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Cover Letter & Submission Checklist

Complete both parts and upload them with your manuscript

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Part A: Cover Letter Template

[Date]

The Editor-in-Chief

African Journal of Applied and Theoretical Economics (AJATE)

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Dear Editor,

Submission of manuscript: "[Title of manuscript]"

I/We wish to submit the above manuscript for consideration as a [Research Article / Policy Paper / Review Article / Short Communication] in the *African Journal of Applied and Theoretical Economics*.

[In 3–5 sentences: what question the paper addresses, the data and method used, the main findings, and why they matter to the journal's readers and to policy in Africa.]

In submitting this manuscript, I/we confirm that:

- the manuscript is original, has not been published before in any form or language, and is not under consideration by any other journal;
- all authors have read and approved the manuscript and agree to its submission;
- any prior dissemination (preprint, working paper or conference presentation) is disclosed here: [details, or "none"];
- all competing interests and funding sources are declared in the attached Declaration of Interests form;
- if accepted, the authors agree to publication under the CC BY 4.0 licence; the submission fee has been paid [or: request a full/partial waiver for the following reason: …].

[Optional: names and emails of up to three suggested reviewers with no conflict of interest (not co-authors in the last 5 years, not from your institution), and any reviewers you wish to exclude, with reasons.]

Yours faithfully,

[Name of corresponding author]

[Position, Department, Institution]

[Email | Phone | ORCID iD]

Part B: Submission Checklist

Tick each item before submitting. Incomplete submissions will be returned to the author before review.

Manuscript title	
Corresponding author	
Date	

Files

Title page with all author names, affiliations, emails, ORCID iDs, acknowledgements, funding and author contributions (a separate file, or the first page of a single soft copy).

☐ Anonymised manuscript (.docx) with no author-identifying information, including in the file properties.

☐ Cover letter (Part A).

Signed Declaration of Interests and Authorship form.

Supplementary files, where applicable (data, code, questionnaire, online appendix).

Manuscript content

☐ Title is concise (max. 20 words) and a running title (max. 60 characters) is provided.

☐ Abstract is 150–250 words and contains no citations.

☐ 4–6 keywords and at least two JEL codes are given.

The manuscript is within the page limit (20 pages for research articles, including tables and references).

☐ The manuscript follows the AJATE template: A4, Times New Roman 12 pt, 1.5 spacing, page and line numbers.

☐ Headings are numbered (1., 1.1, 1.1.1).

☐ Tables are editable Word tables with titles and sources; figures are at least 300 dpi.

☐ Equations are typed in an equation editor and numbered.

☐ Regression results are presented in formatted tables, not raw software output.

☐ Data availability statement and generative-AI declaration are included.

References

☐ References follow APA 7th edition style.

☐ Every in-text citation appears in the reference list, and vice versa.

☐ DOIs are included as full URLs wherever available.

☐ All references are real and have been checked against the original sources.

Ethics

☐ The work is original and not published or under review elsewhere.

☐ All quoted or reused material (including the authors' own published work) is properly cited.

☐ Human-subject research (e.g. surveys) has ethical approval or an explanation of why it was not required, and informed consent was obtained.

All authors meet the authorship criteria and have approved the submission.

Corresponding author: _____

Signature: _____

Date: _____