



CENTRE FOR FOREIGN RELATIONS
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The International Diplomatic Review-Journal (IDRJ)

About IDRJ

The International Diplomatic Review-Journal (IDRJ) is a peer-reviewed journal managed by the Centre for Foreign Relations under the Department of Short Courses, Research, Consultancy and Publications. It targets at serving local and international institutions working towards solving political, socio-economic, and cultural problems and related issues in Tanzania, African and the wider global community.

Focus and Scope

The focus of the journal is to publish scholarly works on a wide range of issues related to International Relations, Diplomacy, Peace, Conflict Resolution, Economic Diplomacy, Foreign Languages, Great Lakes Region, Indian Ocean Security, Diaspora, Civil-Military Relations, Terrorism and Counterterrorism, Small Arms and Light Weapons, Human Security, Human and Drug Trafficking, Investment, Tourism, Cross-border Trade and Investment, Regional Cooperation, Democracy, Human Rights, Elections, Negotiations Refugees and Forced Migrations, Diplomatic Communication, Globalization and other related fields.

The International Diplomatic Review-Journal invites both national and international contributors.

Publication Frequency

The journal is published twice a year, June and December.

Privacy Statement

The names and email addresses entered in this journal will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Submission of Articles

Submissions of articles can be made via janeth.malleo@cfr.ac.tz and copied to cfr@cfr.ac.tz

The Review Process

The review process undergoes the following stages:

1. Receipt of articles from authors.
2. Correction of errors by the chief editor and making initial feedback to authors.
3. Articles sent to the editorial board for vetting before sending to peer reviewers.
4. Articles will be sent to peer reviewers who are experts in the respective fields of the articles.
5. Articles will be sent to the authors for appropriate corrections.
6. Articles will be resent to the editorial board for final vetting.
7. Articles compilation by the editorial board.
8. Professional proofreading editing.
9. Journal typesetting.
10. Sample journal printed.
11. Dummy copy to be proofread and corrections made.
12. Journal publication (uploading and printing hard copies).

Author Guidelines

In preparing articles for submission to IDRJ authors are advised to observe the following:

1. The entire article shall be in Times New Roman font, size 12, Double Spaced, Justified and paginated. Submitted articles shall be in an original editable file in one of the (MS Word, doc)

style files. All figures, images, tables, charts should be embedded into the original file within their respective locations.

Other Specifications of the Article

i. Language

The articles shall be in United Kingdom English.

ii. Length of the article

The length of the submitted paper shall be between **5,000 - 8,000 words** or **15 to 20 pages**.

iii. Margins

The allocated margins for the research paper are as follows:

- Top edge: 2.5 cm (1 inch)
- Right side: 2.5 cm (1 inch)
- Left side: 3.8 cm (1.5 inches)
- Bottom edge: 2.5 cm (1 inch)

iv. Font Size and Referencing Style

The entire text should be in Times New Roman 12. Authors are to consistently use either APA or Chicago with footnotes style when writing and referencing.

v. Numbering

We recommend the use of the alphanumeric system. The main headings in the text shall be numbered from 1.0. For example, the first subheading will be 1.1 and the first subheading under 1.1 will be 1.1.1. Follow the procedure for the second and subsequent main headings and their respective subheadings.

2. Title Page: The title of the article should appear on the first page. The title shall be in Times New Roman font, size 14, all words capitalised. The title should represent the contents of the article. The title page should also indicate the author's full name, institutional affiliation and e-mail address.

3. Abstract: The abstract shall contain a maximum of 150 words, as well as five keywords that do not appear in the title. The abstract shall indicate what is the article all about, the key argument/assumption, a summary of the main issues that the paper addresses/covers, conclusions, and recommendations (if any).

4. Structure of the article

The article is expected to contain the following key sections, although authors are not necessarily duty-bound to perfectly comply with this structure: Introduction, methods or procedures, results or findings, conclusions or implications, recommendations, and references.

5. Referencing Style

At least 50% of all references used shall be less than five years of publication. All sources of information cited in the text should be presented in a list of References using the sixth version of the American Psychological Association (APA) referencing style or Chicago footnotes/endnotes style for the 17th edition.

Some examples of APA referencing style:

A. In-text citations

APA uses the 'author-date' style of referencing. That is, in-text references (generally) appear in the following format: (Author's Last Name, Year of Publication).

..... toward class and other students (Weinstein, 2007).

Author as part of the text, the year of publication in parenthesis.

Malisa (2004) further stressed that it is evident...

When directly quoting from a source, you must include the page number(s) and enclose the quote in double quotation marks.

Example: “A woman must have money and a room of her own if she is to write fiction” (Woolf, 1929, p. 6).

Note: For multiple pages, use the abbreviation ‘pp.’ Include the full-page range, i.e. ‘64-67’.

Example: Woolf (1929, pp. 64-67) observes that...

The following are examples of citing from two authors: Cite both names each time the reference appears in the text. Do not use et al.

Emmanuel and Rose (2008) further stressed that it is evident...

Authors and year in parenthesis, use the symbol ‘&’ to separate the authors, followed by a comma to separate the year.

...livestock keepers and crop farmers (Ismaeel & Ahmed, 2009).

The following are examples of citing from three and more authors:

Cite all the names of the authors the first time you cite.

Kimaro, Joseph, and Moureen (2006) pointed out that...

Cite the same three and more authors within the same paragraph. In this situation, cite the first author followed by et al. and exclude the year.

Kimaro, Joseph, and Moureen (2006) pointed out ... Kimaro et al. also...

Cite the same three and more authors in subsequent paragraphs. In this case, cite the first author, et al., and include the year of publication.

Kimaro et al. (2006) discovered...

Some examples of Chicago footnotes/endnotes style;

In the Chicago style, footnotes or endnotes are used to reference pieces of work in the text.

To cite from a source a superscript number is placed after a quote or a paraphrase.

Citation numbers should appear in sequential order.

If using endnotes, numbered notes will appear on a separate, endnotes page at the end of your document and before the bibliography page. The page should be titled Notes (centered at top).

Footnotes must appear at the bottom of the page that they are referred.

Example

Political advisors were confident in their point-lead¹.

Foot/Endnote

1. Newton Minow and Craig LaMay, *Inside the Presidential Debates: Their Improbable Past and Promising Future*, (Chicago: University of Chicago Press, 2008), 24-25.

Footnotes/Endnotes are paired together with a bibliography at the end of the research publication.

B. Some Common Referencing Formats

Journal Article:

Guion, R.M. (1973). A note on organizational climate. *Organizational Behaviour and Human Performance*, 9(1), 120 – 125.

Book:

Schein, E.H. (1980). *Organizational psychology* (3rd ed.). Englewood Cliffs, NJ: Prentice-Hall.

Article or Chapter in Book:

Guion, R.M. (1991). Personnel assessment, selection, and replacement. In M.D. Dunnet & L.M. Hough (Eds.), *Handbook of industrial and organizational psychology* (pp. 327 - 397). Palo Alto, CA: Consulting Psychologists Press.

Dissertation or Thesis:

Mauer, K.F. (1976). *The assessment of human resources utilization*. Unpublished D Com Thesis. Rand Afrikaans University, Johannesburg.

From the Internet:

United Nations. (2002). *New marketing strategies* [online]. Available at: <http://www.admar.com/marketing2001/> (Accessed 10 December 2002).

Book Reviews

The IDR Journal also invites books reviews. The reviewed book shall not be more than six months (for an online publication) and one year (for a normal book) since the date of publication.

Relevant books are scholarly monographs and collections that fit within the scope of the journal. Please note that the IDRJ does not, except in very rare cases, review autobiographies, memoirs, fiction, reference books, reprints, or revised editions.

A book review should evaluate the arguments of a book rather than repeat information readily available online. In other words, it should *not* be a chapter-by-chapter summary of a text, but rather a critical discussion of its theses, structure, and style that places the text within the

context of scholarly literature. IDR journal wants to hear your opinion and expects reviews to be well written, lively, and engaging. The length of the review shall be 15 -20 pages.

The book review must contain the publication and reviewer data above the main text, using this format:

Full name, ***The Title of the Book***, Series Title (Place of Publication: Publisher, Date of Publication).

Reviewed by; Full name, Affiliation Institution, and email address.