

## **Journal Style**

It is the responsibility of authors to ensure that their manuscripts strictly adhere to the journal style. Manuscripts which do not conform to the journal style will not be accepted. A guide to the style is presented as follows:-

1. The manuscript must be double-spaced, on one side of standard A4 paper. It should leave wide margins at side, top and bottom of at least one inch (on all four sides). The author should use New Times Roman with 12 font size. Sub-titles should begin from the margin and bolded.
2. The author's name, immediately below the title on the first page, should be centred in Small Capitals; immediately beneath, also centred but in italic, is the author's position and institutional affiliation; beneath that, is the email address. Endnotes to the text should be kept to a minimum. Tables, figures and illustrations should be drawn precisely and boldly to permit photographic reproduction.
3. A brief abstract of 100-200 words, should appear at the head of the article describing the main arguments and conclusions of the article.
4. The length of the manuscript should not exceed 8,000 words. Submission should be in both hard copy and soft copy (IBM compatible storage media). Author could submit manuscript online to [sociojournaltz@udsm.ac.tz](mailto:sociojournaltz@udsm.ac.tz).
5. The journal uses English (British). Authors are responsible to ensure that their paper are readable and their academic content is fully understood by the editor and any reviewers. It is therefore advisable for authors to take their papers to professional language editors before submission.
6. 'Per cent' should be used where the figure preceding it is given in words e.g. "two per cent"; and % where it is given in number like 25.1%
7. Line spacing: The main text is single spaced with one line space between paragraphs.
8. Title, headings and sub-headings should be in bold; and should not be numbered. Use headline style for titles, headings and sub-headings. For example: Re-thinking socialism: lessons from the Tanzania.
9. Article should be corrected and fit for printing. Author will have to pay any correction cost.
10. Two off-prints will be provided free of charge for each article published.
11. The recommended style for bibliography and in-text citation is APA style.
12. All manuscripts considered appropriate for the journal are subjected to at least two blind peer reviews before being accepted for publication. To preserve anonymity, manuscripts will be sent without authors' names and/or any reference that connects with identity of the author in order to enhance objectivity in the reviewing process.
13. Submission of manuscript to the Tanzania Journal of Sociology indicates the author's willingness to publish in the journal.
14. Copyright: when an article is published, the author vest control of all copyrights to the publisher. The author may, for instance, use parts of the article in elsewhere provided that he/she makes acknowledgement to the Tanzania Journal of Sociology.
15. **Sub-Headings:**
  - a. Begin on left hand side,

- b. Capitalize all major words in the sub-heading with the rest of the letters in lower case. (e.g. Conceptual Issues),
- c. Sub-headings should not be numbered,
- d. Sub-headings should be in italic.
- e. The first Sub-Heading should be two lines below the Author's name.
- f. There is one line space between the Sub-Heading and the last line of previous section,
- g. First paragraph under Sub-Heading comes directly under Sub-Heading without extra line spacing.

**16. In-text Citations should be as follows:**

In-text citations are citations within the main body of the text and refer to a direct quote or paraphrase. They correspond to a reference in the main reference list. These citations include the surname of the author and date of publication only, example, Mitchell (2017) states... Or ... (Mitchell, 2017); Mitchell and Smith (2017) state... Or ... (Mitchell & Smith, 2017) ....Or (Mitchell & Smith, 2017: 113)....Or (Tengo et al., 2017).

**17. End of Article References:**

All references cited in the text should be listed in full at the end of the paper. The reference section should be 2 line spaces below the conclusion of the article. Authors should make absolutely sure that all reference information is complete. References should be in the following standard form:-

**Books**

Gambles, I. (2009). *Making the Business Case: Proposals that Succeed for Projects that Work*. Farnham, England: Ashgate.

Gazda, G. M., Balzer, F. J., Childers, W. C., Nealy, A. U., Phelps, R. E., & Walters, R. P. (2005). *Human Relations Development: A Manual for Educators (7th ed.)*. Boston, MA: Pearson Educational.

**Book Chapters**

Bordens, K., & Abbott, B. (2008). Explaining Behaviour. In C. Krägeloh (Ed.), *Research Methods and Statistics in the Health Sciences* [Custom textbook] (pp. 3–30). North Ryde, Australia: McGraw-Hill Custom Publication for Faculty of Health and Environmental Sciences, Auckland University of Technology.

**Edited Book:**

Craven, I. (Ed.). (2001). *Australian Cinema in the 1990s*. London, England: Frank Cass.

**Chapter/Article in an Edited Book**

Ferres, K. (2001). Idiot box: Television, Urban Myths and Ethical Scenarios. In I. Craven (Ed.), *Australian Cinema in the 1990s* (pp. 175-188). London, England: Frank Cass.

**E-books**

Schiraldi, G. R. (2001). *The Post-traumatic Stress Disorder Sourcebook: A Guide to Healing, Recovery, and Growth*. <https://doi.org/10.1036/0071393722>

Austen, J. (1853). *Pride and Prejudice: A Novel*. Retrieved from <http://books.google.co.nz/books?printsec=frontcover&dq=austen#v=onepage&q=&f=false>.

**JOURNAL ARTICLES, NEWSPAPER ARTICLES AND CONFERENCE PAPERS**

**Journal article (printing version)**

Wilson, S., Spies-Butcher, B., & Stebbing, A. (2009). Targets and Taxes: Explaining the Welfare Orientations of the Australian Public. *Social Policy & Administration*, 43, 508-525.

**Journal article from Electronic Database**

**Journal with DOI:**

van Heugten, K. (2013). Resilience as an Underexplored Outcome of Workplace Bullying. *Qualitative Health Research*, 23(3), 291-301. doi:10.1177/1049732312468251

**Journal with no DOI and restricted access:**

Wheeler, D. P., & Bragin, M. (2007). Bringing it all back home: Social work and the challenge of returning veterans. *Health and Social Work*, 32, 297-300. Retrieved from <http://www.naswpressonline.org>

**Newspaper Article (available in print)**

Berkovic, N. (2009, March 31). Handouts may not be sent: Tax office seeks quick resolution of High Court challenge. *The Australian*, p. 5.

**Newspaper article (from electronic database):**

Zendrian, A. (2008, April 15). CEO pay too high? *The New York Times*. Retrieved from <http://www.nytimes.com>

**Thesis**

King, G. (1976). *Law and Land Use in Chicago: A Pre-history of Modern Zoning* (PhD Dissertation). Wisconsin: University of Wisconsin.

Fayadh, K. H. (2015). *The Legal Regulation of Assisted Reproductive Technology in*

Iraq: Lessons from the Australian Approach (PhD Thesis). Retrieved from  
<http://handle.uws.edu.au:8081/1959.7/uws:32383>

**18. Free Volume and Article**

Each contributor to an issue is entitled to one hard copy of the volume in which his or her article appears, moreover, the contributor gets a free soft copy of his or her article.