

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 tdc@hit.ac.zw cc mmasunda@hit.ac.zw . Individuals making submissions are encouraged to read the editorial policies, publication ethics and HIT Copyright Form before submitting their manuscripts.

Important Dates

Prospective authors please take note of the following important dates;

Deadline for submission of manuscripts for the first issue: *31 August, 2018*

Notification to authors: *28 September, 2018*

Journal publication: *31 October, 2018*

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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1. Duties of Editors

Editors must ensure that a fair peer-review of the manuscripts which have been submitted has been carried out. Further they must ensure that no potential conflict of interest arises between editors, authors and review personnel. The work of the editors will be coordinated by the Editor-in-Chief.

2. Duties of Reviewers

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3. Duties of Authors

a. Reporting Standards

Authors should provide accurate reports of the work carried out as well as the objective and significance of any original research. Any other additional data should be included in the manuscript. The detail should be clear and sufficient to enable other individuals to replicate the research described. Fraudulent or misrepresented data is unethical and will not be accepted.

b. Data Access and Retention

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

c. Originality and Plagiarism

Any work that is written by authors must be original. Where the work of other individuals is used, such work must be quoted or cited appropriately.

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The journal discourages the publishing of manuscripts based on the same research in more than one journal or primary publication. The submitting of the same manuscript to more than one journal concurrently is regarded as unethical publishing behaviour and will not be accepted.

e. Acknowledgement of Sources

Any sources that are consulted for research must be cited. The acknowledgement of work that belongs to anyone other than the author of the submitted manuscript must always be given proper acknowledgement.

f. Authorship of the Paper

The acknowledged authors of a manuscript should be limited to individuals who have made a significant contribution to the reported research. Those who have participated on important aspects of the project but to a lesser degree may be listed or acknowledged as contributors.

g. Disclosure and Conflicts of Interest

Financial or any other conflicts of interest must be disclosed in order to avoid prejudice in the results or interpretation of any author's manuscript.

h. Fundamental error in published work

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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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