



# **Ethiopia Civil Service University Training and Consultancy Division**

**Journal of Public Service Competency Development  
(ISSN: 2790-3133)**

**Manuscript Guidelines for Authors**

# 1. Scope of the Journal

The Journal of Public Service Competency Development (JPSCD) is a double blind peer-reviewed journal, which publishes volumes on a biennial basis. JPSCD seeks to be a platform for academic contributions to public service competency both conceptually/methodologically and empirically.

The journal follows a multidisciplinary and interdisciplinary approach. The main thematic focuses of the Journal include:

- Public Administration and Competency Orientations
- New Public Management and HRM
- Competency Basics and Quality Service Management
- Competency Management (Recruitment & Selection, Training and Development and Appraisal)
- Public Service Policy and Contemporary Discourses
- Leadership Competency
- Competency and Managing Cross-Cutting Issues in the public sector (Gender, Women, Youth, Disability and etc.)

# 2. Manuscript Types and Length

JPSCD accepts the following categories of manuscripts.

**Original Articles:** These are full research papers, mainly an outcome of original work with a clear methodological focus. The word limit should be between 6000 and 8000 words, excluding references; but all in all, the article should not exceed 20 page limit. Original articles are expected to follow the manuscript structure stated below.

**Systematic Reviews:** These provide a systemic, critical and an in-depth assessment of the current state of the knowledge of the subject. Systemic reviews also include a comprehensive summary. In a nutshell, they should not exceed 4000 words.

**Short Communication or Commentaries:** These are short contributions that present findings within public service competency and reflections on

methodology, lesson learns, and cases. Short communication and commentaries can also be in the form of reflection on previously published research articles, including confirmatory or contradictory results. Authors must acknowledge any published work upon which they are building. Short communications should not exceed 2000 word limits.

### **3. Manuscript Structure/Layout**

Submission of a manuscript implies that the work has not been published previously (except in the form of an abstract, a published lecture or an academic thesis) or that it is not under consideration for publication elsewhere. Manuscripts ready for submission should follow the guidelines provided below.

#### **1. Title Page**

The title page will be used to differentiate the submitted manuscript and should include the following information.

**Title:** The title of the article should be simple and informative. It should concisely reflect the content of the manuscript with a maximum of 15 words limits. Acronyms and abbreviations should not be included in the title, unless broadly familiar ones.

**Author/s' Name:** Include all authors who have made substantial contributions to the work. Write author names in the following order: first name, middle name (or initials, if used) and last name (surname, family name). In the case of more than one author, the order should depend on their contribution to the work.

Addition or deletion of an author or authors after submission of the manuscript requires justification from the corresponding author and approval from the editor in chief of the journal.

**Author/s' Affiliation:** e-mail addresses of co-authors and the institutions where all authors work must be provided.

**Corresponding author:** If there are more than one author, please clearly indicate who will handle correspondence at all stages of refereeing and publication, including post-publication. Up to date contact detail of the corresponding author including email, telephone, telephone and fax numbers (with country and area code) should be provided.

## **2. Abstract and Keywords**

**Title:** Here, it should be stated without author/s' name/s or affiliation/s.

**Abstract:** The abstract should give a brief account of the focus of the article. Not a prescription, but the abstract should include brief statements revealing the goal/objectives of the study, adopted methodology and most significant findings that address objectives and conclusion. The abstract should not include references and should not exceed 250 words.

**Keywords:** The manuscript should have four up to six keywords. The purpose of keywords is to make accessible your work through online searching; thus, think of keywords as important index terms. Keywords should be italicized and separated by comma.

## **3. Introduction**

The introduction should briefly describe important issues in the manuscript that relates to the objectives and research variables (if applicable) and materials that are not germane to the main objective should be avoided. The introduction part also should clearly indicate the knowledge gap or limitation of existing practices, along with justifications and rationales. The main part of the introduction should end up with stating the objective, research questions and/or hypotheses of the study. The last paragraph should briefly describe the structure of the manuscript. The introduction part is suggested to consist of 1100 words.

## **4. Literature Review**

This section has to have major pillars; theoretical/conceptual, empirical, and analytical framework. In the theory sub-section, the manuscript discusses the

relevant theory that serves as the source of information for the study underway. The empirical aspect of this section dwells on the explanation of the research done in the area the study is dealing with. This can include local, continental and global. The third pillar has to discuss the interfaces among the dependent and independent variables (if applicable) or the research questions. The totally the review may amount to a maximum of 2100 words.

### **5. Materials and Methods**

The manuscript must pay attention to the research process and it should, without ambiguity, provide an adequate explanation for other researchers to duplicate the work if needed. Thus, this section should discuss the study design, the study approach and the data collection instruments and processes. In addition, sampling type, techniques and size with proper justification, and data analysis should be clearly explained. It should also state ethical issues.

### **6. Results**

This section of the manuscript should include a detailed account of the findings. Findings should be accompanied by clear explanations and their significance. Raw data is rarely included in any scientific article so it is advised that data should be presented in the form of graphs, charts, tables and/or narrations. The share of this section is recommended not to exceed 750 words.

### **7. Discussion**

Discussion should be succinctly outlined and remain pertinent to the findings discussed in the previous section by carefully relating with existing knowledge and potential broader implications using roughly 2150 words. However, it should not replicate the review literature here. The discussion part has to just connect to show the trend. Theoretical/ analytical models introduced in the literature review section should be linked with the study's key findings, thereby putting the findings in broader academic and policy contexts.

## **8. Conclusion and Recommendation**

A conclusion should be a brief and summarized version of the key findings of the work. The recommendation assigns assignments to the concerned people or agencies to intervene in the identified gaps/ problem. Recommendations should emanate from the key problems you have identified through the rigorous process of your study. Forward not more than 3-4 salient recommendations that should be firmly grounded in your conclusion.

## **9. Acknowledgements**

In this section, you should outline all the main agents that have contributed to your research outcome, financially or otherwise.

## **10. Funding**

Funding details should be presented in plain language without omission.

## **11. Conflict of Interest**

Declarations include receiving consultancy fees, owning shares and receiving a grant from a company. Indeed, any association that may be seen as an issue for any authors at publication should be included. If there is no relevant interest to declare then indicate this by stating, “The authors confirm that there are no conflicts of interest to declare.”

## **12. Author Contributions**

Here, briefly declare the type and level of contribution of each author, if the article is authored by more than one author. For example, you can declare thus: XX has conceived the study idea and developed the proposal; YY has supported it in the design and statistical analysis process; XX and YY conducted the fieldwork; ZZ designed survey tools and reviewed the article.

## **13. References**

Every idea that is not yours and of quotable importance should be cited in the text. All sources cited in the text should appear in the reference list. Please use **APA** reference styling for both in-text citations and referencing.

## 4. Formatting and Style

### Main Text

- For the main text, use Times New Roman, justify, 12 point, 2.0 line/double spacing.
- For footnotes, use Times New Roman, 10 point, single line spacing.
- Page margins: Top, 0.7-inch; bottom, 0.7 inch; left, 0.67 inch; right, 0.56 inch
- Images submitted for publication should be in CMYK/Cyan, Magenta, Yellow, and Key/ and have a resolution of no less than 300 dpi.
- When using acronyms, spell out parenthetically at first mention. Once an acronym is spelt out, use it consistently throughout the manuscript.

### Headings

- Headings and sub-headings within the text should be short and clear, and use sentence style.
- Headings should not be numbered.
- Avoid more than four levels of classification and follow the following format:
  - Heading 1: 14 pts, bold
  - Heading 2: 13 pts, bold
  - Heading 3: 13 pts, bold, italic
  - Heading 4: 12 pts, italic

### Tables and Figures

- Tables and figures must be submitted in an editable format such as Word or Excel.
- All tables and figures should be comprehensible to the reader without having to refer to the main text.
- Titles or captions for the tables and figures should be placed just above and below the illustration, respectively.

- Tables and figures should be numbered sequentially using a single number followed by a colon. Example: Table 1: or Figure 1:
- All illustrations must be called out in the text where the reader should refer to them. Example: (see Figure 1)
- Be sure every table or figure has a descriptive title that clearly communicates the contents.
- Don't use bullets within a table.
- If the table or figure is original to the manuscript: indicate this as a footnote enclosed in pointy brackets that reads "original to the author".
- If the table or figure requires permission, include full source information as a footnote.

## **5. Language and Style**

- A well-written paper helps share the work most clearly; thus, authors should seek clarity and simplicity of expression; avoid the use of long, complex sentences and lengthy and too short paragraphs. Authors may seek to have their articles checked by language experts before submission. Articles failing to meet minimum writing language and scientific research standards shall be rejected at the gateway stage of preliminary screening.
- The spelling may be either British or American way but must be consistent throughout the paper.
- Authors should ensure usage of inclusive language in the manuscript by making the writing is free from bias, stereotypes, slang or cultural assumptions.
- Use italics for non-English words and phrases except names (of persons, places, institutions, political parties, laws etc.)

## **6. Citation and Referencing**

- References must be current (published within last 10 years unless the reference is considered a classic).
- Every idea that is not yours and of quotable importance should be cited in the text. All sources cited in the text should appear in the reference list.
- When you cite your own work, write it from third person point of view.



- The use of excessive self-citations is not permitted.
- When ideas are paraphrased, page numbers and quotation marks are dropped.
- Direct citation in more than four lines has to be written in a single space with left and right margin indentation. Quotation marks are dropped at this time. Page numbers are used together with the surname of the writer.
- JCSCD uses APA referencing style (7<sup>th</sup> Edition) both in text and referencing. See some examples given below.

***In Text Citations:***

Single Author: Lemlem (2022) and (Lemlem, 2022)

Two Authors: Abdu and Tefera (2021) and (Abdu & Tefera, 2021) Three or

more Authors: Smith et al. (2019) and (Smith et al., 2019)

Multiple Citation: (Abdu & Tefera, 2021; Smith, 2019)

Direct Quotation: When using a direct quotation, always include the page number. E.g. (Lemlem, 2022, p.5)

***In Reference List:***

- APA 7<sup>th</sup> version style uses hanging indents. This means that the second and subsequent lines of each reference are indented.
- Arrange the list alphabetically by the first author's surname. If an item has multiple authors, leave them in the order they appear. Do not rearrange them.
- For author first name(s) use initials only.
- If there is no author specified, use the organization name as the author (e.g. Central Statistics Authority).
- If there is no date (for example extracted from a webpage) use (n.d.) for "no date".

*Print book*

Coronel, C. & Morris, S. (2019). Database systems: Design, implementation, and management (13th ed.). Cengage Learning.

*Electronic book*

Wallwork, A., & Southern, A. (2020). 100 tips to avoid mistakes in academic writing and presenting. Springer.

<https://doi.org/10.1007/978-3-030-44214-9>

Chapter in an edited electronic book

Moye, J., & Wood, E. (2020). Understanding legal and clinical capacities. In J. Moye (Ed.), *Assessing capacities of older adults: A casebook to guide difficult decisions* (pp. 9– 23). American Psychological Association. <https://doi.org/10.1037/0000184-002>

Journal article

Matney, G. (2016). Early mathematics fluency with CCSSM. *Teaching Children Mathematics*, 21(1), 27–35.

<https://doi.org/10.5951/teacchilmath.21.1.0026>

Please refer the full detail with example APA referencing guide. [Publication manual of the American Psychological Association, 7th ed. - PsycNET \(apa.org\)](#)

## **7. Supplementary Information**

### **Research Data Requirements**

- JPSCD strongly encourages authors to make the research data underlying their articles publicly available at the time of publication.
- *Research data* are defined as materials and information used in the experiments that enable the validation of the conclusions drawn in the article, including primary data produced by the authors for the study being reported, secondary data reused or analysed by the authors for the study, and any other materials necessary to reproduce or replicate the results.

### **Novelty and Plagiarism**

- Authors are expected to present the entirely original piece and all ideas taken from external sources should be duly acknowledged.
- JPSCD Editorial Board maintains zero-tolerance for plagiarism/ academic dishonesty/misconduct, and it has put in place Plagiarism Detection

Software (Plagiarism Checker X Pro and Plagiarism Detector). All articles shall be tested by these two softwares before sending to reviewers.

- The maximum tolerable similarity percentage shall be 15%. Every author will be held responsible for the performance and fulfilment of the policy to avoid malpractices and breach of ethical standards of publication. A plagiarism declaration form will be signed by authors.
- Authors should assure that the piece of knowledge ready for publication is original copy and has not been published anywhere earlier and is not in consideration for publication anywhere else. Authors should accept and correct the mistakes and consider the suggestions given by a panel of reviewers.