

# Journal of Humanities and Social Sciences (JHSS)

## Instructions for Authors

### A: General Policy Guidelines

#### 1. Manuscript Processing

JHSS strictly observes publication ethics by subjecting submitted works that meet the journal's standards to an anonymous peer review process. Up to three anonymous reviewers review each submitted work. Authors submitting their papers to this journal should thus ensure that their submitted works are not being considered for publication by other publishers.

#### 2. Manuscript Preparation

Papers submitted to this journal should strictly adhere to these instructions for authors. The citation and referencing styles should conform to APA 7th Edition. The structure of the paper is supposed to follow this order: title page, abstract, keywords, main text introduction, data and methods, findings, discussion, and conclusion and policy implications. The word limit for this journal is 8000 words, including the references.

#### 3. Ethical Guidelines

Authors are required to secure permission before reusing third-party material in their manuscripts. This requirement applies especially to copyrighted materials. The journal, however, accepts a limited use of short extracts of texts without securing formal permission. In addition, authors must obtain verbal or written consent from research participants in qualitative and quantitative studies allowing them to publish their opinions.

#### 4. Manuscripts submission and Processing

The journal does not publish two articles in a single issue from a single author or group of authors. While multiple submissions of manuscripts are allowed, only one manuscript is considered per issue.

### B. Manuscript Preparation Guidelines

#### 1. Quotation and Paraphrasing.

In-text quotation or paraphrasing of a source should follow the following format

		Narrative Citation	Parenthetical Citation
Direct quotation	One author	Makame (2000) maintained that “democracy is a virtue” (p. 8).v	Definitely , “democracy is a virtue” (Makame, 2000, p. 8).

	<b>Two authors</b>	According to Makame and Mwasiti (2000), “democracy is a virtue” (pp. 50-60).	It is true that democracy is a virtue (Makame & Mwasiti, 2000, pp. 50-60).
	<b>Three+ authors</b>	“democracy is a virtue,” Makame et al. (2000 reflected (para. 2).	“Democracy,” however, “is a virtue,” (Makame et al., 2001, para. 2).
	<b>Group author, first reference</b>	The African Political Science Association (APSA); 2010) has insisted that “democracy is a virtue” (para. 3).	Perhaps “imagination is crucial” (African Political Science Association (APSA); 2005, para. 3).
	<b>Group author, late reference</b>	The APSA (2010) has insisted that “democracy is a virtue” (para. 3).	Perhaps “ democracy is a virtue (APSA, 2010, para. 3).
<b>Paraphrasing</b>	<b>One author</b>	Makame (2010) argued that the state must respect democratic values.	The state must respect democratic values (Makame, 2000).
	<b>Two authors</b>	Makame and Mwasiti (2000) believed that the state must respect democratic values (	The state must respect democratic values (Makame & Mwasiti, 2000).
	<b>Three+ authors</b>	The state must respect democratic values, observed Makame et al. (20000).	The state must respect democratic values ( (Makame et al., 2000).
	<b>Group author, first reference</b>	The state must respect democratic values , the African Political Science Association (APSA, 2010); has explained.	Children must develop imagination The African Political Science Association [APSA], 2010).
	<b>Author unknown</b>	In “ Politics and Democracy” (2020), the author suggested that the state must respect democratic values	The state must respect democractic values (“Politics,” 2020).

## General Manuscript Preparation Guidelines

**1. Dates.** Include the year of publication in every parenthetical citation and in the first narrative citation of each source in any paragraph (although some teachers require it in all narrative citations). Only the year of publication goes in your in-text citation, even if the reference page entry includes a month. *Manual*, p. 262.

- 2. Page numbers.** Indicate a specific page, paragraph, or location numbers for all direct quotations. Specific page numbers are rarely included for paraphrases and most teachers don't allow them, although APA does.

List all digits in every page number. For written sources without page numbers, use "para.," the paragraph number, and, when possible, the section heading. Put document-specific headings in quotation marks and shorten them if needed. For video or audio sources, use the timestamp; for PowerPoint presentations, use the slide number. *Manual*, p. 264.

(Drew, 2002, para. 4)  
(Marvin, 2009,  
Introduction, para. 12)...  
(Fayne, 2013, "Idaho  
Dentists Find," para. 3)

Major classical works like the Qur'an, *The Odyssey*, and *Macbeth* have standard numbering systems that cross all editions and translations. Use those systems instead of page numbers. *Manual*, p. 274.

(Shakespeare, 1623/2003, 1.5.45-60)  
(*King James Bible*, 1769/2017, 2 Sam. 12:1-10)

- 3. Names.** Use the last names only, even on first reference. Endings like "Jr." and academic degrees are not included. *Manual*, p. 262.

Garland and Wilder (2013) found that...  
Other research suggests that this model may be inadequate (Garland & Wilder, 2013).

JHSS doesn't use first names or initials in citations unless that's the only way of distinguishing between two sources. Only in some fields like English first and last names are or can be used on first narrative reference. *Manual*, p. 262.

- 4. No author.** When the name of the source is not known, use the first words of its title. Italicize the title of a periodical, book, or report; use quotation marks for an article. *Manual*, p. 265.

Book: (*Eating Disorders*, 2018) or the book *Eating Disorders* (2018) Article: ...benefits have been demonstrated ("Holistic Approach," 2002)

- 5. Multiple authors.** If your source has two authors, cite both every time. If it has three or more authors, use the first author's name with "et al." Note that "et al." is not italicized and that there is a period after "al." If you name two authors in a narrative citation, write out the "and" between their names. In a parenthetical citation, use "&."

*Manual*, p. 266.

One study of peer relationships... (Granger & Patil, 1997).

A later study of peer relationships... (Longbottom et al., 1999).

- 6. Group authors.** When the author of your source is an organization, its name is spelled out in full on first reference. If it's well-known or will be used at least two more times, an abbreviation (in parentheses) follows the full name and replaces the full name later. Don't go back and forth between the full name and the abbreviation. *Manual*, p. 268.
- 7. One author, multiple works.** If you're citing two works written by the same author(s) in different years, cite them as you normally would. If you have two works written by the same author(s) in the same year, however, those works will be listed alphabetically by title on your reference page, where they'll be labeled (YYYYa) and (YYYYb). *Manual*, p. 267.

Cisneros (2011a) found....

.....direction for future research (Cisneros, 2011a).

- 8. One citation, multiple sources.** If you refer to several sources within the same parentheses, put them in the same order in which they appear in your reference list and separate them with a semicolon. *Manual*, p. 263.

(Andrews et al., 1996; Gillis, 2017; Gillis, 2019; Shirley & Blythe, 2013)

- 9. One paragraph, multiple references to same source.** If all the information in a paragraph comes from one part of one source, identify its author and date at the beginning. If you use transitional phrases and pronouns like "these findings" to show that each following sentence paraphrases material in the same source, you won't have to repeat the citation unless your teacher requires it. *Manual*, pp. 269-270.

If you cite a source by putting the author's name in your sentence, you don't have to include the date again in other sentences within the same paragraph (although some teachers will expect you to). You do have to include the date in any parenthetical citations. *Manual*, p. 265.

Travers (2006) found that the children underestimated the amount of sugar in their diets. Travers also found that the children in the study consumed more than twice the recommended amount of sugar. They also failed to recognize the sugar content of many common foods.

If your paragraph moves back and forth between different sources or between one source and your discussion, you'll cite the source of each sentence to help keep the reader on track. Any sentence you don't cite is understood to represent your own words and ideas.

Ray and Kelly (2014) proposed that creative writing assignments be integrated into composition classes. It is unclear, however, that this

suggestion would improve test scores. Although 72% of students surveyed believed that creative writing exercises improved their written fluency (Ray & Kelly, 2014), other research suggests that those gains in fluency do not transfer to research assignments (Collins, 2011).

- 10. Secondary citations.** If an idea or phrase that you want to use is quoted in another source, find the original source if you can. If not, name the original source in your sentence and then use parentheses and the words “as cited in” to identify the source (listed on your reference page) where you found it. *Manual*, p. 258.

Laurence (2001) found no correlation between the variables (as cited in Brooke, 2003). No correlation was found (Laurence, 2001, as cited in Brooke, 2003).

- 11. Email and personal interviews.** Personal communications that a reader can’t retrieve (ex. letters, memos, e-mail, interviews, telephone conversations) appear as in-text citations only. Don’t put them in your reference list. Include your source’s initials and last name and as exact a date as possible. *Manual*, p. 260.

S. Crewe argued that not all sources agree (personal communication, May 3, 2012). Not all sources agree (S. Crewe, personal communication, May 3, 2012).

- 12. Long quotations.** If you use a quotation that is 40 or more words long (also called a “block quotation”), set it off from the rest of your paper by indenting it five spaces (one tab space). Double space it and don’t use quotation marks. The final period goes before, not after, the citation at the end. *Manual*, p. 272-273.

- 13. How much can I quote?** As a general rule, not more than 10% of any paper should consist of direct quotations.

### 3. The Reference List

The reference list is expected to be at the end of the paper and must contain all the sources cited in the paper. Its purpose is to help readers find the materials you used, so each entry must be complete and accurate.

- 1. Page format.** The reference list starts on a new page. Every line is double-spaced, without extra spaces between entries. The word “References” is centered at the top and bolded. The pages are numbered as if they were part of your paper. Use the “hanging indent” format: start the first line of each entry at the left margin, but indent all subsequent lines one tab space (five spaces).
- 2. Order of references.** List each source alphabetically by the last name of its first author. If there is no author, alphabetize the source by the first word of its title

(excluding *a*, *an*, *the*).

3. **Names.** Shorten all first and middle names to initials. List all authors by last name first, then initials. If a source has multiple authors, don't change the order they're in.
4. **Multiple authors.** If a source has up to 20 authors, list them all. If it has 21 or more, list the first 19, add an ellipse (three dots separated by spaces), and name the last.
5. **One author, multiple works.** List more than one work by the same author in the order of the years they were published. If multiple works were published in the same year, alphabetize them by their titles and label them (2011a), (2011b).

World Health Organization. (2012). Immunization: Closing the gap... World Health Organization. (2015a). Global vaccination targets...

World Health Organization. (2015b). Keeping Syrian children free from polio...

6. **Dates.** Put the year of publication in parentheses immediately after the author's name(s). In a book, the date is usually on the copyright page behind the title page. The date of a website is trickier: don't use a "Last Reviewed" date or a website copyright date. Use a "Last Updated" date only when the update clearly applies to the information you're reading as opposed to some other feature of the page. If your source truly provides no date, use the abbreviation "n.d." ("no date") instead of the year. *Manual*, pp. 262, 290. If you're citing a work that's been republished, put the recent publication date in the usual place, after the author's name. The original date closes the citation, after any DOI or URL, and looks like this: (Original work published 1815).
7. **Capitalization.** In the title and subtitle of a book, chapter, or article, capitalize only the first word and any proper nouns. In journal, magazine, and newspaper titles, capitalize all major words.
8. **Italics.** Italicize titles of books, journals, magazines, and newspapers. Also italicize volume numbers in journal references. Leave article and chapter titles alone: don't italicize them or put them in quotation marks.
9. **Publication information.** The publication information required for books includes only the name of the publisher; if the publisher is the same as the author, it doesn't even need that. The requirement for articles includes volume, issue, and page numbers.
10. **Databases.** APA doesn't include database information unless a source is available

**only** from a particular database, like Cochran. If you include a database name in your reference (some archival documents can only be found in electronic databases), put it in italics.

- 11. DOIs.** Many sources have a Digital Object Identifier (DOI), a permanent number that goes with them wherever they're published online. If your source has a DOI, your citation must include it. The doi itself looks something like 10.xxxx/gobbledygook. It can appear in many formats, but APA only uses one. If you find a doi as part of a larger URL that doesn't look like the one below, cut out everything except the doi and reformat it. Don't put a period at the end.

<https://doi.org/10.xxxx/gobbledygook>

- 12. URLs.** If an electronic source has a DOI, don't include the URL. No DOI? Try to find a URL that links to the source directly. Don't use a URL specific to a particular library; don't use a URL specific to a general database like EBSCO or Academic Search Complete. If those are the only URLs you can find, don't include a URL in your citation.

If your source is available only from a specific database and the URL linking to the document doesn't require a login, use that URL. If it does require a login, list the URL for the database instead. A URL begins with "http" or "https": don't put a "retrieved from" statement before it (except in special situations—see F. below) or a period after it. You can leave your URLs live and hyperlinked (blue, underlined) or you can remove the hyperlinks. Check your teacher's preference.

- 13. Retrieval dates.** Don't include retrieval dates for online sources unless the source is both unarchived and expected to change over time (e.g. online dictionary, Google map). Wikipedia pages are archived, so you don't need to include a retrieval date for them.

#### **4. Sample References**

a. **Book with subtitle.**

Fraser, C. (2017). *Prairie fires: The American dreams of Laura Ingalls Wilder*.

Metropolitan Books.

b. **Book with two editors instead of author.**

Melendy, R., & Kincaid, C. (Eds.). (2018). *Birth order and personality*. Doubleday.

c. **Essay, chapter, or section in edited work.**

Gale, D. (2008). Innocence abroad. In L.F. Baum (Ed.), *The way home* (pp. 27-43).

Cyclone Press.

d. **Journal article with DOI.**

Slethaug, G. E. (1986). The paradoxical double in Le Guin's *A Wizard of Earthsea*. *Extrapolation*, 27(4), 326-333. <https://doi.org/10.3828/extr.1986.27.4.326>

e. **Magazine article, online, no volume issue or pages.**

Beck, J. (2015, May 3). Science's love affair with *The Lord of the Rings*. *The Atlantic*.  
<https://www.theatlantic.com/health/archive/2015/05/sciences-love-affair-with-the-lord-of-the-rings/392216/>

f. **Unsigned entry in continuously updated, unarchived online dictionary.**

Merriam-Webster. (n.d). Literacy. In *Merriam-Webster dictionary*. Retrieved January 10, 2020, from <https://www.merriam-webster.com/dictionary/literacy>

g. **Wikipedia entry.**

Stonehenge. (2020, January 16). In *Wikipedia*. <https://en.wikipedia.org/wiki/Stonehenge>

h. **Website article with author.**

Spritzler, F. (2017, January 29). *13 ways to prevent type 2diabetes*. Healthline.  
<https://www.healthline.com/nutrition/prevent-diabetes>

i. **Website article without author or date.**

What are pulses? (n.d.). Half-Cup Habit. <https://pulses.org/nap/what-are-pulses/>