

## EDITORIAL POLICY

*UTAFITI* is a journal of the Faculty of Arts and Social Sciences of the University of Dar es Salaam, devoted to articles and research information on Tanzania and East Africa primarily, and on development in the Third World and elsewhere in general. Our subject is to explain what takes place in our environment, why and how, the achievements and problems in various development efforts, and research efforts into possible problem-solving alternatives.

*UTAFITI* cuts across disciplinary boundaries, and is not bound by the narrow confines of disciplines. We thus have had articles on themes and topics in geography, history, economics, technology, education, development planning, social administration, literature, statistics, and law, to mention just a few. People of different ideological standpoints have had occasions to argue their positions and cases, and we do welcome such healthy debates.

## INFORMATION TO AUTHORS

### Manuscript Preparation

1. Type the entire manuscript, including the reference list, notes, and any appendix material, double-space, with wide margins (at least one inch on all four sides), on standard A4 paper. Do not use "erasable" paper. Number pages consecutively, at the top. Use only one side of the page.

2. Submit three copies of the typescript (only one copy of camera-ready tables or figures). Copies that are fuzzy at the edges, blurred, faint or hard to write on are not acceptable.

3. Make a separate title page for your article and put on it: (i) title of the article; (ii) name of author(s) and title(s); (iii) institution of origin, (v) suggested running head if title is very long.

4. Type the author's name in the upper right-hand corner of the first page of each new section, such as appendixes, references, or notes.

5. You may write short corrections neatly above the lines where they belong (do not print in capital letters and do not put corrections in the margin as in proofreading).

6. Be very careful in presenting mathematical expressions. Subscripts and superscripts must be exactly placed or clearly marked. Greek letters and unusual symbols can be identified by writing their names in the margin, and circling them, at the first occurrence

in your paper. Equation number should go at the left margin. Mathematical symbols for vectors should be labelled as such, e.g., by a wavy underscore.

### **Length of Manuscript**

7. Manuscript should not exceed 5,000 words, with an abstract not exceeding 250 words. We recommend submission of the work also on IBM compatible diskettes.

### **Style**

8. Spelling should follow that of *Oxford Dictionary*.

### **Notes and references.**

9. The preferred system of documentation is the author-date citation in the text, with a reference list at the end of the article. Notes are discouraged.

10. Use the following form for author-date citations in the text: (Issa 1979, p. 45) (Manka and Nambuo 1967; Jones 1970).

11. Arrange the reference list alphabetically by author. Several works by one author should appear chronologically. Make sure that all cited works actually appear in the reference list.

For a book , show:

Author (last name first). Year of Publication. Title (First word in to start with capitals the rest in lower caps) Place of publication. Publisher.

Mwaluko, G.M.P. 1991. Health and disease in Tanzania. London: Harper Collins Academic

For a book with more than one author (editor):

Mundell, Robert A., and Alexander K. Swoboda, eds. 1975. Monetary problems of the international economy. New York: Macmillan.

For an article, show:

Author (last name first). Date. Full title. Periodical followed by volume number: page numbers. E.g.,

Haveman, Robert H. 1965. Benefit-cost analysis: Its relevance to public investment decisions. Quarterly Journal of Economics 81:695-99.

For an article from a book in a series:

Mascarenhas A. 1994. Environmental Issues and Poverty Alleviation in Tanzania. In Bagachwa M.S.D. (ed) *Poverty Alleviation in Tanzania. Recent Research Issues*. Dar es Salaam: Dar es Salaam University Press pp.123-170.

Wachtel, Paul. 1977. Survey measures of expected inflation and their potential usefulness. In Popkin, Joel, ed., Analysis of inflation: 1965-1974. Studies in income and wealth, No. 42. New York: National Bureau of Economic Research.

For a document from a government agency:

Census. U.S. Bureau of the Census. 1963. U.S. Census of Population: 1960. Final Report PC(2)-2C, Mobility for metropolitan areas. Washington D.C.: Government Printing Office.

United Republic of Tanzania (URT). Ministry of Education. 1994. Annual Budget Estimates. Dar es Salaam: Government Printer.

For unpublished materials:

Manushi, S.T. 1983. A dynamic equilibrium model of the demand for tractors in Tanzania, 1970-1979. Ph.D. diss., University of Dar es Salaam.

Mpogolo, Z.J. 1980. Coordination of education policy for permanent literacy in Tanzania. Paper presented at a workshop, Decentralisation of research, 21-24 January, Arusha.

Maghimbi, S. 1992. Notes on the social economic and cultural environment in Tanzania. Mimeo.

## Tables

12. Number tables consecutively through an article and refer to them by number, e.g. "(see Table 2)"; never use such expressions as "in the following table." Indicate the preferred placement for the table by writing "Table 2 about here," etc.

13. Place the number of the table and a brief overall heading above it. Use short or abbreviated column heads. Give the source and any explanatory material in footnotes to the table and indicate the footnotes by superior letters ( a, b, etc.); do not use numbers. Type table footnotes with the table.

14. Do not use vertical rules in tables. Do not reduce a table photographically to fit the page. If the table runs to more than one page, be sure to label following pages "continued" with the table number.

#### **Figures**

15. Number figures consecutively through an article. On the back of each figure write its number and the last name of the author of the article. In the text refer to figures by number, and indicate placement by writing "fig.1" etc., in the margin. Like your tables, figures will be placed as close as possible to where you want them.

16. Type the legends for the figures in a separate list, headed "Figure Legends," and place one copy of the list in an envelope or folder with the figures and include another copy with the manuscript.



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