

## **Instructions to Authors**

### **Manuscript Submission**

Submitted papers should not have been previously published nor be currently under consideration for publication elsewhere. All papers are and will be refereed through an expert peer review process. The journal accepts manuscripts submitted for publication within the specified timeframe. Manuscripts shall be submitted to the editorial office at [hitjitjournal@gmail.com](mailto:hitjitjournal@gmail.com); cc [mamasunda@hit.ac.zw](mailto:mamasunda@hit.ac.zw); [mercymasunda@gmail.com](mailto:mercymasunda@gmail.com); Individuals making submissions are encouraged to read the editorial policies, publication ethics and HIT Copyright Form before submitting their manuscripts. The Journal is biannual.

### **Language**

The journal's language is English – either British English or American English are acceptable. However authors please note that the spelling, and terminology used must be consistent throughout the article.

### **Manuscript Presentation**

Manuscript should contain appropriate titles:

1. Abstract with five to seven key words
2. Introduction
3. Materials and Methods
4. Results and Discussion
5. Recommendations or Conclusion
6. Acknowledgements
7. References

Manuscripts should be typed in Times New Roman of 12 pt., 1.5 spacing, with justified margins. The length of paper including text, tables and figures should not exceed 20 pages. Tables and figures may not be placed within the text. A template has been attached at the end of this section for guidance.

### **1. Title**

The title phrase should be brief. Under the title, a list containing the following must be included;

1. Authors' full names (first-name, middle-name, and last-name)
2. Affiliations of authors
3. Emails and phone numbers of the corresponding author.

### **2. Abstract**

Authors are required to provide a short abstract of at most 300 words. The abstract should not contain any undefined abbreviations or references.

### **3. Key words**

Please provide five to seven key words. However these key words may not include words appearing in the title of the manuscript.

### **4. Abbreviations**

Words with abbreviations must be written in full on first mention and may only be used for terms that are either unusually long or non-standard.

### **5. Introduction**

The introduction must be clear and concise and should capture the statement of the problem in simple and unambiguous terms. In this section authors should also clearly state the objectives of the work being presented.

### **6. Materials and methods**

Materials and methods should be clearly presented to allow the reproduction of the experiments accurately.

### **7. Results and discussion**

Results and discussion may be combined into a single section or separately when necessary. This section must be comprehensively written.

## **8. Recommendations and or Conclusions**

Recommendations and Conclusions may also be combined into one section or written separately when appropriate. The section presents the authors' own scientific recommendations and conclusions to the work presented.

## **9. Acknowledgments**

Any acknowledgements of people who contributed to the work other than the authors and sources of funding etc. are stated in this section, but must be brief.

## **10. Tables and Figures**

The following applies to tables and figures;

1. They must be numbered consecutively
2. They should be appropriately referred to in the manuscript.
3. Should be kept to a minimum.
4. Should have a short descriptive title.
5. The units of measurement used should be clearly stated.
6. Should be organized in Microsoft Word
7. Figures/Graphics should be prepared in GIF, TIFF, JPEG or PowerPoint.

## **8. References**

Every written article is required to have a reference section. This is a list of any article, journal, textbook or internet source that was consulted for the purposes of writing the article and appears, separately, at the back of the manuscript. All textual sources that are consulted must appear in this section.

### **I. General Requirements**

All textual sources must be listed in alphabetical order, according to authors' surnames at the end of the paper. DOIs, PubMed IDs and links to referenced articles should be stated wherever available.

### **II. System of referencing**

The Journal of Innovation and Technopreneurship shall use the Harvard System of Referencing. Authors please visit any appropriate website for guidance.

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##### **3. Duties of Authors**

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Where key data has been used for the purposes of the research, authors are required to provide raw data for editorial review. Authors must be prepared to make this data readily available to the public

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**Reviewers' Guide**

**Part A**

**General Details**

1.	Name of Reviewer	
2.	E mail address	
3.	Manuscript number	
4.	Title of manuscript	
5.	Authors	
6.	Date sent to reviewer	
7.	Date expected from reviewer	
<p><i>This will be a blind review process where the names of the reviewers and authors shall not be disclosed to either party</i></p>		

**Part B**

**Comments on the Manuscript**

1.	Abstract	
2.	Introduction / Background	
3.	Methodology	
4.	Results	
5.	Discussion	
6.	Recommendations	
7.	Conclusion	
8.	References	
9.	Tables, figures, graphs	
10.	Others	
11.	Decision / Overall Comment	

**Part C**

Give your recommendations on the following issues

1.	Is the title of the manuscript appropriate?	
2.	Is the experimental design appropriate and adequate?	
3.	Are the results and the data presented authentic and repeatable?	
4.	Do the results adequately support the conclusions of the study described?	
5.	Are the references appropriately cited?	
6.	Does the manuscript require further proofreading and correction of grammatical errors?	

**Part D**

Give your ratings of the following

		Poor	Fair	Good	Excellent
1	Originality				
3.	Technical soundness				
4.	Relevance to field				
5.	Depth of research				
6.	Logical flow				
7.	Soundness of language				

**Part E**

Recommendations

1.	Accept as is	
2.	Requires minor revision	
3.	Requires moderate revision	
4.	Requires major revision	
5.	Submit to another publication	
6	Reject on these grounds (specify)	

**Part F**

Additional comments / suggestions

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