GUIDE FOR CONTRIBUTORS:

MANUSCRIPT FORMAT
Submissions should be typed double-spaced, fully justified, and in Times New Roman Font Size 12 (for the main paper as well as endnotes, quotations, and reference list) on 8.5” x 11” or A4 paper as a Word document. The usual span of submissions is as follows:

i. article: 5,000-8,000 words (inclusive of abstract, key words, references, and endnotes)
ii. review: 500-2,000 words
iii. interview: 2,000-4,000 words

ABSTRACT AND KEYWORDS
The manuscript of an article should include an abstract of not more than 100 words as well as five key words, placed immediately after the abstract.

DOUBLE-BLIND PEER REVIEW
For the purpose of double-blind peer review, the first page of each manuscript should not bear the name of the author. Nor should there be any detail in the body of the paper to give away the author’s identity and institutional affiliation. Members of the editorial team shall treat submitted papers with the utmost confidentiality.

AUTHOR IDENTIFICATION
Each contribution should be accompanied by a separate sheet indicating the title of the paper as well as the following information about the author: (1) full name (family name last); (2) institutional affiliation; (3) current status, e.g., Student Researcher, Lecturer, Senior Lecturer, Professor, etc., and (4) a short declaration that the manuscript has neither been published nor submitted elsewhere for publication.

SUBMISSION
Contributions should be submitted as e-mail attachments to editorljh@ug.edu.gh and ahasaah@ug.edu.gh. LJH writes to all contributors to acknowledge receipt of submissions within a week. Contributors should kindly note that, as a rule, LJH does not publish papers from the same author in consecutive issues of the journal. Similarly, LJH does not publish multiple articles by the same author in one issue.

CONSISTENCY IN USE OF LANGUAGE
Spelling, punctuation, and usage should, as much as possible, be consistently British (She avers, ‘Human behaviour can sometimes be understood in the light of responses to the “family code of honour”, societal organisation and even cultural artefacts’.) or American
(She avers, “Human behavior can sometimes be understood in light of responses to the ‘family code of honor,’ societal organization, and even cultural artifacts.”)

Please note that should the punctuation, spelling, and usage in a quoted text conflict with those of your adopted style, this should not occasion a variation of the source text nor a [sic] tag in your paper.

GENDER-SENSITIVE LANGUAGE
Contributors are encouraged to use bias-free and inclusive terms, e.g.:

- “human resource development” instead of “manpower development”
- “to operate/run the front desk” for “to man the front desk”
- “comprehensive plan” or “vision” for “master plan”
- “work force” or “labor force” for “manpower”
- “staff hours” for “man-hours”
- “the President’s first/inaugural speech” for “the President’s maiden speech”
- “neutral zone” or “uninhabited territory” for “no-man’s’ land”
- “skill” for “workmanship”
- “husband and wife” for “man and wife”
- “strong enough” for “man enough”
- “To each according to their ability” for “To each according to his ability”
- “non-identical twins” for “fraternal twins”
- “the French” for “Frenchmen”


REFERENCE STYLE
LJH has since Vol. 25 adopted the documentation style of the American Psychological Association (APA) and therefore, expects all contributors to rigorously format their references using the APA model.
CITATIONS

In line with APA style, citations should be done in the text, not in endnotes or footnotes. In-text parenthetical citation could take one of the following forms:

i. “The sea was both hostile and docile, the ultimate trickster. It was as large as it was small, as long as you could claim a portion of it for yourself” (Danticat, 2013, p. 199). *Direct quotation of less than 40 words

ii. Ajayi (2005) argues:

wealthier states have had the privilege of extended periods of running protectionist economies. The development of globally competitive industries in these countries can be linked both to the important protectionist policies that shielded business enterprise in its infancy and to creativity. England, for example, was already a great industrial power before it adopted free trade in the 1840’s….Thus, the notion of free trade is illusory….Every state’s economy is protectionist by most standards. (p. 224)

*Direct block quotation of more than 40 words.

iii. In the opinion of Spivak (1988), some of the most radical criticism emanating from the West is motivated by the palpably hegemonic desire of maintaining the West as the dominant subject in discourse and of power (p. 271). *Paraphrase

iv. Further evidence of the relevance of proverbs to everyday life can be found in Tamale (1999), Hussein (2005), Yankah (1985/2012), and Mieder (2014). *Synthesis

v. As works by Clavell (1975), Onyewuenyi (1993), Steegstra (2005), and Bugul (2014) show, cultural conflicts dialectically engender cultural coexistence and transformation. *Synthesis

vi. Although Anderson’s *Imagined communities* (1983/2006) is largely predicated upon the political history of the Global South, few can contest the light it sheds on the genesis and survival of all modern nation-states. *Summary

NB: Please note that endnotes should only be used sparingly for further explication of ideas.
CITATION OF YOUR OWN TRANSLATED PASSAGES
Place your own translated passage in brackets just below the original text, e.g.,

In the words of Eliacheff and Heinich, “il est aussi des épouses dont la passion se porte plutôt sur le statut social du ménage, qu’elles sont chargées de représenter et d’incarner” (2002, p. 79).
[“there are also some wives whose passion rather centers on the social status of the couple, status which they are obligated to represent and embody” (2002, p. 79, own translation)].

REFERENCE LIST
All cited works should be collated at the end of each paper under the heading “References” (boldfaced and centered).
The reference list should:
   i. begin on a new page
   ii. arrange authors’ names in alphabetical order
   iii. incorporate all the cited works in the paper
   iv. respect the APA format


**MORE EXAMPLES OF APA DOCUMENTATION FORMAT:**

**Single-authored Book**

**Book with Multiple Authors**

**Translated Book**

**Edited Book**

**Public Lecture**

**Chapter in Anthology or Edited Book**

**Encyclopedia Entry**

Book by Corporate Author or Government

E-book

Journal Article

Journal Article Accessed from a Database
i. Periodical with Uniform Resource Locator (URL)

ii. Periodical with Digital Object Identifier (DOI)

iii. Periodical with Combined URL and DOI

Paper in Conference Proceedings
Thesis or Dissertation

Film or Video

Musical Recording where the Composer and the Recorder are the Same

Musical Recording where the Songwriter and the Recorder are Different


Blog/Weblog Post

Blog/Weblog Comment

NB: For further illustrations of the APA style, please consult *Publication manual of the American Psychological Association* (6th ed.).
SYMBOLS
Conventional, current type-faces are to be used. Special symbols and diagrams should be avoided as much as possible.

ASSESSMENT CRITERIA
Papers submitted are assessed in these areas:

i. Overall general academic merit
ii. Theoretical grounding in the relevant current literature
iii. Quality of argumentation and reasoning
iv. Sophistication in language usage and expression
v. Technical aspects (i.e., crafting of abstract and key words, respect of journal’s house style and APA documentation model, etc.)

FEEDBACK FROM LJH
The LJH team intends to provide feedback to contributors between two and six months upon receipt of submissions. At the end of the review process, the Editor takes a decision on the publication of the paper, guided by the verdict of the reviewers to whom the paper has been sent. Typically, reviewers are requested to make one of the following pronouncements on the paper:

- It is suitable for publication in its current form
- It is publishable subject to minor changes
- It is not suitable for publication

Once a decision on publication is made, LJH conveys this, together with reviewers’ comments and recommendations, to the contributor. If the paper has been accepted for publication, the Editor will indicate, in the letter of acceptance, the volume, number, and year in which it will be issued. The dates of submission and acceptance will be inscribed on the published article.

TYPE PROOFS
Authors will be sent typeset proofs of their manuscripts for their final input before publication. Please note that at this stage, major revisions are not acceptable.

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