



**ΠΑΜΙΒΙΑ UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

**FACULTY OF COMMERCE, HUMAN SCIENCES AND EDUCATION**

**DEPARTMENT OF COMMUNICATION AND LANGUAGES**



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**EDITORIAL GUIDELINE OF NAWA JOURNAL OF LANGUAGE AND COMMUNICATION (NJLC)**

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Management of NJLC and OJS Guide



5 SEPTEMBER 2022

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## **PART ONE**

### **EDITORIAL GUIDELINES**

#### **1. POLICY MANDATE**

The guidelines hereunder follow NUST Research, Innovation and Partnership Policy (18 August 2020) which stipulates that the publication in NUST approved academic journals includes NUST research-based, peer reviewed academic journals (Refer 9.1.5).

#### **2. PURPOSE**

This guideline describes the procedures and rules for the publication process of NAWA Journal of Language and Communication (NJLC). NAWA Journal of Language and Communication is published bi-annually in June and December by the Department of Communication and Languages, Faculty of Commerce, Human Sciences and Education at the Namibia University of Science and Technology. It is a peer-reviewed (double-blind) journal whose goal is to advance knowledge in human language, communication, and literature. The journal publishes academic articles dealing with empirical research findings, pedagogical methodologies, critical analyses and theoretical perspectives in language, literature and communication and related disciplines such as linguistics and information and communication technologies. NAWA journal encourages research without boundaries and expands the frontiers of knowledge and skill in languages, literature, and communication and related areas.

#### **3. PEER REVIEW PROCESS**

All papers will be reviewed through a double-blind process. Reviewers and journal editors are expected to provide comments and critiques in a confidential, constructive, prompt, and unbiased manner appropriate for their position of responsibility. Collegiality, respect for the author's dignity, and the search for ways to improve the quality of the manuscript should characterize the review process.

Author(s) identity is removed from the manuscript and shielded from the reviewers during the review process. The reviewer is left with only the manuscript without any information that might enable him/her uncover the identity of the author(s). Information removed includes the author(s) name, address/affiliation, country, phone/fax and email. Any information in the Acknowledgement and Declaration of Conflict of Interest that may lead to the uncovering of the identity of the author is also removed from the manuscript prior to sending it to reviewers.

Manuscripts are assigned to members of the editorial board of the journal or other qualified reviewers. Reviewers make one of the following recommendations:

1. Accept
2. Accept with minor revision
3. Revise and resubmit
4. Reject

A Review Certificate is issued to reviewers after the review of the manuscript and or their name appears on the second page of the journal. The review reports are sent to the authors. However, reviewers' identity is removed from the review reports. The author(s) is left with only the review reports/recommendation without any information that might enable him/her uncover the identity of the reviewers. A minimum of two review reports are required per manuscript. On receipt of the author(s) revised manuscript, the original manuscript, the revised manuscript and the review reports are sent to the editor. The Internal editorial board makes one of the following decisions:

1. Accept
2. The Manuscript Requires Improvement
3. Reject

Only the Internal Editorial Board has the authority to "Accept" or "Reject" a manuscript. If a manuscript is "Accepted", an Acceptance Certificate is issued to the author(s) and the manuscripts are processed for publication. If a manuscript is rejected, the authors are informed of the decision and no further processing is done on the manuscript. If a manuscript requires improvement, it is sent to the author(s) with the editor's recommendation for further revision.

#### **4. AUTHORSHIP**

An author is an individual who has significantly contributed to the development of a manuscript. NJLC recommends that authorship be based on the following four criteria:

Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND

1. Drafting the work or revising it critically for important intellectual content; AND
2. Final approval of the version to be published; AND

3. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

#### **5. SUBMISSION OF MANUSCRIPT**

Authors should read the “Instruction for Authors” on the journal’s page before making a submission. Manuscript should be prepared according to the style and specifications of the journal’s policy. All authors should approve the final version of the manuscript prior to submission. Once a manuscript is submitted, it is therefore assumed that all authors have read and given their approval for the submission of the manuscript. Contact information of all authors should be stated on the manuscript. Surname/Other names, affiliation, emails, and phone/fax numbers.

#### **6. CONFLICT OF INTEREST**

Reviewers should disclose any conflict of interest and if necessary, decline the review of any manuscript they perceive to have a conflict of interest with Board Members or the Editor should also decline from considering any manuscript that may conflict with their interest. Such manuscripts will be re-assigned to other editors. Authors should disclose all financial/relevant interest that may have influenced the development of the manuscript.

#### **7. ACKNOWLEDGEMENT**

Individuals who participated in the development of a manuscript but do not qualify as an author should be acknowledged. Organizations that provided support in terms of funding and/or other resources should also be acknowledged.

#### **8. CONFIDENTIALITY**

A submitted manuscript is a confidential material. NJLC will not disclose submitted manuscript to anyone except individuals who partake in the processing and preparation of the manuscript for publication (if accepted). These individuals include editorial staff, corresponding authors, potential reviewers, actual reviewers, and editors. However, in suspected cases of misconduct, a manuscript may be revealed to members of the Internal Board and institutions/organizations that may require it for the resolution of the misconduct.

#### **9. MISCONDUCT**

Misconduct constitutes violation of this editorial policy and publication ethics, or any applicable guidelines/policies specified by Namibia University of Science and Technology . Any other activities

that threaten/compromise the integrity of the research/publication process are potential misconducts.

#### **10. CORRECTION AND RETRACTION OF ARTICLES**

Corrections may be made to a published article with the authorization of the editor of the journal. Editors will decide the magnitude of the corrections. Minor corrections are made directly to the original article. However, in cases of major corrections, the original article will remain unchanged, while the corrected version will also be published. Both the original and corrected version will be linked to each other. A statement indicating the reason for the major change to the article will also be published.

#### **11. PROTECTING INTELLECTUAL PROPERTY**

Protecting intellectual property is a primary responsibility of the reviewer and the editor. Reviewers, therefore, will not use ideas from or show another person the manuscript they have been asked to review without the explicit permission of the manuscript's author, obtained through the journal editor. Advice regarding specific, limited aspects of the manuscript may be sought from colleagues with specific expertise, provided the author's identity and intellectual property remain secure.

#### **12. RESUBMISSIONS**

Manuscripts that have been rejected are not eligible for further consideration by the same journal and thus should not be resubmitted. If a revision is allowed, it will be explicitly stated in the Editor's decision. Other revisions of previously rejected manuscripts will be promptly returned to the authors without review.

#### **13. PLAGIARISM**

As defined by the Merriam-Webster dictionary, to plagiarize is "to steal and pass off (the ideas or words of another) as one's own," "use (another's production) without crediting the source," or to "present as new and original an idea or product derived from an existing source" (<http://www.merriam-webster.com/dictionary/plagiarize> Accessed June 9, 2015). NJLC considers other forms of plagiarism to include "self-plagiarism"—instances in which an author borrows from his or her own previously published work without the proper citation. It is also unacceptable to submit manuscripts to NAWA that have previously been published anywhere in any language. It is the authors'

responsibility to inform or notify the Editor upon submission if there is any doubt whether a manuscript may violate any of these terms.

#### **14. CONCURRENT REVIEWS**

NJLC policy prohibits an article under review at NAWA journal from being concurrently reviewed at another journal without prior discussion with and written permission from the involved NAWA journal editor.

#### **15. FALSIFICATION OF DATA/MISREPORTING OF DATA**

NAWA expects all submissions to include data that are honestly and accurately reported according to the accepted best practices of scholarly publishing. In any instance of suspected misconduct, the NAWA Editorial Board pledges to carry out the process of detection, investigation, and penalty with fairness and confidentiality during the internal inquiry.

#### **16. PENALTY**

In the event that an author (or authors) is found to have engaged in some form of misconduct, he/she will be subject to a penalty, the nature and extent of which will be determined by the Dean of the Faculty of Human Sciences and Research and with the advice and counsel of the Internal Board Members. The penalty will be commensurate with the nature of the offense and will likely include a ban on submitting articles to the NAWA Journal for a period of time. All sitting Editors of NAWA journal will be informed of the penalty. The Board is empowered to customize penalties for each individual author in instances in which multiple authors are involved. In extreme circumstances, the Board reserves the right to inform an author's institution, depending on the seriousness of the offense.

#### **17. CORRECTIONS AND RETRACTION POLICY**

NJLC believes that knowledge dissemination among academic community demands transparency in publishing process. Published articles known as "Version of Record" considered as complete, accurate to the best of its possibility, complete and citable. LLR describe this "Version of Record" as the article paginated in a volume and issue or the initial article publication for open access journals (Open Access journals do not publish any additional versions such as paginated issue/volume versions).

#### **Steps prior to the Version of Record**

Published articles (online) can be easily cited, download and read, any subsequent modifications can

potentially impact those who cite/ read the earlier version. NJLC equipped authors to ensure the accuracy of their content in the form of “Galley Version” prior to be published online. The main objective of sharing Galley Version with author is to confirm the veracity of content so that we could upload error free files on our website and then proceed with the publication process (hard copy).

Exception involved when the article is published online but the issue is not published yet, then at the time of printing limited corrections can be made at the discretion of journal editor.

Published article in a journal is assumed as the version of record and cannot be altered except where legally required. In case of an error, we will notify an erratum or corrigendum notice to all readers to the problem.

### **Retraction Policy**

Authors who discover errors in articles they have published should have the corresponding author contact the journal’s editorial office with a detailed description of the correction that is needed. Corrigenda (corrections of author’s errors) and errata (corrections of publisher’s errors) will be published at no charge to the authors. Requests for corrections that affect the interpretation or conclusions of a published article will be reviewed by the editors. An article may be retracted when the integrity of the published work is substantially undermined owing to errors in the conduct, analysis and/or reporting of the study. Violation of publication or research ethics may also result in a study’s retraction. The original article is marked as retracted, but a PDF version remains available to readers, and the retraction statement is bi-directionally linked to the original published paper. Retraction statements will typically include a statement of assent or dissent from the authors. In exceptional circumstances, the editorial office reserves the right to remove an article from the journal’s online platforms. Such action may be taken when (i) the editorial office has been advised that content is defamatory, infringes a third party’s intellectual property right, right to privacy, or other legal right, or is otherwise unlawful; (ii) a court or government order has been issued, or is likely to be issued, requiring removal of such content; (iii) content, if acted upon, would pose an immediate and serious risk to health. Removal may be temporary or permanent. Bibliographic metadata (e.g. title and authors) will be retained, and will be accompanied by a statement explaining why the content has been removed.

### **18. Formatting Guideline**

- Articles submitted to NJLC should be between 7,000 to 8,000 words. It should be accompanied by an abstract consisting of 150- 200 words. The submitted article should cover Introduction, brief



literature review, theoretical framework, research methods, results and discussions, conclusions.

- The abstract should be written in italic. Below the abstract, the author(s) should provide 3- 5 keywords with the font size 11.
- To facilitate the blind review process, author's names (without academic titles), institutional affiliations, and the email address of the corresponding author should appear only on a detachable cover sheet.
- Author(s) should include a short bio, in not more than 70 words.
- The submitted article should be written in British English in single space, APA referencing, using *Microsoft Word*, font size 11, *Calibri*, 2.54 in all sides.
- The title should not exceed 15 words, and should be capitalized, centered, with font *Calibri* 14.
- The sources cited in the body of the manuscript should appear in the reference, and all sources appearing in the reference should be cited in the body of the article.
- Proofs will be sent to the author for correction and should be returned to the editor by the deadline given.
- Format of research paper will be sent to the author once the paper has passed the initial screening.
- The Journal Editorial Management Team reserves the right to make editorial changes to any manuscript accepted for publication to enhance clarity and style.
- The editorial team has the final decision to accept or decline papers.
- In case of multiple authors, indicate which one is the corresponding author AND provide a mobile telephone number for the corresponding author.

## **19. EFFECTIVENESS OF THE POLICY**

This Editorial Policy shall be effective as of 30 June 2022

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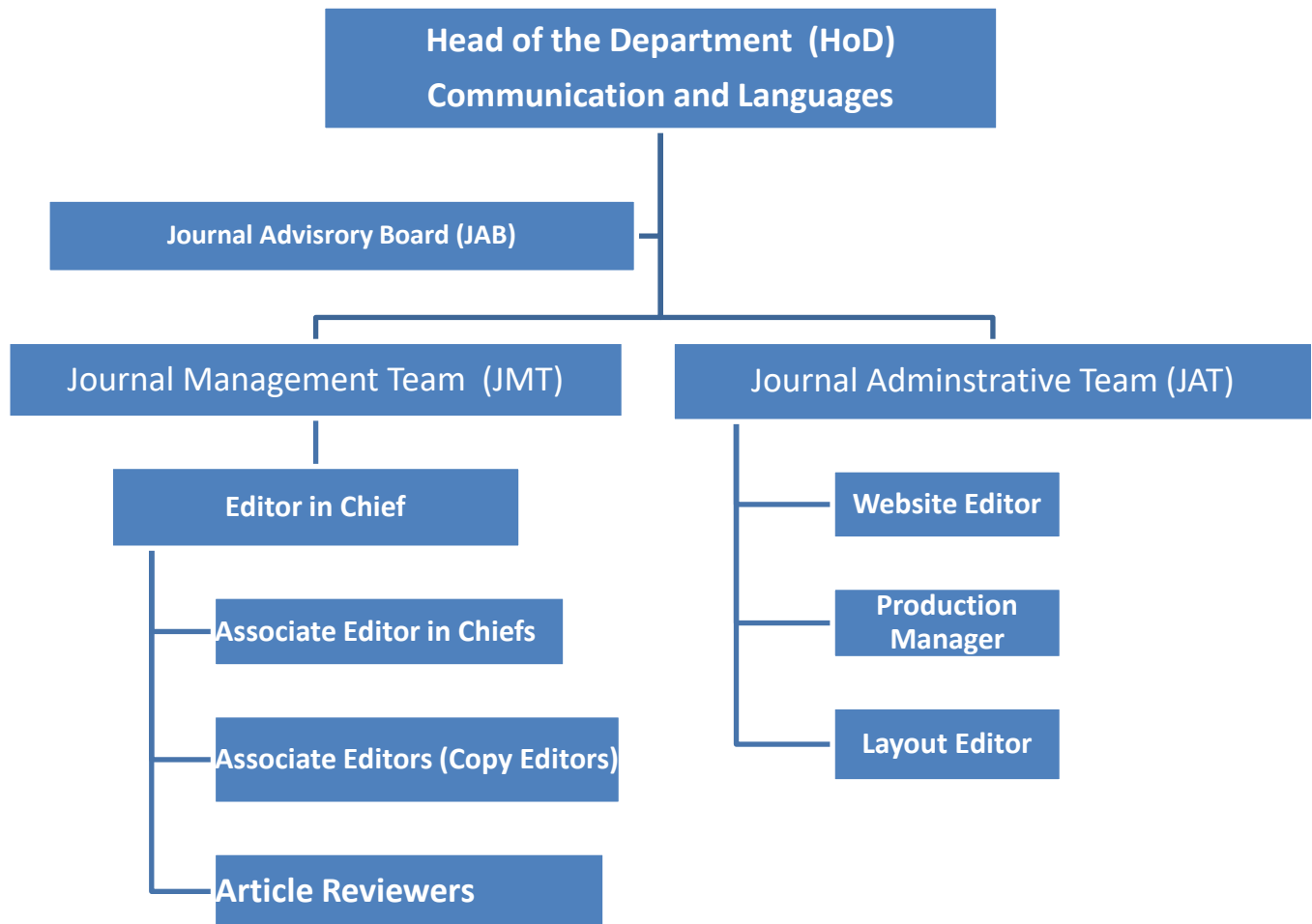
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<https://www.elsevier.com/reviewers/role>

<https://innspub.net/a-reviewer-responsibilities-with-scholarly-journals/>

## PART TWO

### MANAGEMENT OF NJLC



#### 1. NJLC EDITORIAL AND ADVISORY BOARD MEMBERS

The roles of an Editorial Board members may include (but are not limited to):

- Provide scientific expertise for the journal
- Review and submit articles
- Help the Editorial Team to attract high-quality manuscripts, for example by promoting the journal at relevant conferences
- Provide feedback and suggest improvements for the journal
- Suggest topics and authors for commissioned reviews and commentaries
- Provide scientific expertise for the journal

- Identify new topics for commissions, special editions and advising on direction for the journal—giving feedback on past issues and making suggestions for both subject matter and potential authors
- Provide content by writing occasional editorials and other short articles
- Approach potential contributors
- Identify appropriate conferences for editors to attend
- Endorse the journal to authors, readers, and encourage colleagues to submit their best work

## **2. HEAD OF THE DEPARTMENT OF COMMUNICATION AND LANGUAGES**

The HoD of the Department of Communication and Languages shall fulfil the following roles:

- Protect the journal from interference and ensure academic independence
- Ensure that journal team members are given the time to perform their duties
- Support the journal if problems occur, e.g., missed publication deadlines
- Assist in promoting the journal as part of the Department Communication and Languages
- Celebrate and recognize team members for exceptional work
- Allocate the necessary budget and reduce workload of the Editorial Team
- Chair Editorial Board Meeting every year
- Appoint Editor in Chief, Associate Editor in Chiefs, Associate Editors, and a secretary

## **3. EDITORIAL MANAGEMENT TEAM (EMT)**

The **EMT** shall fulfil the following roles:

- Editors are ultimately accountable for the quality of their journal's content.
- Editors are responsible for identifying important 'hot topics', sourcing high quality manuscripts, handling day-to-day paperwork, and organizing the flow of manuscripts (i.e. from author to referees and back and finally to the publisher).
- The two most important attributes of a good editor are (1) having a detailed knowledge of the subject area and (2) being organized.
- Depending on the size of the journal, the number of editors can range from one or two people to many more.
- Meets regularly to approve articles, reviewers, and the final volume
- Members include the Editor in Chief, Associate Editor in Chiefs and Associate Editors
- The Editor in Chief chairs regular meetings

- Keeps minutes of meetings, manages data, and records review reports

#### **4. EDITOR-IN-CHIEF (EID)**

The EID shall fulfil the following roles:

- Manages any print or digital publication of the Journal
- Determines the look and feel of the publication, has the final say in what is published and what isn't, and leads the publication's team of editors, copyeditors, and writer
- The most senior editor who has overall responsibility for the journal.
- Leads the editorial team in the production of two issues annually
- Provides strategic direction for NJLC in collaboration with the editorial team
- Approves the publication and distribution of the journal
- Promotes the journal to authors and readers across [x institution / department / field of research]
- Chairs the meeting of the Editorial Management and Administrative Team regular meetings
- Recruits new members for the editorial team as required.
- The Editor in Chief chairs regular meetings
- Works for two years and can be assigned only for one more term
- Associate Editors (Copy Editors

#### **5. DEPUTY EDITOR IN CHIEFS (DEID)**

The DEID shall fulfil the following roles:

- Send articles to internal and external reviewers
- Follow up the revision of articles in the line with the comments of internal and external reviewers
- Ensure that each article has followed a consistent APA style and British English
- Check the similarity index of each article through Turnitin
- Compile article for language editing purpose
- Assume the role of Editor-in-Chief in the absence
- Submit the final volume to the Editor in Chief and Managing Team for approval
- Serve as primary decision-makers when asked to do so by the Editor-in-Chief.
- Assist the Editor-in-Chief and other section editors in editing articles for style and length
- Work for two years and renewable for another two more years

## **6. ASSOCIATE EDITORS (AS)**

Associate Editors or sometimes called as Copyeditors shall fulfil the following roles:

- Proofreads the text and correct spelling, grammar, and punctuation errors.
- Verifies factual correctness of information, such as dates and statistics.
- Checks text for style, readability, and adherence to editorial policies.
- Arranges page layouts of photos, articles, and advertisements.

## **7. ARTICLE REVIEWERS (AR)**

The DEID shall fulfil the following roles:

- Provide written, unbiased feedback in a timely manner on the scholarly merits and the scientific value of the work, together with the documented basis for the reviewer's opinion
- Indicate whether the writing is clear, concise, and relevant and rating the work's composition, scientific accuracy, originality, and interest to the journal's readers
- Avoid personal comments or criticism
- Provide constructive feedback on the manuscript, including recommendations on whether the article is ready for publication.
- Provide unbiased comments that should assist the author with revisions
- Maintain confidentiality of the review process during and after publication
- Ensure the rigorous standards of the scientific process by taking part in the peer-review system
- Fulfil a sense of obligation to the community and their own area of research
- Establish relationships with reputable colleagues and their affiliated journals, and increase their opportunities to join an Editorial Board
- Help prevent ethical breaches by identifying plagiarism, research fraud and other problems by dint of their familiarity with the subject area
- Reciprocate professional courtesy, as authors and reviewers are often interchangeable roles – as reviewer, researchers "repay" the same consideration they receive as authors

## **8. JOURNAL ADMINISTRATIVE TEAM (JAT)**

JAT comprises of the following team members:

### **8.1. LANGUAGE EDITOR**

- Ensures that the language, spelling, and grammar used in articles conform to journal specifications
- Checks the APA referencing for each article
- Ensure British English is used consistently

### **8.2. LAYOUT EDITOR**

- Manipulates design properties of articles like type size, font style, spacing, column width and placement, using software that allows them to view each page as it would appear in print.

### **8.3. WEBSITE EDITOR** (in the case of an OJS hosted journal)

- Looks after the technical administration of the journal site
- Creates and deletes accounts,
- Updates website information,
- Assists authors struggling to submit electronically,
- Communicates with the platform administrators.
- Informs the Editorial Team of the statistics of article views and downloads, etc.'

## **9. NJLC EDITORIAL AND ADVISORY BOARD MEMBERS (from 2022-2025)**

1. Niklaas Fredericks, Namibia University of Science and Technology, Namibia
2. Monwabisi Knowledge Ralarala, University of the Western Cape, South Africa
3. Sarala Krishnamurthy, Namibia University of Science and Technology, Namibia
4. Hugh Ellis Namibia University of Science and Technology, Namibia
5. Liberty Muchativugwa Hove, Northwest University, South Africa
6. Michele van der Merwe, Stellenbosch University, South Africa
7. Melchizedec J. Onobe, University of the Gambia, Gambia
8. Agnes Simataa, University of Namibia, Namibia
9. Josiah Sabo Kente, Nasarawa State University, Nasarawa State, Nigeria
10. Isaac Mhute, Midlands State University in Zimbabwe, Zimbabwe
11. Augustine Lwanga Bukenya, Makerere University, Uganda

12. Innocent Okoye, Afe Babalola University, Ado-Ekiti, Ekiti State, Nigeria
13. Godwin Siundu, University of Nairobi, Kenya
14. Felix Banda, University of the Western Cape, South Africa
15. Collen Sabao, University of Namibia, Namibia
16. Philippe-Joseph Salazar, University of Cape Town, South Africa
17. Vinit Kumar Jha Utpal, Sharda University, India
18. Gatitu Kiguru, Kenyatta University, Kenya
19. Getachew Woldemariam, Jimma University, Ethiopia
20. Muhammad Yousaf, University of Gujrat, Pakistan

#### **10. NJLC Editorial Team (2022-2025)**

1. Haileleul Zeleke Woldemariam, Editor in Chief, Namibia University of Science & Technology
2. Aletta Hautemo, Deputy Editor in Chief, Namibia University of Science & Technology
3. Sylvia Ithindi, Associate Deputy Editor, Namibia University of Science & Technology
4. Theresia Mushaandja, Language Editor, Namibia University of Science & Technology
5. Elina Ithindi, Production Manager, Namibia University of Science & Technology
6. Julia Indongo, Language Editor, Namibia University of Science & Technology

#### **11. NJLC Administrative Team (2022-2025)**

1. Stephen Visagie, Website Administrator, Namibia University of Science & Technology
2. Marlyna Nanus, Graphic Designer, Namibia University of Science & Technology
3. Olivia Louw, Technical Assistant, Namibia University of Science & Technology



## PART THREE

### TRANSFORMING NJLC TO OPEN JOURNAL SYSTEM (OJS) AS IN DECEMBER 2022

#### 3.1. Purpose

With the aim of taking forward open scholarship and open education as part of the NUST's commitment to social justice through the widest distribution of its scholarly output, NAWA Editorial Board proposes to join Open Journal System (OJS) as in December 2022. This decision to join OJS goes hand in hand with the approval of Open Access Journal by NUST Senate in April 2022. NJLC plans to join OJS as it aims to:

- share research and learning content that addresses applied linguistics, literature and communication research and teaching and learning imperatives.
- share research and learning content that contribute to Namibia and African applied research
- increase discoverability and visibility of scholarly output at NUST
- preserve, present and facilitate access to the institution's research and knowledge production.
- ensure the full participation of the NUST academy in global knowledge communities.
- develop research capacity within the institution and the region by sharing research knowledge and practices.
- manage the rising costs of library materials and access to scholarly knowledge.
- increase citations to and maximise the visibility of NUST scholarship
- join peer institutions regionally, nationally, and internationally as well as a growing number of governments and significant funding agencies globally in adopting open access practises, including but not limited to diamond open access publishing, NUST becomes part of an important and rapidly growing movement taking forward open scholarship and open education as part of its commitment to scholarly communication.