



AJPAM Guide to Contributors

AJPAM is the official Journal of the African Association for Public Administration and Management (AAPAM), Africa's continental professional association for public administrators and managers. AAPAM brings together policy makers, management practitioners and scholars associated with the state and non-state sectors. AAPAM is also affiliated with other International and professional bodies across the globe.

AJPAM is a bi-annual publication published in January and July each year. Manuscripts discussing a range of issues of public administration, leadership, management, development and related matters across the continent and from other parts of the world are welcome.

AJPAM's editorial policy is to publish original works that are practical and scientifically based and /or suggest new insights and innovative ideas in African and Global Administration and Management.

Relevant bibliographical notes, literature and book reviews are invited as well.

Interested contributors are advised to submit their manuscripts in electronic format in MS word by email, two hard copies of the manuscript may be sent in addition. The articles should comply with the following:

1. Be formatted in MS word, be typed double – spaced with a size 12 font.
2. Not exceed 6,000 words.
3. Bibliographic references should be in the Harvard style
4. Ensure that in the event that endnotes are used, they should be very brief, limited to observations and comments that do not form part of the bibliographical reference. Endnotes should be numbered in the text and placed in a consecutive order at the end of the text, immediately before the list of references.
5. The Tables and Figures should be appropriately named, numbered and placed in the text.

Authors are advised to ensure that their articles;

- a. Are relevant to Public Administration and Management
- b. Present new knowledge in the field of Public Administration and Management.
- c. Employ scholarly and professional language in English or French.
- d. Generate discussions that can lead to mapping out solutions to challenges of Public Administration and Management.
- e. Express perspectives from different African Regions.
- f. Contain, as far as possible, implications for public sector managers and administrators.

Title Page

The Title page should include the following:

1. Full title
2. Subtitle (optional)
3. Preferred abbreviated running head
4. Abstract (150 – 200 words): background; aim; method; results; conclusion
5. Key words

Manuscript

The Manuscript should include the following:

1. Main text
2. Endnotes: typed, double-spaced, at the end of the text, before the references
3. References: typed, double-spaced at the end of the manuscript
4. Acknowledgements and biographical notes (if relevant) typed double-spaced on a separate sheet. Biographical notes (100-150 words) should give current affiliation, research interests and recent publications.

Tables: each table should have an explanatory caption and be presented on a separate sheet at the end of the manuscript. Check that each table is cited in the text.

Figures: see instructions for tables. Computer-generated tints and shading should be avoided as they seldom reproduce well; use cross-hatching instead. Line artwork supplied as hard copy should be ready for scanning and not need redrawing.

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