



Bahir Dar University



Institute of Land Administration

Guidelines for Authors for publishing in the Journal of Land Policy and Governance (JLPG)

Authors who would like to submit their original research works to the Journal of Land Policy and Governance should strictly follow the following guidelines.

1. Process of submission

- All contributions to the *Journal* should be submitted in the time indicated in the call for contribution. These shall not preclude the acceptance of contributions at any time if offer is made by authors interested in the *Journal*.
- Submissions should include, in a separate page (cover letter), include name of the author(s), educational qualification, institutional affiliation, current occupation, contact address (e-mail and phone number) an abstract of maximum of 300 words.
- The contribution should be free from any self-identifying information about the author. Identifying information should be indicated only in the cover letter.
- Contributions should be free from grammatical and spelling errors.
- All English version contributions should be submitted in Microsoft Word document format, written in 12 fonts, 1.5 spacing, justified, Times New Roman, with a margin of 1 inch all sides; and Footnotes in 10 fonts, single space, Times New Roman.
- All Amharic version contributions should be submitted in Microsoft Word document format, written in 12 fonts, 1.5 spacing, justified, Times New Roman, with a margin on 1 inch all sides; and footnotes in fonts, single space, Times New Roman.
- Contributions shall be submitted in soft copy via the e-mail address to be indicated in the call for contribution.

2. Types of papers and size of contributions

The size of contributions shall be as follows:

- Original research articles: Min 4000 to 8000 words including the reference and excluding the figure and Table captions
- Policy comments: Min 1500 to 3000 words

- Book Review: Max 2500 words
- Reflections/notes: Min 1500 to 3000 words

3. Presentation style

Bahir Dar University Journal of Land Policy and Governance generally follows the style and citation rules outlined below.

Author's affiliation - The author's affiliation shall be indicated in a footnote marked by an Arabic number.

Headings - Manuscripts shall have an abstract and introduction and the body should be arranged in logically organized headings and only up to two sub-headings. Headings in the various sections of the manuscript shall be aligned to the left margin of the page and shall be as follows:

Abstract

Introduction

1. First Heading

1.1. Second Heading

1.1.1. Third Heading

Conclusion and Recommendation

4. Formatting style

Author's affiliation - The author's name and affiliation should be indicated next to the research title and correspondent author address should be marked by an asterisk and his/her address should be indicated in a footnote. There should not third person pronouns usage throughout the text.

Italicization - all non-English words or tales in Amharic must be *italicized*

Emphasis: - to indicate emphasis use *italics*.

References - All contributions should duly acknowledge any reference or quotations from the work of other authors or the previous work of the author. Reference shall be made in the original language of the source document referred to.

Quotations - Quotations of more than three lines should be indented left and right without any quotation marks. Quotation marks in the block should appear as they normally do. Quotations of less than three lines should be in quotation marks and not indented from the text. Regarding alterations in a quotation, use:-

Square bracket “[]” to note any change in the quoted material,

Ellipsis “...” to indicate omitted material,

“[sic]” to indicate mistake in the original quote.

Footnotes - Footnotes should be consecutively numbered and be set out at the foot of each page and cross-referenced using *supra*, *infra*, *id.* and *ibid.*, as appropriate. Footnote numbers are placed outside of punctuation marks.

5. Reference style

The Journal of Land Policy and Governance generally follows the style and citation rules of Harvard as outlined below.

Books:

Williamson, I, Enemark, S, Wallace, J, Rakabifard, A (2010), *Land Administration for Sustainable Development*, ESRI Press Academy, Redlands, CA.

Contributions in edited books:

Alemie, BK, Bennett, RM, Zevenbergen, J (2015), 'Urbanization, Land Administration, and Good-Enough Governance' in: *Advances in Responsible Land Administration*, eds. Zevenbergen, J, de Vries, W, Bennett, RM, CRC Press, pp.53-72.

Dissertations

Alemu, B. Y. 2013, *Expropriation, Valuation and Compensation in Ethiopia*, PhD thesis, Royal Institute of Technology (KTH), Sweden.

Articles in Journals:

Adam, AG (2014), 'Informal settlements in the peri-urban areas of Bahir Dar, Ethiopia: an institutional analysis', *Habitat International*, vol. 43, pp. 90–97.

Conference proceedings

Ambaye, DW, (2012), 'Land Rights in Ethiopia: Ownership, Equity, and Liberty in Land Use Rights', *Knowing to Manage the Territory, Protect the Environment, Evaluate the Cultural Heritage*, FIG, Rome, Italy.

Moges, MB, (2008). 'The Need for Modern Real Estate Management in Urban Ethiopia: The Case of Bahir Dar City', *Case Studies in Land Administration II*, FIG, Stockholm, Sweden.

Legislations:

FDRE 2011, A Proclamation to provide for Lease Holding of Urban Lands. Proclamation No. 721/2011, *Negarit Gazeta*, Addis Ababa, Ethiopia.

Codes:

Revised Family Code, 2000, Proc.no. 213/2000, *Fed. Neg. Gaz.* (Extraordinary issue), year 6, no. 1.

Treaties:

Vienna Convention on the Law of Treaties, 1969, Article 31.

6. Copyright

In order for Bahir Dar University, Institute of Land Administration (ILA), to publish and disseminate research articles, publishing rights need to be established. This is determined by a publishing agreement between the author and ILA. This agreement deals with the transfer or license of the copyright to ILA and authors retain significant rights to use and share their own published articles. ILA supports the need for authors to share, disseminate and maximize the impact of their research and these rights.

7. Submission checklist

The following list will be useful during the final checking of an article prior to sending it to the journal for review. **Ensure that the following items are present:**

- E-mail address
- Full postal address
- Telephone and fax numbers
- All necessary files have been uploaded, and contain:
 - Cover letter
 - Title page with author details
 - Abstract with keywords
 - Main manuscript with reference list
 - All figure captions
 - All tables captions
- Manuscript has been 'spell-checked' and 'grammar-checked'
- References are in the correct format for this journal
- All references mentioned in the Reference list are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources