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Manuscript Preparation

The Ethiopian Journal of Business and Social Science (EJBSS) uses APA Publication Manual Six Edition as its formatting and style guide with slight modification. Accordingly, papers written in English and Amharic languages should be prepared in A4 (8.27" X 11.69") page size with single column, using standard times new roman fonts with size of 12, with double-spacing, and margins of at least 1" (2.5cm) all around. Original research articles and review articles should not occupy more than 15 manuscript pages while brief reports, book reviews and short communications should not occupy more than 6 manuscript pages. All pages are numbered starting from the title page. Times New Roman font must be used and remain uniform throughout the text. The authors must strictly adhere to the proper format of the Journal which is APA Manual Sixth Edition for all sections of the manuscript.

A research manuscript planned to be published in EJBSS should include the following parts in order: Title, Byline (Author(s) names and affiliations), Abstract, Introduction, Materials and Methods, Results and Discussion, Conclusion, Acknowledgements (if any), and References.

1. Title

The title should be concise, precise and describe the contents of the paper. A short running title of less than 150 characters or not more than twelve words will be accepted.

2. Byline: Author (s) names and affiliations

The given name(s) and family name(s) (first, middle and last names) of each author should be indicated and correctly spelled. Present the authors' affiliation addresses (where the actual work was done which is usually an institution) below the names. The names of the authors should appear in the order of their contributions, centered between the side margins. For names with suffixes (e.g., Dr., Ph.D., Jr. and III), separate the suffix from the rest of the name with a space instead of a comma. The institutional affiliation should be centered under the author's name, on the next line.

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Two authors (with suffixes), one affiliation	John O. Foster II and Roy R. Davis Jr. Educational Testing Service, Princeton, New Jersey
Three authors, one affiliation	Juanita Fuentes, Paul Dykes, and Susan Watanabe University of Colorado at Boulder
Two authors, two affiliations	David Wolf University of California, Berkeley Amanda Blue Brandon University
Three authors, two affiliations	Mariah Meade and Sylvia Earleywine Georgetown University Jeffrey Coffee Dartmouth College

3. **Abstract**

The abstract should be a brief comprehensive summary of the contents of the article. The abstract should state concisely the principal objectives, methods, results, discussion, conclusions and recommendations of the article. It should be accurate in its presentation of the study, non-evaluative and coherent and readable. Use verbs rather than their noun equivalents and the active rather than the passive voice (e.g., 'investigated' rather than 'an investigation on' 'The authors presented the results' instead of 'Results were presented'). Use the present tense to describe conclusions drawn or results with continuing applicability; use the past tense to describe

specific variables manipulated or outcomes measured. The abstract should not be longer than 250 words. About 3 to 6 key words that will give indexing references should be listed in alphabetical order. Avoid plural terms and multiple concepts. The label *Abstract* should appear in uppercase and lowercase letters, centered, at the top of the page. Type the abstract itself as a single paragraph without paragraph indentation. Key words should be presented at the end of the article starting with *Key words* followed by a colon. The key words then follow italicized and separated from each other by a semicolon.

4. Introduction

The introduction should engage the reader in the problem of interest and provide a context for the study at hand. In introducing the research concern, the writer should provide a clear rationale for why the problem deserves new research, placing the study in the context of current knowledge and prior theoretical and empirical work on the topic. The introduction should thus briefly state the background and justification or statement of the problem, the underlying hypothesis for conducting a research or research questions and a review of the literature pertinent to the problem. At the end of the introduction, an explicit and precise statement of the aim of the work together with a brief outline of the research design should be presented.

5. Materials and Method

A concise explanation of the state of affairs under which the study was carried out and the research design and methods used should be given. In addition the data source, sampling, collection and analysis methods and statistical models used should be clearly described.

6. Results and Discussion

The **Results** section should include a summary of the collected data and analyses often using tables and figures. Both descriptive statistics and tests of significance should be clearly described in this section. In the **Discussion** section, the writer evaluates and interprets the findings. Detailed interpretation of data should be discussed with reference to problems indicated in the introduction or stated as objectives with other earlier findings in the area of current research work. The credibility of evidence (result), comparison with already recorded observations and the possible practical implications should be discussed. Authors should avoid duplicate reporting of data but instead should decide on the most comprehensible ways of presenting the information, whether it is through text or through tabular or graphic form.

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Tables are numbered consecutively in Arabic numerals (e.g., Table 1, Table 2) and should bear a short, yet adequately explanatory caption. Avoid using vertical and/or horizontal grid lines to separate columns and/or rows. Footnotes to tables are designated by lower case letters which appear as superscripts in appropriate entries. All tables should be referenced in the text. In full-length papers maximum 8 result tables can be considered where as short communications should include less than 3 result tables.

6.2.Figures

Figures should be restricted to the display of results where a large number of values are presented and interpretation would be more difficult in Tables. Figures may not reproduce the same data as Tables. Figures should be numbered consecutively in Arabic numerals (e.g., Figure 1, Figure 2), and refer to all figures in the text. Originals of figures should preferably be A4 size, of good quality, drawn or produced on good quality printer and saved in a separate file. Vertical and horizontal axes should be labeled consequently.

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Conclusions section should come next to the **results and discussions** section of the article. Conclusions can be stated in a few sentences. Authors are encouraged to forward conclusion

(two to three brief statements) from the study summarizing the main findings, showing research gaps for future research undertaking, and indicating the practical implications of the findings. Author(s) are also privileged to state recommendations if interested.

8. Conflict of interest

All authors are requested to unveil any concrete or potential conflict of interest within two years after publication including any financial, personal or other affairs with other people or organizations work that could improperly influence, or be perceived to influence their work.

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Book

Simmons, I.G. (1993). *Interpreting nature: Cultural constructions of the environment*. London and New York: Routledge.

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