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Author Guidelines

Instructions for preparing and submitting manuscripts to AJATE

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1. About the Journal

The African Journal of Applied and Theoretical Economics (AJATE) is a peer-reviewed, open-access journal published by the Department of Economics, University of Port Harcourt, Nigeria. AJATE publishes original theoretical, empirical and policy-oriented research on economics, finance, development and allied social sciences, with particular (but not exclusive) reference to Africa. The journal publishes three issues per year (April, August and December) and makes accepted articles available online as soon as they are ready.

All articles are published under the Creative Commons Attribution 4.0 International (CC BY 4.0) licence, receive a permanent AJATE article number (for example, AJATE-0039), and are reviewed under a double-blind peer-review process. AJATE follows the guidelines of the Committee on Publication Ethics (COPE).

2. Article Types

Article type	Description	Length*
Research Article	Original theoretical or empirical research with a clear contribution to knowledge.	Up to 20 pages
Policy Paper	Rigorous analysis of an economic policy issue with evidence-based recommendations.	Up to 20 pages
Review Article	Systematic or critical review of a body of literature that synthesises and advances the field.	Up to 20 pages
Short Communication	Concise report of a novel finding, dataset or method.	Up to 10 pages
Book Review	Critical review of a recently published book relevant to the journal's scope (by invitation or pre-approval).	Up to 5 pages

*Page limits are for A4 pages in Times New Roman 12 pt with 1.5 line spacing, and include the abstract, tables, figures and references. The Editor may accept longer papers where the content justifies it.

3. Before You Submit

By submitting a manuscript to AJATE, the corresponding author confirms on behalf of all authors that:

- the work is original, has **not been published previously** (in print or online, in any language) and is **not under consideration elsewhere**;
- all listed authors have approved the manuscript and agree to its submission;
- any text, data, figures or tables taken from other sources (including the authors' own earlier work) are properly cited and permissions obtained where necessary;
- the research complies with the ethical standards set out in the AJATE *Publication Ethics and Malpractice Statement*;
- the authors agree to publication under the CC BY 4.0 licence and have paid, or will pay, the submission fee, unless a waiver is granted.

Preprints posted on a non-commercial preprint server (e.g. SSRN, RePEc, institutional repository) are acceptable and do not count as prior publication. Please disclose them in your cover letter. Conference papers may be submitted if they have not been published in full in conference proceedings.

4. Manuscript Preparation

Please prepare your manuscript using the **AJATE Manuscript Template** (available at www.ajate.org). Manuscripts that do not follow these guidelines may be returned to the authors before review.

4.1 General format

File format	Microsoft Word (.docx). LaTeX users may submit a PDF for review but must supply source files on acceptance.
Language	English (British or American spelling, used consistently). Authors whose first language is not English are encouraged to have the manuscript language-edited before submission.
Page set-up	A4 paper, 2.54 cm (1 inch) margins on all sides.
Font and spacing	Times New Roman 12 pt, 1.5 line spacing, left-aligned or justified. Tables may use 10 pt single spacing.
Page and line numbers	Insert page numbers and continuous line numbers to help reviewers.
Headings	Up to three levels, numbered: 1. Introduction; 1.1 Sub-heading; 1.1.1 Sub-sub-heading.
Abbreviations	Define each abbreviation at first use in the abstract and again in the main text.
Footnotes	Use sparingly, numbered consecutively. Do not use endnotes.

4.2 Files to upload

Authors may submit one soft copy, or separate files. To protect the double-blind review, separate files are preferred:

1. **Title page (with author details)** — title; full names, affiliations, emails and ORCID iDs of all authors; the corresponding author; acknowledgements; funding statement; declaration of interests; author contributions (CRediT).
2. **Anonymised manuscript** — the full paper with all identifying information removed (see Section 5).

Where you submit one soft copy, put the title page first; the Editorial Office removes it before the paper goes to reviewers. You may also upload a cover letter, the signed Declaration of Interests form, and supplementary files (data, code, online appendices) where applicable.

4.3 Structure of a research article

Title

Concise and informative (ideally no more than 20 words). Avoid abbreviations and formulae. A short running title (max. 60 characters) should also be supplied.

Abstract

A single paragraph of **150–250 words** stating the purpose, methodology (data and period covered), main findings and policy implications. Do not cite references in the abstract.

Keywords and JEL codes

Provide **4–6 keywords** and **at least two JEL classification codes** (see the American Economic Association list at www.aeaweb.org/econlit/jelCodes.php).

Main text

Empirical papers should normally follow this structure (theoretical and review papers may adapt it):

1. **Introduction** — the problem, its importance, research gap, objectives/questions and contribution.
2. **Literature review** — theoretical framework and a critical (not merely descriptive) review of recent empirical studies.
3. **Methodology** — model specification, variable definitions and measurement, data sources and period, estimation technique and diagnostic tests.
4. **Results and discussion** — presentation and interpretation of results, robustness checks, and comparison with previous studies.
5. **Conclusion and policy recommendations** — summary of findings, policy implications, limitations and directions for future research.

Avoid reporting raw software output (for example, unedited EViews or Stata screens). Results should be presented in formatted tables showing coefficients, standard errors or t-statistics, significance levels, number of observations and key diagnostics.

Back matter (in the title page file during review)

- **Acknowledgements** — people and organisations who helped but do not qualify as authors.
- **Funding** — funder names and grant numbers, or "This research received no specific grant from any funding agency."
- **Declaration of interests** — see the *Publication Ethics* statement.
- **Author contributions** — using the CRediT taxonomy (e.g. Conceptualisation, Methodology, Formal analysis, Writing – original draft).
- **Data availability statement** — where the data can be accessed (repository, DOI or URL), or why they cannot be shared.
- **Use of generative AI** — a statement describing any use of AI tools (see Section 8).

4.4 Tables and figures

- Number tables and figures consecutively (Table 1, Figure 1) and cite each one in the text.
- Place each table or figure in the text close to where it is first mentioned, with a descriptive title **above** tables and **above** figures.
- Give the source beneath each table or figure (e.g. "Source: Authors' computation using data from the CBN Statistical Bulletin, 2023").
- Create tables with Word's table tool (not as images). Use horizontal lines only.
- Figures should be at least 300 dpi, legible in greyscale, and also supplied as separate files (PNG, TIFF, JPEG or EPS) on acceptance.

4.5 Equations and statistics

- Type equations with Word's Equation Editor or MathType; do not paste them as images.
- Number displayed equations consecutively in parentheses at the right margin: (1), (2)…
- Use italics for variables and roman type for functions and abbreviations (log, exp, GDP).
- Report exact p-values or significance levels consistently (e.g. , , ** for 10%, 5%, 1%) and explain the notation beneath each table.

5. Preparing an Anonymised Manuscript

AJATE uses double-blind peer review. In the anonymised manuscript:

- remove author names, affiliations, acknowledgements and funding details;
- cite your own work in the third person ("Okoro (2021) found…", not "In our earlier study (Okoro, 2021)…"); where this is impossible, replace the citation with "(Author, year)";
- remove identifying information from file properties (in Word: *File → Info → Check for Issues → Inspect Document*);
- avoid naming the authors' institution where it would reveal identity (e.g. "a federal university in Nigeria").

6. References

AJATE uses the **APA 7th edition** author–date style. Every in-text citation must appear in the reference list and vice versa. Include DOIs for all references that have them, written as full URLs (https://doi.org/…). List references alphabetically by the first author's surname.

6.1 In-text citations

- One author: (Oriavwote, 2020) or Oriavwote (2020)
- Two authors: (Mbee & Al-Hasan, 2021) or Mbee and Al-Hasan (2021)
- Three or more authors: (Okumoko et al., 2022)
- Multiple works: (Amadi, 2020; Otto & Nkoro, 2019) — in alphabetical order
- Direct quotations: (Shaw, 1973, p. 12)

6.2 Reference list examples

Source	Example
Journal article	Author, A. A., & Author, B. B. (Year). Title of the article. *Journal Name, Volume*(Issue), pages. https://doi.org/xxxx
Book	McKinnon, R. I. (1973). *Money and capital in economic development*. Brookings Institution.
Chapter in edited book	Author, A. A. (Year). Title of chapter. In E. Editor (Ed.), *Title of book* (pp. xx–xx). Publisher.
Report / institutional author	Central Bank of Nigeria. (2023). *Statistical bulletin*. https://www.cbn.gov.ng
Working paper	Author, A. A. (Year). *Title* (Working Paper No. xx). Institution. URL
Dataset	World Bank. (2024). *World development indicators* [Data set]. https://databank.worldbank.org
Thesis	Author, A. A. (Year). *Title* [Doctoral dissertation, University Name]. Repository.

Reference-management tools such as Zotero (free), Mendeley or EndNote with the APA 7th style are strongly recommended.

7. Research Data, Code and Reproducibility

AJATE encourages transparent and reproducible research. Authors of empirical papers should:

- clearly identify all data sources, including the edition or access date of statistical bulletins and databases;

- deposit data and estimation code (e.g. EViews, Stata, R, Python) in a public repository such as Zenodo, Harvard Dataverse, Mendeley Data or Open Science Framework where possible, and cite them in the reference list;
- make data and code available to the Editor and reviewers on request during review;
- for survey research, include the questionnaire as an appendix or supplementary file and report sample size, sampling technique, response rate and reliability tests.

8. Use of Artificial Intelligence (AI) Tools

- AI tools (e.g. ChatGPT, Claude, Gemini, Copilot) **cannot be listed as authors**, because they cannot take responsibility for the work.
- Authors who use AI tools for drafting, language editing, coding or analysis must say so in a short statement in the manuscript, naming the tool and describing how it was used. Basic spelling and grammar checkers need not be declared.
- Authors are fully responsible for the accuracy, originality and integrity of all content, including any AI-assisted content. Fabricated or unverifiable references are treated as research misconduct.
- AI-generated images, figures or data are not permitted unless AI is the subject of the research and its use is fully described in the methodology.

9. Submission Process

1. Go to www.ajate.org/submit. No account or registration is needed.
2. Enter the metadata (title, abstract, keywords, all authors with affiliations and ORCID iDs).
3. Upload your manuscript as one soft copy, or as separate files (title page, anonymised manuscript, cover letter and Declaration of Interests form), together with any supplementary files.
4. Complete the submission checklist and submit. You receive a tracking ID immediately and a confirmation email, and can follow your paper at www.ajate.org/track.

Every co-author must have an email address and is encouraged to register a free ORCID iD at https://orcid.org.

10. Peer Review and Editorial Process

Stage	What happens	Target time
1. Technical check	Editorial Office checks format, completeness, anonymisation and similarity (plagiarism) report.	Within the 21 working days
2. Editor screening	Editor-in-Chief or Section Editor assesses fit with scope and quality. Papers may be desk-rejected.	Within the 21 working days

Stage	What happens	Target time
3. Peer review	At least **two** independent expert reviewers evaluate the paper under double-blind review.	Review decision within 21 working days of submission
4. Decision	Accept, minor revision, major revision, or reject. Revised papers may be returned to reviewers.	Within the 21 working days
5. Revision	Authors revise and submit a point-by-point response to reviewers.	Minor: 2 weeks; Major: 6 weeks
6. Production	Copy-editing, typesetting, author proof check, assignment of the AJATE article number and online publication.	3 to 4 weeks after acceptance

The final decision rests with the Editor-in-Chief. Details are set out in the AJATE *Peer Review Policy* (part of the Editorial Policies). Authors may appeal a decision under the *Corrections, Retractions and Appeals Policy*.

11. Similarity Check and Duplicate Publication

All submissions are screened for similarity using similarity-detection software. A high similarity score is not by itself proof of plagiarism, but manuscripts that contain substantial unattributed overlap with published work, including the authors' own ("text recycling"), will be returned or rejected. Submitting a paper that has already been published elsewhere, or publishing the same paper twice in AJATE, is not permitted. Cases are handled under COPE guidance.

12. Submission Fee

AJATE is an open-access journal: readers pay nothing to access articles. To cover the costs of peer-review management, copy-editing, typesetting, hosting and long-term archiving, a submission fee is paid when the manuscript is submitted.

Author category	Submission fee
Corresponding author based in Nigeria	₦35,000
Corresponding author based elsewhere in Africa	30 USD
Corresponding author based outside Africa	30 USD
Book reviews	Free

Full or partial waivers are available for authors who cannot pay, including students and authors from low-income countries. Waiver requests must be made at submission and never affect editorial decisions; editors and reviewers are not told whether an author has requested a waiver. Pay by bank

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14. After Acceptance

- Proofs: the corresponding author receives a PDF proof and must return corrections within 3 working days. Only typographical errors may be corrected at this stage.
- **Publication:** articles are published online with a permanent AJATE article number as soon as they are finalised ("early view") and are then assigned to an issue.
- **Sharing:** authors may share the final published version anywhere (institutional repositories, ResearchGate, personal websites), citing the article page on www.ajate.org.
- **Corrections:** errors found after publication are handled under the *Corrections, Retractions and Appeals Policy*.

15. Contact

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