

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

- Baron, D. P., 2008. *Business and the organization*. Chester: Pearson.

Where 3rd edition

- Redman, P., 2006. *Good essay writing: a social sciences guide*. 3rd ed. London: Open University

- Books with multiple authors

- Adams, R. J., Weiss, T.D. and Coatie, J.J., 2010. *The World Health Organisation, its history and impact*. London: Perseus.
- Barker, R., Kirk, J. and Munday, R.J., 1988. *Narrative analysis*. 3rd ed. Bloomington: Indiana University Press.

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

Examples:

- Boughton, J.M., 2002. The Bretton Woods proposal: an brief look. *Political Science Quarterly*, 42(6), p.564.
- Cox, C., 2002. What health care assistants know about clean hands. *Nursing today*, Spring Issue, pp.647-85.

- 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:

- NHS Evidence, 2003. *National Library of Guidelines* .<<http://www.library.nhs.uk/guidelinesFinder>>

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 data 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 any queries 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.