



**NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

FACULTY OF COMMERCE, HUMAN SCIENCES AND EDUCATION

School of Human Sciences and Education

DEPARTMENT OF COMMUNICATION AND LANGUAGES



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**GUIDELINE FOR THE NAMIBIAN JOURNAL OF LINGUISTICS, LIETRATURE AND COMMUNICATION  
STUDIES (NJLLCS)**

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Formerly known as NAMIBIAN JOURNAL OF LINGUISTICS, LIETRATURE AND COMMUNICATION  
(NJLLCS)



24 July 2024,

NUST, Namibia

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## PART ONE EDITORIAL GUIDELINES

### 1. Purpose of the Guideline

This guideline describes the procedures and rules for the publication process of NAMIBIAN JOURNAL OF LINGUISTICS, LITERATURE AND COMMUNICATION (NJLLCS). NJLLCS 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.

### 2. 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).

### 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. NJLLCS 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. NJLLCS 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). NJLLCS 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

NJLLCS 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

NJLLCS 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 describes 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).

#### 18. 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. NJLLCS 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 the 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 articles 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.

#### 19. 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.

#### 20. Archiving Policy

The Namibian Journal of Language, Literature and Communication Studies (NJLLSC) – previously known as the NAWA Journal of Language and Communication - has been published online since issue 16.1. Prior issues were submitted solely to EBSCOhost for paid access or were printed and sold. Even after moving to Open Access, issues are still submitted to EBSCOhost. EBSCO access is via their "Communication Source" database.

All issues have been added to the open journal systems (OJS) archive so that all issues of the journal



can be accessed from one place. <https://journals.nust.na/index.php/njlc/issue/archive>

- Printed copies of the journal are also distributed at a cost recovery fee.
- The Publisher allows author(s) the use of the final published version of an article (publisher pdf) for self-archiving (author's personal website) and/or archiving in an institutional repository after publication.
- Author(s) may self-archive their articles in public and/or commercial subject-based repositories. There is no embargo period; however, the published source should be specified and a link should be established to the web page where the article was published.
- Author(s) may download print of the article as a PDF document. Author(s) may send copies of the article to colleagues without embargo.
- The publisher allow all versions of papers (published version, accepted version, first version submitted) to be deposited in an institutional or other repository of the author's choice without embargo.

## 21. FORMATTING GUIDELINE

- Articles submitted to NJLLCS 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 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.
- The format of the 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.

## 22. EFFECTIVENESS OF THE POLICY

This Editorial Policy shall be effective as of 24 July 2024.

### References

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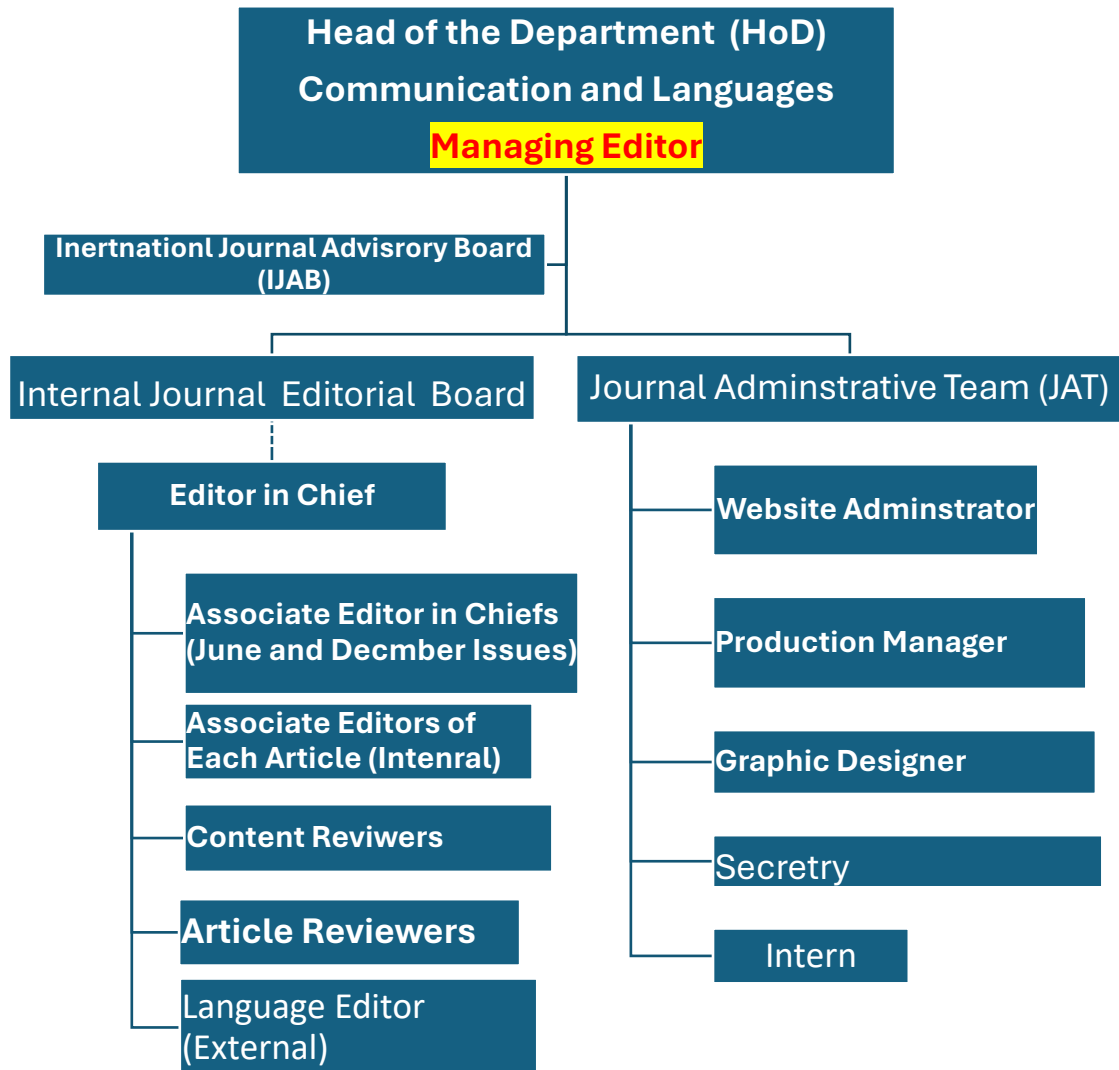
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<https://www.elsevier.com/reviewers/role>

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**PART TWO**  
**MANAGEMENT OF NJLLCS**



**JOB DESCRIPTIONS**

**2.1. NJLLCS INTERNATIONAL ADVISORY BOARD MEMBERS**

The roles of an advisory member 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

## **2.2. HEAD OF THE DEPARTMENT OF COMMUNICATION AND LANGUAGES AS THE MANAGING EDITOR OF THE JOURNAL**

The HoD of the Department of Communication and Languages shall fulfil the following roles as the Managing Editor of the Journal:

- 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 International and Internal Bard meetings twice a year.
- Appoint Editor in Chief, Associate Editor in Chiefs, Associate Editors, and a secretary

## **2.3. INTERNAL EDITORIAL BOARD**

The IEB 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

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

The EID shall fulfil the following roles:

- Manage any print or digital publication of the Journal
- Determine 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.
- Lead the editorial team in the production of two issues annually
- Provide strategic direction for NJLLCS in collaboration with the editorial team
- Approve the publication and distribution of the journal
- Promote the journal to authors and readers across [x institution / department / field of research]
- Chair the meeting of the Internal Editorial Board and Administrative Team regular meetings
- Recruit new members for the editorial team as required.
- The Editor in Chief chairs regular meetings
- Work for three years and can be assigned only for one more term

#### **2.5. 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 Internal Editorial Board 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 three years and renewable for another two more years

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

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

- Proofread the text and correct spelling, grammar, and punctuation errors.
- Verify factual correctness of information, such as dates and statistics.
- Check text for style, readability, and adherence to editorial policies.
- Arrange page layouts of photos, articles, and advertisements.

## **2.7. 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

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

JAT comprises of the following team members:

### **2.9. LANGUAGE EDITOR**

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

### **2.10. Graphic Designer**

- 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.

### **2.11. WEBSITE Administrator (in the case of an OJS hosted journal)**

- Look after the technical administration of the journal site
- Create and deletes accounts,
- Update website information,
- Assist author struggling to submit electronically,
- Communicate with the platform administrators.
- Inform the Editorial Team of the statistics of article views and downloads, etc.'

## **3. NJLLCS EDITORIAL AND ADVISORY BOARD MEMBERS (from 2024----2027)**

**The LIST below will be revised very soon. See the new CV format.**

1. Monwabisi Knowledge Ralarala, University of the Western Cape, South Africa
2. Liberty Muchativugwa Hove, Northwest University, South Africa
3. Michele van der Merwe, Stellenbosch University, South Africa
4. Melchizedec J. Onobe, University of the Gambia, Gambia
5. Agnes Simataa, University of Namibia, Namibia
6. Josiah Sabo Kente, Nasarawa State University, Nasarawa State, Nigeria
7. Isaac Mhute, Midlands State University in Zimbabwe, Zimbabwe
8. Augustine Lwanga Bukonya, Makerere University, Uganda
9. Innocent Okoye, Afe Babalola University, Ado-Ekiti, Ekiti State, Nigeria



10. Godwin Siundu, University of Nairobi, Kenya
11. Felix Banda, University of the Western Cape, South Africa
12. Collen Sabao, University of Namibia, Namibia
13. Philippe-Joseph Salazar, University of Cape Town, South Africa
14. Vinit Kumar Jha Utpal, Sharda University, India
15. Gatitu Kiguru, Kenyatta University, Kenya
16. Getachew Seyoum Woldemariam, Jimma University, Ethiopia
17. Muhammad Yousaf, University of Gujrat, Pakistan

#### **4. NJLLCS Internal Editorial Board (from 2024----2027)**

1. Haileleul Zeleke Woldemariam, Editor in Chief, Namibia University of Science & Technology
  2. Niklaas Fredericks, Managing Editor, Namibia University of Science & Technology
  3. Elina Ithindi, Deputy Chief Editor in Chief (December: Volume Two), NUST
  4. \_\_\_\_\_Deputy Chief Editor in Chief (June: Volume One), NUST
  5. Theresia Mushaandja, Associate Editor and Language Editor, NUST
  6. Julia Indongo, Associate Editor and Language Editor, NUST
  7. Emelda Ucham, Associate Editor and Content Manager, NUST
  8. Max Mhene, Associate Editor and Content Manager, NUST
  9. Bevan Kamwi, Associate Editor and Content Manager, NUST
  10. Clayton Peel, Associate Editor and Content Manager, NUST
  11. Alexandra Tjiramanga, Associate Editor and Production Manager, NUST
5. Language Editor: Prof Nelson Mlambo, UNAM

#### **6. NJLLCS Administrative Team (2024-2027)**

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**

### **ACCREDITATION OF NJLLCS BY DOAJ, WEB OF SCIENCE AND SCOPUS**

#### **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, NJLLCS Editorial Board joined Open Journal System (OJS) in December 2022. This decision to join OJS goes hand in hand with the approval of NUST Editorial Policy in 2024. NJLLCS Editorial Board facilitates the accreditation of the NJLLC by the DOAJ, WEB OF SCIENCE AND SCOPUS to meet the following objectives.

#### **3.2. Objectives of Accreditation Task Force**

- 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.
- meet the expectations and due dates of all accrediting institutions such as DOAJ, WEB OF SCIENCE AND SCOPUS and others