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NOTES FOR CONTRIBUTORS ON THE SUBMISSION OF MANUSCRIPTS FOR THE DEASA/SADC-CDE INTERNATIONAL JOURNAL

The DEASA/SADC-CDE international Journal of Open and Distance Learning (IJODL) is a refereed journal. The IJODL welcomes original articles which report on empirical and theoretical distance education and also accepts papers in other related areas as well as book reviews. All articles published by the IJODL are peer-reviewed anonymously by at least two referees.

Manuscript submission

Manuscript should be submitted in electronic form in MS word to famey@staff.bocodol.ac.bw

Format

Manuscript should be submitted between 3000 and 7000 words, including the list of references. The first page should contain the title page and the details of the author(s) i.e. name, affiliation, address, e-mail, phone and fax numbers.

The second page should contain the abstract of between 100 and 200 words maximum. The third page should be the first page of the manuscript. The font for the manuscript should be double spaced Times New Roman size 12. All pages should be numbered.

Tables

Authors should ensure that tables and captions to illustrations are typed out on separate sheets and not included as part of the text. However, it should be clearly indicated where these should be inserted.

Figures

These should be supplied as one complete set of artwork ready for reproduction.

References

The journal uses the American Psychological Association (APA) Manual writing style 5th Edition or as updated. All in-text reference should give the author's name with the year of publication in brackets e.g. 'Kuhn (1962) writes...or' statistics may be defined as study of ways of giving meaning to raw data (Burton, Carrol & Wall, 2001...' Full references that conform to the APA style should be listed at the end of the manuscript.

Proofs

Authors shall normally receive edited proofs before publication to confirm and approve the final version of their manuscripts. However, this step may be omitted in case of delays in the processes.