Technical Note for Contributors

1. Abstracts
   - Articles have a summary, separate from the main text, of up to 150 words, which does not have references, and does not contain abbreviations.

2. Length and submission style
   - 5-6 pages and have no more than 50 reference and is about 3000-5000 words
   - Contributions should be single-spaced and written in English
   - A4 size, times new Roman character size 12 formats
   - The article generally consists of major parts including
     - Abstracts
     - Background
     - Review of related literature
     - Methods and findings and interpretation
     - Conclusion
     - Recommendation
     - References

3. References
   - All references listed must be cited in the text, and all text citations must have a reference listed.
   - The in-text citation (usually put in parenthesis) should appear with author’s last names, publication date and page: Eg Cormack (1994, pp.32-33; Smith (1946) and Jones (1948); if more three authors ((Green, Harris and Dunne, 1969); if more than three first author should be used, followed by et al. meaning and others(Eg: Green, et al. (1995)
   - List of references shall be put separately at the end of the text (following notes if any), in alphabetical order.
   - CCRDA CSO Journal follows the Harvard style of referencing following the following pattern: Author, Initials, Year. Title of book. Edition. (only include this if not the first edition) Place of publication (this must be a town or city, not a country): Publisher.
Example

Where 1st edition


Where 3rd edition


- Books with multiple authors


- Journal references must include: Author, Initials., Year. Title of article. *Full Title of Journal, Volume number (Issue/Part number), Page number(s).*

  Examples:


- Website references shall include: Authorship or Source, Year. *Title of web document or web page.* [type of medium] web site address/URL (Uniform Resource Locator)

  Example:


4. Copy Right

- The CCRDA shall have a full-copy right ownership for the journals. CCRDA shall reserve the right to use it in hard and soft copy format.
5. Ethical matters and consideration

- Ethical violations may involve, but are not limited to, copyright violations, republishing, plagiarizing and falsification of date or results, misattribution of authors or misattribution of citations.

- The contributors of articles and abstracts shall assure the full ownership/co-ownership and entailments of their research works.

- In cases where any claim emerges the contributors shall respond to anyquires or claims.

- Any special citations or mention of others research work shall be duly acknowledged by contributors.

- Duty in the regard shall be borne by the contributors. Similarly, responses for accuracy in quotations calculation of data and citations shall be the full responsibility of contributors.

- Contributors shall make declaration of conflict of interests.