,N (2003) 'The Traditional Practice', in Prasad, R and A. Chand (eds): assessment of The Use of Kava in Different Pacific Islands: University of The South Pacific; pp. 35-67.
- <u>Conference Paper</u>
  Jackson, S.H. (2009) 'Assessment of the Rate of Visitors Arrival From 2005-2010'. Paper presents at the 3rd Annual Pacific Statistics Conference, Suva,Fiji (29 July- 5August).
- <u>Unpublished Work</u>
  Camillo, J. B (2001) 'Policy Review in Big Organizations: A Study focusing on Human Resource Policy'. Unpublished Master Thesis, Fiji: Department of Development Studies, Fiji National University.

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First the Editor will send you an email of acknowledgement of receiving your article. He will then check the article for clarity and completeness. Note that the Editor will return your article if it is not clear, complete or if it does not follow the required format. Next is the peer review process and notification whether your article has been accepted, needs modification or not accepted at all.If it needs modification then you will need to resubmit it. Once accepted the manuscript will be copy-edited into the style of the journal. Then the author has to do final check before it is finally published.

Checklist

- ☐ Is the manuscript clean, clear and complete?
- ☐ Is the entire manuscript typed with1.5 line spacing and double spacing?
- ☐ Is the entire manuscript except the footnotes typed withMicrosoft Word with 12pt Times New Roman?
- ☐ Is the foot notes typed with subscript Arabic Typesetting?
- ☐ Are the margins 1½ inch?
- ☐ Are the Title, Authors Full name, Address and Credentials, Abstract, Main Body, Appendix References all starting on a new page?
- ☐ Are all pages numbered in sequence?
- ☐ Are all headings of same level of the same format?
- ☐ Are references cited both in text and reference section?
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- ☐ Have all figures been submitted in glossy prints?
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- ☐ Is the page number for each quotation provided?