JOURNAL OF WATER RESOURCES, ENGINEERING, MANAGEMENT AND POLICY (JOURN. WAT. RES., ENG., MANAG. & POL. (JWEMPO))

Foreword

The Journal of Water Resources, Engineering, Management and Policy (JWEMPO) has been established at a time when the need for continuous information on the status of the water sector is paramount at global level. As the country is transitioning towards an industrial based economy, the critical importance of the water sector is very imminent. This journal has been established to fill the knowledge and know how gap that has existed for some time, as a result of a dedicated channel through which researchers, academicians, practitioners and the general public can use to publish and retrieve information on the water sector. Hence, JWEMPO will serve as a platform for the purposes of conveying, disseminating, educating, equipping, marketing and promoting; research findings, field experiences, indigenous knowledge, governmental strategies and policies. These journal publication guidelines have been formulated with consideration of the role which the journal is designed to play in supporting and monitoring the growth of the water sector in Tanzania and beyond.

Prof. Tandi Lwoga,
Chief Editor.

Contents

1. Introduction

The Journal of Water Resources, Engineering, Management and Policy (abbreviated as JWEMPO) has been established for the purposes of facilitating publication of articles for raising awareness and empowering water stakeholders including the general public, academicians, field practitioners, policy decision makers and politicians, with up to date water sector related information. The journal will serve as a platform and pathway for dissemination of innovations, technical solutions, indigenous and latest scientific knowledge and new technologies benefiting the water sector. These guidelines have been prepared for guiding the journal operators (and specifically the editors, reviewers, authors) and for ensuring quality of journal in terms of the content and also with regards to ethical management. As well the criteria for a reputable journal (Annex No. 1) have been considered while preparing this document.

2. Journal Content

2.1   Aims and scope for establishing the journal

The *Journal of Water Resources, Engineering, Management and Policy (JWEMPO)* is a peer reviewed journal devoted to the dissemination of high-quality information on the science, policy, practice of water resources and management, irrigation, sanitation, hygiene and wastewater management at local, national and international levels.

The journal will publish original contributions including research, analysis, reviews, innovations, technical notes and commentary. It will emphasize on issues of concern in Tanzania, in the sub-region, the rest of Africa in addition to articles from other countries worldwide. The journal will provide a nexus for policy implementors, academia and researchers and those who are practicing in water supply and sanitation.

Water resources: source and catchment identification; resource mapping; transboundary waters; conservation; preservation; intermittent supply; storage and use; water access and quality; indigenous knowledge.

Management: community and utility water supplies; service levels and water coverage; water treatment; distribution; operation and maintenance; water use conflicts; basin management; water utilities issues; non-revenue water; indigenous knowledge.

Engineering issues: designs, water supply networks, wastewater treatment, quality and strength of pipes, solar energy systems design and maintenance, pump installations and maintenance, supply of spares, welding technologies, installation of electromechanical pumps, pipe network design using various software, networks automation.

Irrigation: agricultural and crop productivity, crop water use efficiency techniques; indigenous knowledge; crop water use modelling; agricultural water quality; erosion and sediment control; nutrient control; organic and non-organic techniques; rain fed agriculture; post harvesting management; food security.

Sanitation: collection; transport; treatment; use; discharge; on-site and off-site sanitation; resources recovery; waste management; faecal sludge management, public and private roles in waste and wastewater management; public routine clean up initiatives.

Hygiene: behaviours; education; public awareness; change; cultural norms influence

Technical and managerial issues: characteristics of and constraints to conventional and innovative approaches; technical options and boundaries of technical applications; emerging issues; emergencies and disasters; impacts on health; poverty and development; sustainability; demand; marketing; organizing supply chains; value chain and additions

Institutional development: roles of public and private sector; capacity building; governance; education and training; gender roles; roles of cultural norms and traditions; organizational changes, change management, restructuring for enhanced efficiency.

Financing and economic analysis of water facilities and infrastructure: including cost-effectiveness and cost-benefit analysis; role and impact of subsidies and incentives; user fees; capital cost contribution; financial instruments; innovations in financing; micro financing in water sector; roles of human resources, cash and in-kind contribution; free water attitudes; taxations; water sector investments.

Policy: examining all aspects and developments in the role of national water policy on service provision; human rights and rights-based approaches policy; developing appropriate and scaleable legal and regulatory approaches; by laws; norms and standards. Review of other relevant policies.

Regional and International policies: Development partnership modalities and effectiveness; Project earmarking and basket funding modalities and effectiveness; international targets; treaties, conventions and agreements; UN and international policy.

Research, new knowledge generation and innovations: Articles presenting research feedback introducing new ideas, innovations and inventions for the benefit of the water sector will also be accommodated.

2.2 Publication Roles of the Technical Advisory Board, Editorial Board, Technical Committees and the Principal Officers

The Technical Advisory Board will have no direct role in production of the journal but their role in publication will include the annual review of the extent to which the journal really acts as a nexus as described in the foregoing chapter and to direct publication of special issues whenever necessary. However, preparation of the journal from manuscript submission stage to journal publication, will involve the following; The Editorial Board, The Chief Editor, The Managing Editor, Associate Editors, Reviewers and the Technical team. The roles of each party are explained below:

2.2.1 Roles of the Editorial Board – Chief Editor, Managing Editor, Associate Editors (5) & Editorial Assistant.

i. Advising on the overall direction for the journal—giving feedback on past issues and making suggestions for the subject matters, potential authors and peer reviewers.
ii. To identify, put in place and operationalize the Journal Operating System.
iii. To participate in capacity building in operating journal systems, a free open source system.
iv. To develop operational policy and procedures for JWEMPO,
v. To prepare an operational Manual for JWEMPO guided by the 8 critical factors for a reputable digital journal,
vi. To prepare a communication strategy and marketing plan for the journal
vii. To prepare a five-year rolling strategic plan and annual business plans.
viii. To prepare a three-year MTEF budget and seek for funds from MoW and interested Development Partners as well as various UN, public and private sources
ix. To meet every quarter to receive progress report of the journal.
x. To act as ambassadors for JWEMPO.
xi. All Editorial board members have to provide by the Chief Editor of the journal with various suggestions for improvement from time to time.
xii. Responsible for advising on the journal publication policy and scope
xiii. To identify topics for Special Issues of the journal or recommend a Conference which can promote the journal, which they might also help to organize and/or guest edit.
xiv. To attract new and established authors and encourage articles submission.
xv. To submit some of their own work for consideration, ensuring that they adhere to the conflict of Interest rules and stating their relationship to the journal. This is very important as the journal cannot be seen to publish only papers from members of the Editorial Board.
xvi. It is important that Editorial Boards have a regular communication forum.
xvii. Editor should not reveal any information regarding the author, reviewer or the article information to anyone, complete confidentiality maintenance is mandatory.

xviii. Editors should comply with the guidelines and protocols provided by the publishing house.

2.2.2 *Roles of the Chief Editor*
   i. Ensuring that content is journalistically objective
   ii. On advice of the Managing Editor, rejecting articles that are proven to be plagiarized, already published elsewhere or of little interest to the readers or outside the journal scope.
   iii. Motivating and developing the editorial staff.
   iv. Handling any reader or author complaints and taking responsibility for issues after publication.
   v. For books and journals cited, cross-checking citations and examining references provided by authors based on advice from the Managing Editor.
   vi. Working to advance the commercial success of the publication through effective marketing.
   vii. Responsible to give the final decision on the fate of publication of articles and it should be unanimously rejected if conflicting outcomes arise from among the peer reviewer's opinion.
   viii. Directing the overall strategy of the journal (in co-operation with the Managing editor and the publisher and the community, as applicable).
   ix. Acting as the principal ambassador for the journal.
   x. Commissioning content and fielding submission enquires as appropriate.
   xi. Responsible for any query regarding reconsideration of editorial decisions and should provide the decision quickly and clearly with proper reasons in collaboration with the Managing editor.
   xii. To undertake any assignments as directed by the Technical Advisory Board.
   xiii. To promote the Journal and its outputs in order to sustain and improve its status as a leading international journal at all opportunities by:
        a. Encouraging potential authors,
        b. Seeking and encouraging the development of review papers,
        c. Identifying and then aiding the development of special issues.
   xiv. To contribute to the continual review of the editorial process and indicating to the Editorial team where improvements can be made, especially by:
        a. Identifying improvements in the way th Manuscripts are processed and managed including interactions with peer reviewers in order to optimise turnaround times and the quantity and quality of the workflow,
        b. Assisting in the review and improvement of instructions to authors and other materials displayed on the journal website.

2.2.3 *Roles of the Managing Editor*

i. The Managing Editor acts as the coordinating Editor for submitted manuscripts from Associate editors, accepting them for publication following peer review, or recommending rejection to the Chief Editor.

ii. Invites Associate Editors to invite external reviewers for peer reviewing their designated areas for review.

iii. Updates the data base of reviewers to ensure that appropriate reviewers are selected for the review process (i.e. individuals who are able to fairly judge the work and are free from disqualifying competing interests).

iv. Responsible to cease to use reviewers who consistently produce discourteous, poor quality or late reviews on advice of the associate editors.

v. The Managing Editor has to use a wide range of sources (not just personal contacts) to identify potential new reviewers (e.g. author suggestions, bibliographic databases).

vi. Evaluating and editing content following receipt of peer review reports from Associate Editors.

vii. Providing Chief Editor with a basis for the final judgment on the articles assigned within the allocated time with proper reason and clarification.

viii. Ensuring the final draft of the journal is compiled well and timely.

ix. Provides Chief Editor with opinion about any query regarding reconsideration of editorial decisions and should provide the decision quickly and clearly with proper reasons.

x. Once the assigned Associate Editor is notified by the Editorial Office regarding any information at any stage of the publication process for an assigned manuscript, the Managing Editor has to ensure them (Associate Editors) respond as early as possible.

xi. Along with the publisher, the Managing editor is responsible for timely publishing the accepted articles for printed issues of the journal.

xii. Reviewing and deciding upon submitted manuscripts to ensure sustainable and timely copy flow.

xiii. Counter-checking the plagiarism check by Associate Editors for all the submitted articles.

xiv. Every Editor should keep in mind the time required for reviewing articles before sending any reminder to the reviewers so that assigned reviewer should get appropriate time he or she requires.

xv. Being an integral part of the Journal, the Managing Editor is responsible to coordinate and manage the critical decisions along with the co-operation of the rest of the Editorial Office, such as retraction issues or similar matters.

xvi. Managing Editor to set all deadlines and should ensure the smooth functioning of the whole process in coordination with the publishing house.

xvii. Editors should provide time to input ideas favored by the targeted readers and their preferences, in other words, creative input from Editors will help in understanding the readers and their choices within the scope of the subject.

xviii. Managing Editor should be responsible for ensuring existence of a fast and transparent peer review process, if required Managing Editor may seek support from the less busy Associate Editors.

xix. Assignment of volume numbers as well as issue numbers for online and printed journals.

xx. Managing Editor will implement all directives from the Chief Editor or The Editorial Board or other higher authorities.

2.2.4 *Roles of the Associate Editors*

i. To provide support to the Managing Editor as requested by providing advice on the quality of manuscripts and their content in terms of good science, new or novel work, international interest, good English, and, where appropriate, acceptable standards of experimental design and data analysis

    a. Contributing to the initial reviewing process of submitted manuscript and providing advice on suitable reviewers,

    b. Commenting and providing input when required on the recommendations provided by reviewers,

    c. Aiding the Chief Editor in assessing the functions and roles of Associate Editors and suggesting new appointments of Editors with specific expertise in areas relevant to the Journal's scope,

    d. Contributing to the editorial process whenever necessary and at all stages including the final proof check,

    e. Providing an overseeing editorial role for guest editors of special issues.

ii. Fact checking, spelling, grammar, writing style, page design and photos

iii. To deputies for the Managing Editor as and when required

iv. For any manuscript assigned an Associate Editor is responsible for selecting potential reviewers considering their expertise in particular subject areas and keeps monitoring the review process.

v. Every Associate Editor should keep in mind the time required for reviewing articles before sending any reminder to the reviewer so that assigned reviewer should get appropriate time he or she requires.

vi. It is the Associate Editor's responsibility to inform the selected reviewers that reviewers are not entitled to use the any part of the work in any form provided in the article they are reviewing. Reviewers should be also informed about the complete confidentiality of the assignments they are undertaking.

vii. Associate Editors will be responsible to convey the expectations of the journal to the reviewers with the review scope, quality and timeliness for an effective, fair and constructive review for the assigned submission.

viii. Every Associate Editor should keep in mind the time required for reviewing articles before sending any reminder to the reviewer so that assigned reviewer should get appropriate time he or she requires.

ix. Associate Editor should remember the policy of fast and effective peer review and further process, therefore, should communicate with the reviewers or authors depending on the stage of article processing in case of any delay.

x. To undertake the role of language editors in all the fields where they will be required to serve and to mainstream the recommendations of the language Associate Editor from time to time.

xi. To undertake any other assignments allocated to them by higher authorities in order to improve and/or to speed up the review process.

2.2.5 *General Roles of peer reviewers*

i. Evaluate article submissions to journals based on the requirements of that journal, predefined criteria, the quality, completeness and accuracy of the research presented.

ii. They provide feedback on the paper, suggest improvements and make a recommendation to the editor about whether to accept, reject or request changes to the article.

iii. Ensure the rigorous standards of the scientific process by taking part in the peer-review system.

iv. Uphold the integrity of the journal by identifying invalid research, and helping to maintain the quality of the journal.

v. Fulfil a sense of obligation to the community and their own area of research.

vi. Establish relationships with reputable colleagues and their affiliated journals, and increase their opportunities to join an Editorial Board.

vii. Can help prevent ethical breaches by identifying plagiarism, research fraud and other problems by dint of their familiarity with the subject area.

viii. Reciprocate professional courtesy, as authors and reviewers are often interchangeable roles – as reviewer, researchers "repay" the same consideration they receive as authors.

2.2.6 *Roles of the Journal Technical Team*

i. Journal registration and introduction to respective bodies

ii. Establishing journal policies, TOR and guidelines

iii. Formulating journal working teams and principal officer

iv. Managing journal office space mobilization

v. Managing journal website development

vi. Managing journal promotion and marketing

vii. To assist with editorial and review tasks if asked by Editors.

viii. Facilitate timely production of journal

    i.   Implementing the overall strategy of the journal (in cooperation with the Chief Editor and Managing Editor and the society, as applicable).

    ii.   Typesetting and printing journal for dissemination (for printed issues)

3. Peer-Review Process

The journal will adopt double blind peer review whereby both the author and reviewers don't know each other. The submitted manuscript will be preliminarily reviewed by the Chief Editor and the Managing Editor and any manuscript that appears not to abide with the journal Manuscript Guidelines will be sent back to the Author with comments for corrections or rejected outright.

The corrected manuscripts will be assigned to at least three competent peer reviewers in the subject area for blind review. If two reviewers out of the three agree with the manuscript contents and standards, then the manuscript will be eligible for the publication and final comments from reviewers will be sent to the author(s) for revision. If two reviewers out of three disagree with the manuscript contents and standards, then the manuscript will be rejected outright or conditionally.

Additionally, no more than four weeks will be spent for retaining of article under review prior to removal from the journal database (this refers to delays by authors in revising article as per comments by reviewers). At most 10 days will be spent for review, and additional 10 days for accommodating cases of delays.

3.1   Reviewers database

For success of a journal it is essential to have good reviewers from the world over although getting such a team may be quite challenging. However, for the journal, some of the following ways will be adopted in setting up a panel of reviewers: peers with expertise in the subject areas related to the journal; inviting authors who have published in the journal; call for reviewers notice placed on the relevant institutions and journal's website so that potential reviewers can contact the journal for further information. Invited reviewers will be provided with fixed time to be spent on the review and giving prompt feedback to the editors. They should also communicate with editors regularly so that they can quickly provide feedback when any difficulties are encountered. There should be regular contact between the Associate Editors and its panel of reviewers. This is to ensure that reviewers are made aware of changes to the journal or they may be invited to comment on a new policy or direction for the journal that the Editorial Board is proposing. The panel of peer reviewers should all abide by the Code of Ethics regarding honesty, detecting examples of plagiarism, salami slicing or unethical research practice and giving constructive feedback to both the authors and editors. The Journal will have specific guidelines for reviewers to use to guide the actual review and enable them to give feedback in a more

structured way. Open journal system will be adopted which is a journal management and publishing system that has been developed by the Public Knowledge Project through its federally funded efforts to expand and improve access to research. Summarized details are attached as Annex No. 2.

4. Frequency of Journal Publication

A maximum of twenty-five (25) papers will be published per year by the journal. Publications will be done twice per year. One of which will be printed in hard copy for selected papers preferably for papers presented at the annual scientific conference and the second will be an electronic version that will be online. The minimum number of published articles per journal will be 10 and the maximum will be 15.

The journal editorial board will recommend, and WI will manage contracting with a reputable publishing company for a specified time.

5. Subscription Fee

There will be no publication fee per article for the first two years for all interested authors, and all articles will be available online freely for different users. Hard prints will not be sold.

6. Authors Manuscript Guidelines

Authors are strongly advised to strictly follow the instructions described below. Manuscripts not complying with the journal requirements will be returned to the authors or rejected.

6.1. Submission

i. All papers and a covering/submission letter should be submitted electronically.
ii. The manuscript should be in an editable format.
iii. Submission of a paper implies that it has not been published previously (except in the form of abstract, lecture or thesis), it has been approved by all the authors, is not simultaneously under consideration for publication elsewhere and the paper does not contain anything unlawful or defamatory or anything that would constitute a breach of contract or copyright issues.
iv. All editorial correspondence should be addressed to the Chief Editor

6.2. Manuscript Preparation

i. Manuscripts should be double spaced and with margins of at least 2.5 cm on the top and left-hand side of the papers.
ii. Ensure the manuscript has page numbers in the middle at the bottom and add (enable) continuous *Line Numbering* in the text of the paper.
iii. Use font *Times New Roman* 12 points.

iv. Limit your manuscripts to a maximum of **25 pages** of A4 size including illustrations (e.g., photographs, diagrams, tables). The maximum length for short communications will be **15 pages**. OR: The paper should not contain more than 8000 words, and not more than 10 figures and 6 tables.

v. **Language**: Write your text in good English (British English)

vi. The manuscript must be spell-checked and grammar-checked before submission.

vii. *Formats*

Regardless of the application used, when your electronic artwork is finalized, please 'save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

EPS (or PDF): Vector drawings. Embed the font or save the text as 'graphics'.

TIFF (or JPG): Colour or grayscale photographs (halftones): always use a minimum of 300 dpi.

TIFF (or JPG): Bitmapped line drawings: use a minimum of 1000 dpi.

TIFF (or JPG): Combinations bitmapped line/half-ton (color or grayscale): a minimum of 500 dpi is required.

viii. *Colour artwork*: Please make sure that artwork files are in an acceptable format (TIFF, EPS or MS Office files) and with the correct resolution. If, together with your accepted article, you submit usable colour figures then JWEMPO will ensure, at no additional charge that these figures will appear in color on the Web regardless of whether or not these illustrations are reproduced in colour in the printed version. Please indicate your preference for colour in print or on the Web only.

Please note: Because of technical complications which can arise by converting colour figures to "gray scale" (for the printed version should you not opt for colour in print) please submit in addition usable black and white versions of all the colour illustrations.

6.3. Figures and Tables

i. Figures and tables should appear in numerical order and must be described/cited in the body of the text.

ii. Originals of all figures should be in black ink and all lettering must be readable and big enough to allow reduction for final layout.

iii. Tables should have no visible internal vertical or horizontal lines.

iv. Please ensure the figures and the tables included in the single file are placed next to the relevant text in the manuscript, rather than at the bottom or the top of the file. The corresponding caption should be placed directly below the figure or above the table.

6.4. Units

Follow internationally accepted rules and conventions: use the international system of units (SI). If other quantities are mentioned, give their equivalent in SI.

Always leave a space between number and unit (e.g. 6.4 mg/L, 25 °C, 20 g), however no space before the "%" and "/"signs. Use the international systems and rules for writing the scientific names for various substances such as chemicals.

Abbreviations

Define abbreviations that are not standard in the field at their first mention. Ensure consistency of abbreviations throughout the article if applicable.

Mathematical formulae
Please submit math equations as editable text and not as images. Present simple formulae in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).

6.5. Manuscript Structure

Subdivision - numbered sections

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2 ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to "the text". Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Manuscripts should contain the following parts:

6.5.1 Title page information
Title: The title must be short and precise. Abbreviations should not be used, except if necessary. The title of the paper should be in **bold title case** (capitalize all major words) with font size larger than the text (2 points greater than the font size of the text).
Author information: The title will be followed by the author(s)' name(s), institutional affiliations(s), postal and e-mail addresses. Indicate the affiliations with a superscript number immediately after the author's name and in front of the respective address. Clearly indicate the corresponding author and provide telephone number(s). The names of author(s) should be in the following order: First name Initials Surname. Example: Victoria, J.M. Serikali.

6.5.2 Abstract
This should be a brief summary of what was done, the main findings and the conclusions drawn. **The abstract should not exceed 200 words.** All papers, including short communications must have abstracts. The abstract should not be italicized, except for scientific names and other items that are *necessarily required to* be *italicized.*

Keywords: Authors must provide 4 to 6 keywords below the abstract.

6.5.3 Introduction

This should contain a brief survey of the relevant literature and the objectives of the work. It should also state knowledge gaps that were filled. Provide background information to support the motivation for the study, and state the study objectives or hypotheses.

6.5.4 Materials and Methods

Sufficient information should be given, including relevant references, so that the study can be repeated by someone else.

6.5.5 Results

Provide clear and concise descriptions of all findings. Present all results on which study conclusions or inferences are based (in whole or in part). Report the results in the main text and in tables or figures as appropriate. All illustrations must bear full captions, and must be specifically mentioned in the text, e.g., "Potassium ions enhanced stomata opening (Figure 5)". The same data should not be presented both in the form of a graph and a table. Short tables or graphs should be combined to save space.

6.5.6 Discussion

This should emphasize the significance of the results and their relationship with other published work, and with the original objectives of the investigation. A brief concluding statement and recommendations for further work are normally given in the final paragraph. The section on results and that on discussion may be combined to give one section on "Results and Discussion." The "Results and Discussion" section can be organized in appropriate subheadings.

6.5.7 Conclusions

The main conclusions of the study should be presented in a summary format.

6.5.8. Appendices

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly, for tables and figures: Table A.1; Fig. A.1, etc.

6.5.9 Acknowledgements

This should be very brief, about one to two sentences in a separate section at the end of the article before the references and do not include them on the title page, as a footnote to the title or

otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Formatting of funding sources

List funding sources in a standard way to facilitate compliance to any funder's requirements: e.g

If no funding has been provided for the research, please include the following sentence:

This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

6.6. References

6.6.1 Citation in text

Single author: Use surname of author and year of publication, e.g., John (2017) or (John, 2017).
Two authors: Surnames and year, e.g., Peter and Suleiman, 2012.
Three or more authors: First author's surname followed by the abbreviation "et al." and the year of publication should be used in the text (but not in the list of references), for example: Maharage et al. (2018) or (Maharage, et al., 2018).

Different references cited together should be in date order, for example: (Mark, 1999; Peter and Suleiman, 2012; Green, 2014). If a paper has been accepted for publication but has not been published the term "(in press)" should be used instead of a date.

6.6.2 List of references

References should be listed alphabetically at the end of the paper. Only the literature actually cited in the text should be included here. The names of periodicals (e.g., journals or magazines) should be in title case and italicized. Use correct standard abbreviations for the titles of the journals.

References by the same author(s) should be arranged chronologically. References by the same author(s) published in the same year should be cited using a, b, c, etc., after the year of publication in the text and list.

6.6.3. Journals reference style

In the case of **journals**, authors' names followed by initials, the year of publication, the title of the article, the name of the journal, the volume and the first and last pages of the article should be *given* in that order. For example:

Hecky RE, Mugidde R, Twongo T, Balirwa J and Mavuti K 2000 Ecosystem change in Lake Victoria. *Tanz. J. Sci*. 28: 50-61.

La Vignera S, Condorelli RA, Vicari E, D'Agata R and Calogero AE 2012 Effects of the exposure to mobile phones on male reproduction: a review of the literature. *J. Androl.* 33(3): 350-356.

Fisher, T.R., Peele, E.R., Ammerman, J.W. & Harding, L.W. 1992: Nutrient limitation of phytoplankton in Chesapeake Bay. *Mar. Ecol. Prog. Ser. 82: 51–63.*

6.6.4. The books reference styles

(a)   Standard book:
Names and initials of all authors, year. Title of the book. Publisher, location of publisher, total number of pages.
Fennel, W. and Neumann, T., 2004. Introduction to the Modelling of Marine Ecosystems. Elsevier, Amsterdam, 297 pp.

(b) Article in a book:

Names and initials of all authors, year. Title of paper. Names and initials of the volume editors, title of the edited volume. Publisher, location of publisher, first and last page numbers of the paper.

Thomas, E., 1992. Middle Eocene-late Oligocene bathyal benthic foraminifera (Weddell Sea): faunal changes and implications for ocean circulation. In: Prothero, D.R., Berggren, W.A. (Eds.), Eocene Oligocene Climatic and Biotic Evolution. Princeton Univ. Press, Princeton, NJ, pp. 245-271.

Boyton WV 1984 Cosmochemistry of the rare earth elements: meteorite studies. In: Henderson P (ed) *Developments in Geochemistry* vol. 2, Elsevier, Amsterdam, pp. 63-114.

(c) Thesis/dissertation:

Use of unpublished theses and reports is strongly discouraged. If they are essential and the editors agree, you must supply:
Names and initials of all authors, year. Title of item. All other relevant information needed to

identify the item (e.g., technical report, Ph.D. thesis, institute, current status i.e. in press/unpublished etc.).

Moustakas, N., 1990. Relationships of Morphological and Physiochemical Properties of Vertisols under Greek Climate Conditions. Ph.D. Thesis, Agricultural Univ. Athens, Greece, unpublished.

Magufuli JPJ 2009 *The potential of anacardic acid self-assembled monolayers from cashew nut shell liquid as corrosion protection coatings*. PhD thesis, University of Dar es Salaam.

Conference proceedings papers:
Names and initials of all authors, year. Title of paper. Name of the conference. Publisher, location of publisher, first and last page numbers of the paper.

Smith, M.W., 1988. The significance of climatic change for the permafrost environment. Final Proceedings International Conference on Permafrost. Tapir, Trondheim, Norway, pp. 18-23.

(d) Web references
As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references should be included in the reference list.

6.6.5 Headings

Indicate the section headings in the article as follows:
First-level headings (e.g., Abstract, Introduction, Materials and Methods, Results and Discussion, Conclusion, Acknowledgements and References) should be in **bold title case**.
Second-level headings should be in **bold sentence case**.

6.6.6. Ethical Guidelines

JWEMPO will acquire membership of the global Committee on Publication Ethics (COPE) as an individual journal membership and adhere to its guidelines as well as ensure the ethical quality of the publications and the respective authors. COPE Guidelines are attached in Annex No. 3.

Ethical standards for publication will be observed to ensure high-quality scientific publications, public trust in scientific findings, respect for human and animal rights, intellectual and property rights and that people receive credit for their ideas.

Studies on human or animal subjects must provide statements clearly showing that the responsible Ethical Committee(s) approved the experiments and which should be in accordance with the international standards, e.g., Declaration of Helsinki (1964).

Authors must avoid unethical conducts such as data fabrication and falsification, plagiarism, multiple submissions, redundant publications, etc.

Editors and reviewers shall treat the articles they handle with maximum confidentiality and shall not use knowledge of the work before its publication to advance their own interests. Reviewers will remain anonymous. As well, reviewers/editors shouldn't display favoritism of own work through recommendation of own citations as guarantee for paper acceptance.

Policies will be put in place for addressing such issues related to allegations of misconduct, complaints and appeals, conflicts of interest and competing interests, authorship and contributor ship, data and reproducibility, ethical oversight, intellectual property, journal management, peer review processes, post publication discussions and corrections.

6.6.7 Plagiarism Management

Anti-plagiarism software TURNITIN will be utilized to ensure quality and originality of submitted articles. Plagiarism check will be performed in a two-point location by the Managing editor and Associate editors as illustrated below (Figure 1). The journal will benefit to discounted rates for accessing the TURNITIN software through Institute gaining membership to the Tanzania Education and Research Network (TERNET) services. Specific details on TERNET membership and benefits are shown in Annex No. 4.
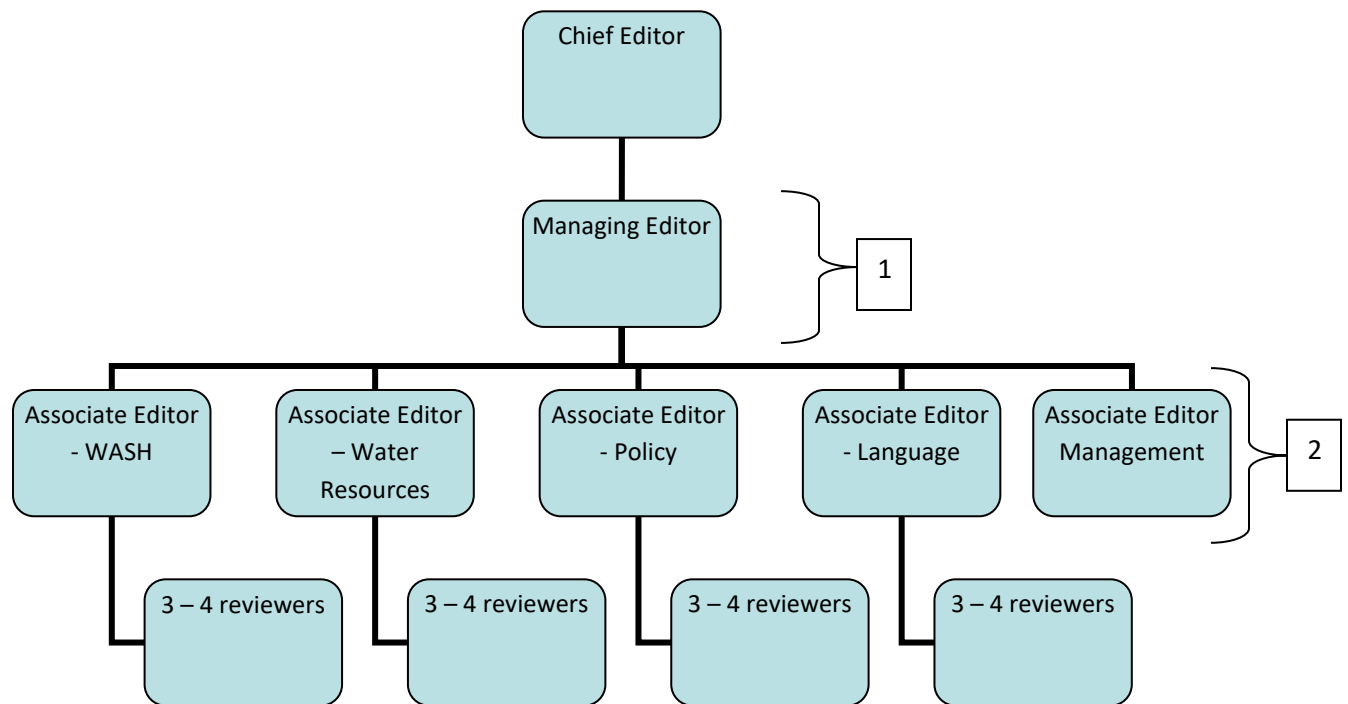

Figure 1: Plagiarism checkpoints at Managing Editors (1) and Associate Editors levels (2)

6.6.8.   Declaration of Interest

Authors should declare the potential competing or conflicting interest(s) regarding publication of the work (if any).

6.6.9.   Peer Review

This journal operates a blind peer review process. Authors are required to provide full contact details (including institutions, e-mail addresses and telephone numbers) of **four to six potential reviewers**. At least two of the suggested reviewers should not be from the same institution as the author. Each manuscript will be initially evaluated by the Chief Editor and an Associate editor for checking suitability of the content for the journal. The manuscript deemed suitable will then be sent to at least three expert reviewers to assess the quality of the paper. During submission of the revised manuscripts, the changes or corrections should be clearly indicated and a cover letter or matrix must clearly provide the author(s)' responses to the reviewers' comments. The Chief Editor is responsible for the final decision concerning acceptance or rejection of papers.

6.6.10 Copyrights

For the manuscripts recommended for publication, the author(s) will be expected to sign the JWEMPO copyright assignment form. Where necessary the author(s) will need to obtain permission to publish material protected by copyrights and provide evidence to the journal to that effect. Provision will be made in the form for work performed for the United Republic of Tanzania Government (for which Copyright cannot be assigned) and other similar extenuating circumstances. Copyright notes from solicited publisher will also be included in the form. Sample copyright forms are attached in as Annex No. 5.

6.6.11 Submission Checklist

As part of the submission process, authors are required to carry out their submission's compliance with all of the following items before sending it to the journal for review, and submissions may be returned to authors that do not adhere to these guidelines.

Ensure that the following items are presented:

i.   One author has been designated as the corresponding author with contact details:
    • E-mail address
    • Full postal address
ii.   Covering (submission) letter clearly describing the originality (novelty/uniqueness/ ingenuity) of the work and provide assurance that the manuscript has not been previously published, has been read, corrected and approved by all the authors, and is not under consideration for publication elsewhere.

iii.   The submission file/manuscript is in Microsoft Word document file format with continuous line numbering. The text is double-spaced, with a 12-point font size. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.

iv.   Full postal address, institution and e-mail address for each author.
v.   The manuscript has been checked for spelling, typographical and grammatical errors.

vi.   All figures and tables have captions/titles and are correctly cited in the text and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

vii.   All references are correctly cited and listed. All references cited in the text are included in the list of references, and vice versa. Where available, URLs for the references have been provided.
 viii.   Declaration of conflict of interest.

ix.   Ethical clearance/approval (if applicable).

If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

x.   Proposed list of potential reviewers: Titles/highest degrees (e.g., Prof/Dr), names, institutional affiliations/addresses and e-mail addresses of six suggested potential reviewers that are experts in the field should be included in the cover letter. The choice of reviewers will however remain with the Chief Editor.

6.7. Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

6.8. Online proof correction
 Corresponding authors will receive an e-mail with a link to our online proofing system, allowing annotation and correction of proofs online. The environment is similar to MS Word: in addition to editing text, you can also comment on figures/tables and answer questions from the Editor.
 JWEMPO will do everything possible to get your article published quickly and accurately. It is important to ensure that all corrections are sent back to the Chief Editor. Proofreading is solely the author's responsibility.

7.   Guidelines to reviewers

7.1 Before you begin

    (a) Before you accept or decline an invitation to review, consider the following questions:
  i. Does the article match your area of expertise? Only accept if you feel you can provide a high-quality review.
  ii. Do you have a potential conflict of interest? Disclose this to the editor when you respond.
  iii. Do you have time? Before you commit, make sure you can meet the deadline.

    (b) Respond to the invitation as soon as you can (even if it is to decline) – a delay in your decision slows down the review process and means more waiting for the author.

7.2 Managing your review

(a) Confidential material

  i. If you accept, you must treat the materials you receive as confidential documents.
  ii. This means you can't share them with anyone and you also must not share information about the review with anyone without permission from the managing editor

(b) Journal-specific instructions

When you sit down to write the review, you might consider some tips below about handling specific parts of the paper.

Methodology

If the manuscript you are reviewing is reporting an experiment, the following cases are considered major flaws and should be flagged:
  i. Unsound methodology
  ii. Discredited method
  iii. Missing processes known to be influential on the area of reported research
  iv. A conclusion drawn in contradiction to the statistical or qualitative evidence reported in the manuscript

For analytical papers examine the sampling report, which is mandated in time-dependent studies. For qualitative research make sure that a systematic data analysis is presented and sufficient descriptive elements with relevant quotes from interviews are listed in addition to the author's narrative.

Research data and visualizations

Once you are satisfied that the methodology is sufficiently robust, examine any data in the form of figures, tables, or images. Authors may add research data, including data visualizations, to their submission to enable readers to interact and engage more closely with their research after publication.
Critical issues in research data, which are considered to be major flaws can be related to insufficient data points, statistically non-significant variations and unclear data tables.

Overview

If you don't spot any major flaws, take a break from the manuscript, giving you time to think. Consider the article from your own perspective. When you sit down to write the review, again make sure you familiarize yourself with journal-specific guidelines as stipulated in the journal's guide for authors.

7.3. Structuring your review

Giving your overall opinion and general observations of the article is essential. Your review will help the editor decide whether or not to publish the article. It will also aid the author and allow them to improve their manuscript. Your comments should therefore be courteous and constructive.

Providing insight into any deficiencies is important. You should explain and support your judgement so that both editors and authors are able to fully understand the reasoning behind your comments. You should indicate whether your comments are your own opinion or are reflected by the data and evidence.

7.4 Your recommendation

When you make a recommendation, it is worth considering the categories the editor will likely use for classifying the article:

  i.   **Reject** (explain your reasoning in your report)
  ii. **Accept** without revision
  iii. **Revise** – either major or minor (explain the revision that is required, and indicate to the editor whether you would be happy to review the revised article). If you are recommending a revision, you must furnish the author with a clear, sound explanation of why this is necessary.

A sample of a review form that an author will be required to fill and submit accommodating responses to reviewers' comments is attached as Annex No.6

7.5. After your review

Do not forget that, even after finalizing your review, you must treat the article and any linked files or data as confidential documents. This means you must not share them or information about the review with anyone without prior authorization from the editor.

Finally, we take the opportunity to thank you sincerely on behalf of the journal, editors and author(s) for the time you have taken to give your valuable input to the article.

8. Guidelines to Associate Editors

i.   Identifying appropriate reviewers (and securing their agreement). There are a number of ways to do it:

    a.   The author can suggest reviewers, and they often do. Their suggested names may be reasonable choices and are meant to be just suggestions, thus Associate Editor will use his/her judgment to select objective reviewers.

    b.   The use of Associate Editor's network. As he/she is a recognized expert in the field, she/he would know active researchers who would make reliable reviewers. In such cases, she/he might find it necessary to rely on the help of her/his former/current postdocs and senior doctoral students.

ii.   The Associate Editor will select and assign a minimum of three reviewers to review a manuscript. To be more efficient, Associate Editor initially will invite 4 reviewers in case one or more reviewers decide not to review.

iii. The Associate Editor must thoroughly check all the revised Manuscripts before recommending acceptance to the Managing Editor.

9. Guidelines to the Managing Editor

i.   The Managing Editor will invite Reviewers by sending invitation letter to them through the official emails actually sent by Associate Editors.

ii.   The Managing Director will correspond through e mail communications with the reviewers vide the Associate Editors. In other words, reviewer invitation e mails originate from the Managing Editor's official account.

iii. The Managing Editor through the Associate Editors will send a reminder for all reviewers and/or author for the delayed response. If a reminder does not result in an action in a few days, the Managing Editor will follow up through an e mail or phone call.

iv.   The original reviewers should be asked to review a revised Manuscript. The Managing Editor through the Associate Editor will specify a shorter review period.

v.   The Managing Editor will have copies of all e mails issued or received by the Associate Editor.

10. Guidelines to Chief Editor

i.   The Chief Editor in collaboration with Managing Editor may recommend rejection without sending the Manuscript to reviewers. This option should be used with detailed justification by providing useful feedback to the authors. Such submissions tend to be of the following kinds: (a) Out of the journal scope; (b) Poorly prepared; (c) Speculative with inadequate data; and (d) Student term papers with trivial results

ii.   If a revised version still requires substantial revision, the Chief Editor will reject and the author should be encouraged to make a new submission after taking the time to address the criticisms.

iii.   The Chief Editor ultimately decides whether to accept or reject the article. The Chief Editor will weigh all views and may call for another opinion or ask the author for a revised paper before making a decision.