

Research & Publications Committee

Guidelines for

Publishing Journal Articles with Fiji National University ePress

The Fiji National University which is the largest University in Fiji is proud to inform the establishment of the Fiji National University Journal. The aim of this journal is to publish scholarly articles and research findings at the University. Yet in exceptional cases article received from outside the university may also be accepted. Contributions are welcomed from any subject, discipline and inter-disciplines. The Fiji National University Journal will be published annually in October.

The journal will also consist of a dialogue section which will include interviews with scholars, commentaries, debates, public figures and policy issues. The purpose of this is to create discussion and awareness on important topics form a wide range people. The journal will also have a review section for review of books, conference proceedings, workshop, documentaries and other audiovisual material.

It is most important that works submitted from authors are their original work and have not been submitted to any other journals. It is also important that authors seek copyright permission for any material that they did not invent and would like to include in their article.

You may submit your article online on the address Research-Officer@fnu.ac.fj or you can post the hard copy to Research Officer, Office of Vice Chancellor, Fiji National University, PO Box 7222, Nasinu, Fiji Islands. Given below is a guide of how to prepare an article for submission.

Guide for Submission

Articles submitted should include the following:

- 1) Title
- 2) Authors First name and Credentials
- 3) Abstract
- 4) Main Body (with footnotes at the bottom)
- 5) Appendix (if any)
- 6) References

1) Authors name and Credentials

Author's Full name: Surname, First Name, Other names

If there are more than one author, then list their names in alphabetical order according to their how you want it to appear in the journal.

Credentials

List of Educational qualification and Work Position with latest date first.

2) Title

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

3) Abstract

The abstract should be between 100-200 words.

4) Body

This will be the bulk of the article and will contain elements such as table 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. Tables and figures should be kept to a minimum. These should be numbered in order.

- Table and graphs

All tables graphs should have a title and 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

Use single quotes for ordinary quotations and double quotes within single quotes for a quotation inside a quotation. 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. colour, organization

- Numbers

Numbers in the text between one to ninety-nine should be spelled out and numeral 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 to 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).

Reference List

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 one than 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.

Reference to be arranged using the following style and punctuation.

- Journal article
Fonolahi, A. (2011) 'Optimization in Stratification'. Journal of Statistical Studies4 (2): 129-133
- Books
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.
- Contributions to Books
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.
- Conference Paper
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).
- Unpublished Work
Camillo, J. B (2001) 'Policy Review in Big Organizations: A Study focusing on Human Resource Policy'. Unpublished Master's Thesis, Fiji: Department of Development Studies, Fiji National University.

Copyright compliance

It is the author responsibility to obtain copyright permission to reproduce any material that they did not create themselves. Authors should fill the Copyright Confirmation Form and submit this with the article.

What happens after article is submitted.

First the Editor will send you an email of acknowledgement of receiving your article. He will then check the article for clarity and completeness. Next is the peer review process and notification whether your article has been accepted or not. If accepted the manuscript is then copy-edited into the style of the journal. Then the author has to do a final check before it is finally published. The whole process may take up to six months.

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