

Outline of the Submission Requirements

(i) Preliminaries

Title	should not contain more than 20 words (Centered, Bolded, Title case, Font type and size: Times New Roman 12, and 1.15 spacing)
Authors information	include name, affiliation, full postal address and email address)-start with the 1st Author
Corresponding author	Clearly indicate who will take on the role of managing correspondence throughout the manuscript's entire lifecycle, from submission to post-publication, ensuring clear communication and the resolution of any issues that may arise
Abstract	The abstract should be short (maximum 200 words) summarizing content of the manuscript
Key words	A maximum of five (5) key words are allowed separated by hyphens
Acknowledgements	Should be very brief, about two to three sentences

ii) Content of the manuscript

Main text	<ul style="list-style-type: none"> – Introduction: maximum 10-15% of the total word count- Provides background, outlines the research problem, states objectives, and reviews relevant literature; – Methodology: Describes the research design, data collection, sampling, and analysis methods used, – Results and Discussion: Presents findings with analysis, compares with existing research, and discusses their implications, – Conclusions and Recommendations: Summarizes key findings, offers recommendations, and suggests areas for
------------------	---

future research.

All titles	Are to be left justified, capitalized and bold. Sub-titles should be left justified, bold and not capitalized
Margins	2 cm on all sides
Line spacing	1.5
Font size	12
Font type	Times New Roman
Pages	Number of pages should not exceed 25 including references
Sections	should be numbered
spelling check	United Kingdom English dictionary
Tables, Figures /diagrams, charts	<ul style="list-style-type: none">– A table should be numbered and have a caption above it. A figure/diagram/ charts should be numbered and have a caption below it.– Number as Table 1, Table 2 etc., and refer to all of them in the main text– Number figures as Fig. 1, Fig. 2, etc. and refer to all of them in the main text.

Table format:

Table 1:.....

xxx	xxxx
------------	-------------

Line spacing in table	Single
Font size in table	10
Mathematics	Equations should be numbered, with the number placed to the right of the equation

Number format	use a zero before decimal points 0.27, not .27
Reference format	Journal follows American Psychological Association (APA) 6th edition style reference
Copyright	Authors should be aware of copyright and intellectual property right issues when preparing the manuscript for submission.
Publication ethics	The role and codes of Ethics for Official Statisticians to be observed in the production of Manuscript (i.e., respect, professionalism, honesty and integrity)