

## GUIDELINES FOR AUTHORS

### General Information

Journal of Technology and Value Addition (JTVA) features Original Research Articles, Review Articles, Short Communications and Case Studies in Social Sciences and Humanities, Natural and Applied Sciences, Engineering and Technology and other fields acceptable to the Editorial Board.

### Types of Research Papers

**Research article:** A regular full-length article (less than 6000 words text), reporting of original research with an abstract of 250 words.

**Review articles:** An article covering subjects falling within the scope of the journal which are of active current interest. The word limit is 5000.

**Case study:** A research paper involving an up-close, in-depth, and detailed examination of a subject of study (the case), as well as its related contextual conditions. The word limit is 5000.

**Short communications:** Short research papers which have one or two results of particular interest or importance, but not the body of work expected in a full-length paper. Authors are expected to keep Short Communications very concise. The word limit is 3000.

### Guidelines for Authors

We strongly recommend authors to read Author Guidelines carefully before submission of manuscripts. Submission of a manuscript, according to the Guidelines for Authors, will ensure that your submission will receive the attention it deserves, and also reduce the chances of delays due to improper submission.

### Cover Letter

A letter addressed to the Editor-in-Chief must accompany the manuscript, and it must contain the following elements. Please provide these elements in the order listed below:

- Manuscript title
- Name of the corresponding author
- Names of all other co-author/s
- Type of manuscript (Original Research Article/Review Article/Case Study/Short Communication).

A statement explaining the appropriateness of the manuscript for publishing in the Journal of Technology and Value Addition.

A statement confirming the manuscript, or its contents in some other form, has not been published previously by any of the authors and/or is not under consideration for publication by another journal at the time of submission.

## Submission of Manuscript

Manuscripts must be written in English. Manuscripts should be submitted electronically to JTVA to facilitate rapid publication and minimize administrative costs. All manuscripts should be submitted to **Editor-in-Chief** by the Corresponding Author using the e-mail provided. The Corresponding Author takes responsibility for the paper during submission and peer review.

## Manuscript Structure

Manuscripts must be arranged in the following order: Title page with Authors and their affiliations, Abstract, Keywords (5) – in alphabetical order, Introduction, Materials and methods, Results, Discussion/or Results and Discussion, Conclusion, Acknowledgements, References. Tables, Figures and Figure legends should be submitted separately.

Strictly adhere to the template given by JTVA for the preparation of the manuscript.

## Format for Type Setting

The manuscript must be typewritten using MS Word® 2007 or a later version. All pages must be numbered starting with the title page and lines must be consecutively numbered from the start to the end of the manuscript excluding the abstract. Use Times New Roman 12-point size only, and Symbol font for mathematical symbols (in the text and in the Figure. The justification should be left aligned.

Please follow the guidelines given below strictly:

- Paper size: A4 (210 × 297 mm)
- Margins: Top, bottom, left and right margins of 2.5 cm
- Line spacing: Double (2.0)
- Column – Single column

## Title Page Information

*Title:* Provide a brief and informative title typed in 14-point Bold Title Case and center. Avoid abbreviations and formulae where possible.

*Author names and affiliations:* Clearly indicate the name(s) of each author and check that all names are accurately spelled. Present the authors' affiliation addresses below the names indicated with a lower-case superscript letter immediately after the author's name. Provide the full postal address of each affiliation and the e-mail address of each author. Clearly indicate the corresponding author by asterisk (\*) his/her name.

## Abstracts and Keywords

An abstract is required only for some categories of the manuscript. The abstract should not exceed 250 words and convey the essence of the contribution even to a non-specialist reader. For a research article, the abstract should include a few sentences of background to the work, the rationale, and the main results and conclusions. Abbreviations are discouraged.

Immediately after the abstract, provide a maximum of 5 keywords separated by commas, that indicate the most important topics used in the article.

## **Introduction**

The introduction should give the pertinent background to the study and should explain why the work was done showing the existing research gap.

## **Materials and Methods**

The materials and methods (or methodology) should give essential details, including experimental design and statistical analysis.

## **Results**

The results should present the findings of the research. They should be free from discussion. Results should be written in the past tense.

## **Discussion**

The discussion should cover, but not simply repeat the new findings and should present the author's results in a broader context of other work on the subject interpreting them with a minimum of speculation and ending with a conclusion.

Note: When 'Results and Discussion' are presented together the manuscript should be arranged in a way that both the 'Results' and 'Discussion' are presented and described sufficiently giving a justifiable space to each component harmonizing them carefully.

## **Conclusions**

This section should explain the brief summary and conclusions that we can draw from the present study.

## **Acknowledgements**

These should follow immediately after the end of the main text. The Acknowledgments should recognize contributions from non-authors, institutes and funding organizations contributed to the success of the research. The acknowledgements should be as brief as possible.

## **References**

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). When two or more references are to be cited together, they should be given in the text chronologically from the earliest to the most recent. Unpublished results and personal communications are not recommended as references.

**Citing References in the Text:** All citations in the text should refer to:

1. Single author: the author's surname/family name (without initials) and the year of publication (e.g., Sepaskhah, 2010)
2. Two authors: **both authors' names** and the year of publication (e.g., McVeigh and Morgue, 2014)
3. Three or more authors: first **author's name** followed by 'et al.' and the year of publication (e.g., Mason et al., 2015)

**Reference List:** References should be arranged alphabetically. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

The year of the reference should not be too old.  
References and citations of references should be according to the Harvard system.

Full detailed referencing guide available at -  
<https://www.dkit.ie/assets/uploads/documents/Library/Documents/DkIT%20Guide%20to%20Harvard%20Referencing.pdf>

<b>Book</b>	
<b>In-text citation</b>	<b>Reference list</b>
<b>(Author(s), Year)</b>	Author(s) surname(s), Initial(s). (Year of publication). <i>Title of book: subtitle if any.</i> Edition followed by ed. (if not the first edition) Place of publication: Publisher.
<b>Examples</b>	
<b>(Cameron, 2021)</b>	Cameron, S. (2021). <i>The business student's handbook: skills for study and employment.</i> 7th ed. Harlow: Pearson.
<b>(Giddens and Sutton 2021)</b>	Giddens, A. and Sutton, P.W. (2021). <i>Sociology.</i> 9th ed. Cambridge: Polity Press.
<b>(Robbins et al. 2020)</b>	Robbins, S.P., Coulter, M.A. and De Cenzo, D.A. (2020). <i>Fundamentals of management.</i> 11th ed. Harlow: Pearson.

<b>Chapter in an edited book</b>	
Use when referring to a single chapter in an edited book.	
<b>In-text citation</b>	<b>Reference list</b>
<b>(Author(s) name, Year)</b>	Chapter author(s) surname(s), Initial(s). (Year of publication). Title of chapter. In: Book editor(s) surname(s), Initial(s)., followed by ed. or eds. <i>Title of book: subtitle if any.</i> Edition followed by ed. (if not the first edition) Place of publication: Publisher, page number(s) of chapter.
<b>Example</b>	
<b>(Bruen, 2020)</b>	Bruen, M. (2020). River flows. In: Kelly-Quinn, M. and Reynolds, J., eds. <i>Ireland's rivers.</i> Dublin: University College Dublin Press, pp.39-59.

<b>Full edited book</b>	
Use when referring to the entire book	
<b>In-text citation</b>	<b>Reference list</b>
<b>(Editor, Year)</b>	Editor(s) surname(s), Initial(s)., followed by ed. or eds. (Year of publication). <i>Title of book: subtitle if any.</i> Edition followed by ed. (if not the first edition) Place of publication: Publisher.
<b>Example</b>	
<b>(Theaker, 2012)</b>	Theaker, A., ed. (2012). <i>The public relations handbook.</i> Abingdon: Routledge.

**Journal article**

<b>In-text citation</b>	<b>Reference list</b>
<b>(Author, Year)</b>	Author(s) surname(s), Initial(s). (Year of publication). Title of article. <i>Title of journal</i> , volume number(issue/number, or date/month of publication if volume and issue are absent), page numbers or Article eLocator number (if any).
<b>Examples</b>	
<b>(Leighton et al. 2022)</b>	
<b>(Mayombe, 2021)</b>	Mayombe, C. (2021). Partnership with stakeholders as innovative model of work-integrated learning for unemployed youths. <i>Higher Education, Skills and Work-Based Learning</i> , 12(2), pp.309-327.
<b>(Tesseur, 2022)</b>	Tesseur, W. (2022). Translation as inclusion? An analysis of international NGOs' translation policy documents. <i>Language Problems and Language Planning</i> , 45(3), pp. 261-283.

**E-book**

<b>In-text citation</b>	<b>Reference list</b>
<b>(Author, Year)</b>	Author(s) surname(s), Initial(s). (Year of publication). <i>Title of e-book: subtitle if any</i> [online]. Edition followed by ed. (if not the first edition) Place of publication (if any): Publisher. Available from: library database name, or URL if accessed online from somewhere other than a library database [accessed date].
<b>Examples</b>	
<b>(Levine and Munsch 2021)</b>	Levine, L.E. and Munsch, J. (2021). <i>Child development: an active learning approach</i> [online]. 4th ed. London: SAGE. Available from: <a href="https://books.google.ie/books?id=zlrZzQEACAAJ&amp;dq">https://books.google.ie/books?id=zlrZzQEACAAJ&amp;dq</a> [accessed 25 March 2022].
<b>(Papagiannis, 2020)</b>	Papagiannis, N. (2020). <i>Effective SEO and content marketing: the ultimate guide for maximizing free web traffic</i> [online]. Indianapolis: Wiley. Available from: EBSCOhost eBook Collection [accessed 25 March 2022].

**Webpage**

Material on the Web often falls into one of the material types already covered in this guide. Information published on the Web is not necessarily a webpage. In such cases, follow the instructions for the material type in question (e.g. research report, e-book).

<b>In-text citation</b>	<b>Reference list</b>
<b>(Author/Owner, Year)</b>	Author/Owner of webpage. (Year created or last updated). <i>Title of webpage</i> [online]. Available from: URL [accessed date].
<b>Example</b>	
<b>(Dundalk Institute of Technology, 2022)</b>	Dundalk Institute of Technology. (2022). <i>Research support</i> [online]. Available from: <a href="https://www.dkit.ie/research/research-support.html">https://www.dkit.ie/research/research-support.html</a> [accessed 25 March 2022].

## **Abbreviations**

Define abbreviations that are not standard in this field in the text where they are first presented. Such abbreviations that are unavoidable in the abstract must be defined at their first mention. Ensure consistency of abbreviations throughout the article limiting to a minimum number of abbreviations is encouraged.

## **Nomenclature and Units**

All crops, plants, insects, birds, mammals, microorganisms, etc. should be identified by their scientific names.

For chemical nomenclature, the conventions of the International Union of Pure and Applied Chemistry and the official recommendations of the IUPAC-IUB Combined Commission on Biochemical Nomenclature should be followed.

The SI system should be used for all scientific and laboratory data. A single space should be allowed between the numerical value and the unit (e.g., 10 kg). In certain instances, it may be necessary to quote other units. These should be added in parentheses. Temperatures should be given in degrees Celsius (e.g., 37°C, 50%). Use SI symbols in format of  $\text{kmh}^{-1}/\text{gmol}^{-1}$ , instead of using km/h or g/mol.

## **Tables, Figures & Illustrations**

Figures should be saved in a neutral data format such as JPEG or TIFF and should have a resolution of 300 dpi. Any tables and Figures that are included in the main text of the paper should be numbered separately, in the sequence that they are mentioned in the text (e.g., Table 1). Each table and Figure should be presented on a separate page of the manuscript, with a brief and self-explanatory title. The title of tables should be placed above the tables and the title of Figures placed below it. Tables should use horizontal lines only, with only blank spaces to separate columns.

## **Submission of the Manuscript**

Submitted manuscripts must not have been published previously nor be under consideration for publication elsewhere. Moreover, submission to the Journal of Technology and Value Addition will be deemed to imply that the manuscript will not be submitted elsewhere if accepted.

Mode of submission - Email – [jtva@uwu.ac.lk](mailto:jtva@uwu.ac.lk)

## **Manuscript Acceptance Policy**

Manuscripts are accepted for publication subject to copyediting. Manuscript submission indicates the author's commitment to publish in JTVA and to give JTVA first publication rights. No paper known to be under consideration by another journal will be reviewed.

## **Initial Assessment of Manuscripts**

JTVA is committed to publishing high-quality new work that makes a significant contribution within the scope of the journal. In order to meet this aim, submitted manuscripts undergo initial evaluation by an editor to ensure that they meet essential criteria for publication in the journal.

Only those manuscripts that pass this initial review process will be forwarded to reviewers for further consideration.

### **Peer Review of Manuscripts**

JTVA adopts a double-blind peer review process. The Editors select reviewers and make the final decision on the manuscript. Reviewers remain unknown to the authors.

### **Revised and Final Versions of Manuscripts**

Authors of accepted manuscripts should submit their final revision in Microsoft Word (doc.) format as an e-mail attachment with evidence to prove that they have worked for the given comments. When submitting a revised manuscript, please include your responses to the reviewers' comments as part of the cover letter file. Include all Figures with the revised submission, even if they have not changed during the review process. For both revised and final versions of manuscripts, please observe the same formatting instructions outlined above.