



THE UNITED REPUBLIC OF TANZANIA  
THE LOCAL GOVERNMENT TRAINING INSTITUTE  
DIRECTORATE OF RESEARCH, CONSULTANCY AND  
SHORT COURSES



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### CALL FOR PAPERS

The Local Government Training Institute is delighted to invite Authors from LGTI and any other interested members to submit full papers to be considered for publication in the “LOCAL GOVERNMENT DEVELOPMENT JOURNAL (LGDJ)” Volume 5, Issue 1 of 2024. LGDJ is a reputable peer-reviewed journal registered for both print and online versions with registration numbers ISSN 1821-7044 and ISSN 2738-9227 respectively. It offers practical-based analysis and research concerning Local Government dimensions of management, finance and development related disciplines.

#### Guidelines and Submission Details:

Guidelines for manuscript format can be accessed through [www.lgti.ac.tz](http://www.lgti.ac.tz). All manuscripts should be written in English and submitted to [rscs@lgti.ac.tz](mailto:rscs@lgti.ac.tz). When submitting your manuscript, please email the following information as well: Full names, affiliations, positions and E-mail addresses/Phone numbers

#### Important Date:

Full Paper Submission Deadline: 31<sup>st</sup> October, 2024.

Dr. Bahati D. Mfungo  
For. Editor in Chief

26/09/2024



## GUIDELINES

### LOCAL GOVERNMENT DEVELOPMENT JOURNAL (LGDJ)

#### 1. Journal Description

*The Local Government Development Journal (LGDJ)* offers practical-based analysis and research concerning the Local Government dimensions of Administration, Management, and Finance. The journal has been registered for print and online version with registration numbers ISSN 1821-7044 and ISSN 2738-9227 respectively. LGDJ provides an ideal forum for debate and the exchange of ideas among practitioners, academics, and policy makers that contributes to the knowledge and practice of local government. The journal seeks to stimulate new thinking and ways of working on areas related to theoretical and empirical research results in the fields of Local Government, Administration, Management and Finance. It seeks to foster the dissemination of information about research and experience that contributes to the understanding and improvement of the local government system. LGDJ seeks to extend knowledge and publish the highest quality theoretical and empirical work in the field of Local Government. LGDJ is committed to developing diverse and rigorous research that extends and builds Local Government administration and management.

#### 1.1 Aims and Scope

The LGDJ aims at creating an open forum for scientific discourse focused on local government administration and management. The journal is dedicated to publishing scholarly theoretical and empirical research articles that have a high impact in the field of local government as a whole. Manuscripts that are suitable for publication in the LGDJ cover domains not limited to local government management, finance, human resource management, local government laws, local government elections, local



governance, local economic development, social accountability, community participation and others as long as there they are related to theories and practices of local government.

LGDJ publishes research articles, notes, conceptual reviews, book reviews, reports on scientific conferences and results of academic discussions and essays as well as practitioner-focused papers. The LGDJ publishes rigorous research from across the spectrum of methods such as qualitative, quantitative as well as review and conceptual approaches. LGDJ welcomes submissions across the globe.

### **1.2 Publication Frequency**

The journal publishes issues biannually in January and July. Articles are published online when ready for publication, and then printed in an end of year compilation.

### **1.3 Peer Review Statement**

LGDJ is committed to peer-review, quality, integrity and upholding the highest standards of review.

### **1.4 Publication Charges**

The LGDJ is an open access journal; there are no submission fees, publication fees or page charges for this journal. All content is freely available without charges to the user or any institution. Authors and readers are allowed to read, download, copy, distribute, print, search, or link to the full texts of the articles, or use them for any other lawful purpose while citing authors, without necessarily asking prior permission from the publisher or the author.

### **1.5 Plagiarism Policy**

Once a manuscript is submitted, the Editor-in-Chief shall conduct a preliminary check with respect to plagiarism. The minimum plagiarized content is 15%. If plagiarized



content is above 15%, the author may revise the manuscript. However, if plagiarism is above 20% in a manuscript content or part thereof, it shall straight away be rejected. Potential authors are, therefore, advised to observe this policy.

### **1.6 Copyrights**

The authors retain copyrights for articles, with first publication rights granted to LGDJ. Authors have rights to reuse, archive, and distribute their own articles after publication. The journal and or publisher is not responsible for subsequent uses of the work.

### **1.7 Queries**

Should you have any queries, please contact the Editor-in-Chief through [rcsj@lgti.ac.tz](mailto:rcsj@lgti.ac.tz)

## **2. Editorial Board**

LGDJ consists of prominent people with academic credentials to judge the quality of the journal. The primary role of the Editorial Board is to advise and support the editor. However, the general functions of the Editorial Board shall include.-

- 1) Advising on direction for the journal;
- 2) Reviewing submitted manuscripts;
- 3) Advising on journal policy and scope;
- 4) Identifying topics for special issues;
- 5) Attracting new authors and submissions;
- 6) Promoting the journal to their colleagues and peers;
- 7) Assisting the editor(s) in decision making over issues such as plagiarism claims and submissions where reviewers cannot agree on a decision;



- 8) Providing feedback on past issues and making suggestions for both subject matter and potential authors;
- 9) Serving as high-volume reviewers of submitted articles;
- 10) Approaching potential contributors;
- 11) Identifying peer reviewers and provide second opinions on papers; and
- 12) Endorsing the journal to authors, readers and subscribers.

## **2.1 Composition of Editorial Board**

### **1. Editor- in-Chief**

Editor-in-Chief is the coordinator of the Editorial Board and as the chairperson of the Board taking the final decisions regarding publication-oriented matters. The specific roles and responsibilities of the Editor-in –Chief shall include-

- 1) To determine the editorial content of the journal;
- 2) To determine the quality of the journal;
- 3) To communicate clearly all editorial policies and standards;
- 4) To inform authors of solicited manuscripts that the submission will be evaluated according to the journal’s standard and procedures ;
- 5) To make editorial decisions with reasonable speed and communicating them in a clear and constructive manner;
- 6) To review the work of the Editorial Board closely and regularly, and make recommendations arising from the review;
- 7) Reviewing and deciding upon submitted manuscripts to ensure sustainable and timely publication according to the journal deadlines;
- 8) Oversee the timely publication of the Journal ;
- 9) Chairing all the meetings of the Editorial Board;
- 10) Providing a forum for members of the Editorial Board to supply and discuss ideas for the development of the Journal;

- 11) Oversee the peer review process;
- 12) Setting standards and policies of the journal for rapid, fair, and unbiased treatment of submitted articles;
- 13) To assign reviewers to the submitted papers and follow up on the review process;
- 14) To liaise with the publisher of the Journal to ensure timely publication of accepted manuscripts;
- 15) Clearly communicating all other editorial policies and standards;
- 16) Providing guidelines to authors for preparing and submitting manuscripts;
- 17) Treating all authors with fairness, courtesy, objectivity, honesty, and transparency;
- 18) Establishing and defining policies on conflicts of interest for all involved in the publication process, including editors, staff (e.g., editorial and sales), authors, and reviewers;
- 19) Protecting the confidentiality of every author's work; and
- 20) Establishing a system for effective and rapid peer review.

## **2. Associate Editor**

She/he shall serve as assistant to the Editor-in-Chief by:-

- 1) Coordinating peer review;
- 2) Liaising with authors, reviewers and board members;
- 3) Writing short editorials, news and research highlights, and carries out technical editing of manuscripts.
- 4) Developing the content of the journal each year;
- 5) Commenting and advising on the journal policies, in consultation with the editor;
- 6) Establishing, maintain and interpret author and reviewer guidelines;

- 7) Interacting and coordinating the entire process of reviewing of articles with the peer reviewers;
- 8) Proof reading every article before submitting the final copy to the editor;
- 9) liaising with the publisher of the Journal in case of non-availability of the editor; and
- 10) Handling online content.

### **3. Editorial Board Members**

- 1) Solicit articles/manuscripts for every issue of the journal;
- 2) Review, edit, and approve the technical content of the journal;
- 3) Identify and suggest key topics to include in the journal and invite key authors to submit an article;
- 4) Identify key contributed research, workshops, or panel topics from meetings/conferences suitable for publication in Perspectives local government and invite presenters to submit an article; and
- 5) Make conscious efforts to invite good quality research articles through their networks.

#### **2.1.1 Editorial Process**

LGDJ abides to the following editorial process:-

- 1) Interested authors should submit their manuscript to the Editor-in -Chief;
- 2) All manuscript received are duly acknowledged;
- 3) On submission, the Editor -in -Chief reviews all the submitted manuscript initially for compliance purposes with LGDJ scope and standards before the formal review;
- 4) Manuscripts with plagiarism, serious scientific or technical error and lack of a significant message are rejected without proceeding for the formal peer review;



- 5) Manuscript that meet the requirements of LGDJ will be considered for the review process;
- 6) LGDJ strictly follow the double blind review process, where neither the author nor the reviewer knows the identity of each other;
- 7) The process of peer review may take 2-3 weeks;
- 8) Members of the teams from Editorial board have the right to take final decision on publication after receiving comments from reviewers;
- 9) The Editor-in -Chief shall communicate the decision of acceptance, rejection or revision of the manuscript to the corresponding author;
- 10) In case of minor or major modifications, authors need to re-edit the paper, based on reviewers comments and according to the journal template and send revise version of the manuscript to the editor-in-chief;
- 11) The manuscript will not be accepted for publication until the editor-in chief and reviewers are satisfied with the manuscript;
- 12) Articles accepted would be copy edited for grammar, punctuation, print style, and format;
- 13) The corresponding author will serve on behalf of all coauthors as the primary correspondent with the editor-in-chief during the submission and review process; and
- 14) After publishing, the authors may download the e-journal from the website.

## **2.2 Reviewers**

LGDJ relies on the peer review (double-blind review) process to uphold the quality and validity of individual articles and the journals that publish them. The main functions of reviewers shall include:-

- 1) Evaluating article submissions based on the requirements of that journal;
- 2) Evaluating the quality, completeness and accuracy of the articles presented;



- 3) Providing feedback on the paper, suggesting improvements and making a recommendation to the editor about whether to accept, reject or request changes to the article;
- 4) Ensuring the rigorous standards of the scientific process by taking part in the peer-review system;
- 5) Upholding the integrity of the journal by identifying invalid research, and helping to maintain the quality of the journal;
- 6) Fulfilling a sense of obligation to the community and their own area of research;
- 7) Providing a thoughtful, fair, constructive, and informative critique of the submitted work, which may include supplementary material provided to the journal by the author;
- 8) Determining scientific merit, originality, and scope of the work; indicating ways to improve it; and
- 9) Maintaining ethical issues related to the review process including confidentiality, constructive critiques, competence, impartiality and confidence; disclose conflict of interest, timeliness and responsiveness.

## **2.1 Review Process**

LGDJ relies on the following peer review process:-

- 1) Author should be registered and submit the complete manuscript in .doc or .docx format;
- 2) Manuscript submitted shall be checked by the Editor-in-Chief; it may be rejected if they do not adhere to the journal standards;
- 3) Submitted manuscript will be assigned a manuscript number;
- 4) Peer review process commences by sending the manuscript to two reviewers;
- 5) Author will receive the manuscript with reviewer's comments;



- 6) Authors has to submit the revised manuscript to editor-in-chief and manuscript checked by one of the reviewers (may be rejected if not satisfying the reviewer's queries);
- 7) Manuscript typesetting and final editing process will be started based on the authors feedback; and
- 8) Manuscript will be published after the final approval from the author.

### **3. Manuscript Submission Guidelines**

#### **3.1 Submission Guidelines**

Manuscripts submitted to *the Local Government Development Journal (LDGJ)* shall not be under consideration for publication at any other journal at the time of submission. Besides, following submission to *LDGJ* the manuscript shall not be submitted for publication to any other source pending written notification of the final decision by *LGDJ*. Submission to *LGDJ* indicates that this is your primary choice for publication. Authors submitting articles to *LGDJ* shall observed the following:-

*LGDJ* accepts only articles written in English Language;

- i. Manuscripts should be prepared in Microsoft Word and submitted online;
- ii. The manuscripts must be single-spaced typed, Times News Roman and in 12 font size;
- iii. Paragraph spacing should be : Before paragraph – 0.5 line; After paragraph – 0.5 line;
- iv. The page setup should be: Page size: A4: Margins: Top-2.54 cm, bottom-2.54 cm, left-2.54 cm, right-2.54 cm, and pages should be numbered;
- v. For reviewing purposes, authors should place tables and figures within the text of the manuscript to ease reader comprehension;
- vi. Manuscripts submitted to *LGDJ* must be subjected to rigorous plagiarism before the review process;



- vii. Manuscripts submitted shall be within the scope of LGDJ; and shall have a maximum of no longer than 8500 words, including abstract, tables, and references;
- viii. Information and ideas in the article should be communicated clearly and concisely, and jargon should be avoided, as should the use of first person;
- ix. Manuscripts submitted under multiple authors are reviewed on the assumption that all listed authors concur with the submission and that a copy of the final manuscript has been approved by all authors;
- x. Authors should organize their articles by using primary, secondary, and tertiary headings; and
- xi. Only manuscripts that conform to LGDJ requirements expedite the publication process; and submissions that do not adhere to these guidelines may be returned to authors.

### **3.2 Article Format and Style**

Text of manuscript submitted to LGDJ should be arranged in the following order:

#### **3.2.1 Title Page**

The title page should include the following information:

##### ***Title***

The article's full title should clearly reflect the content and should contain a minimum of 7 words and a maximum of 25 words (including spaces). It should be concise and informative. The title should be in Times New Roman; Size-16; Line Spacing: Double; Paragraph Spacing: Before paragraph-1 line; after paragraph-1 line; Center and should not include abbreviations. The title is suggested to be a declarative sentence, without punctuation at the end.

##### ***Authors***

Give the full names and affiliations of all the authors including department, university or organization, city, and country and email addresses. Authors should indicate their

full English names and no professional title before the author's name. In the case of multiple authorship, the corresponding author should be indicated by adding the words “*corresponding author*” into parentheses after his/her name. The corresponding author shall be responsible for handling correspondence at all stages of refereeing, publication and post-publication.

### ***Abstract***

The abstract, written in English, should be no longer than 250 words in one paragraph. The abstract should give a succinct account of the objectives, methods, results recommendations/implications and conclusion. The structured abstract should consist Background, Aim, Setting, Methods, Results and Conclusion. The detailed abstract should include:-

- i. Background: Summarizes the social value (importance, relevance) and scientific value (knowledge gap) that your study addresses;
- ii. Aim: State the overall aim of the study;
- iii. Setting: State the setting for the study;
- iv. Methods: Clearly express the basic design of the study, and name or briefly describe the methods used without going into excessive detail;
- v. Results: State the main findings;
- vi. Conclusion: State your conclusion and any key implications or recommendations;
- vii. The abstract should not contain references and abbreviations; and
- viii. It should be in italics.

### ***Keywords:***

Immediately after the end of the abstract author(s) must provide a maximum of 5 keywords separated by commas and no abbreviations.

### 3.2.2 Main Body of Manuscripts

Authors are instructed to divide their articles into clearly defined and numbered sections; 1., 2., 3., 4., and 5 for the main headings; then 1.1, 2.1, 3.1 etc., in the following order.

- i. Heading Level-1: Times New Roman; Size-12; Bold; for example, **1. Introduction**
- ii. Heading Level-2: Times New Roman; Size-12; Italic; for example, *2.1 Research Area, 3.1 Demographics etc.*
- iii. Heading Level-3: Times New Roman; Size-12; Normal; for example, 3.1.1 Age of Respondents etc.

#### *Tables, Figures, Photos, Illustrations*

Authors should number the tables, Figures, Photos and Illustrations sequentially in accordance with their appearance in the text. They should be:

- i. Integrated into the submitted document;
- ii. Captioned above (tables) and below (Figures, Photos and Illustrations);
- iii. Submitted as MS Word-Table NOT as an image;
- iv. Subtitled with all units of measurement (metric units);
- v. Borders setting: all; width: 1/2 pt;
- vi. Cited in the text as e.g., Table 1, Figure1, Photo 1 and so on;
- vii. Indicated their sources.

#### **Acknowledgements**

Authors should put the acknowledgement or sponsoring information after the main body and before the references. Acknowledgement should involve only individuals, institutions or sponsors to the article.



## References

Keep references to a minimum (ideally not more than 15 works) Responsibility for the accuracy of bibliographic citations lies entirely with the authors. LGDJ uses the APA style citation system (American Psychological Association). It is the responsibility of the author to ensure for the accuracy of bibliographic citations.

### *Citations in the text*

Authors should ensure that they include to the reference list all the works cited in the entire text. Authors should use the author-date system for in-text citations (Amani, 2020) and list references alphabetically at the end of the article. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication e.g. (Amani, 2020a). References concerning unpublished data and "personal communications" should not be cited in the reference list but may be mentioned in the text. The manuscript should be carefully checked to ensure that the spelling of author's names and dates are the same in the text as in the reference list. The reference list should not be numbered, but arranged in alphabetical order.

### **Book:**

**Rutahabwa, S. (ed.)** (2002) *Shifting Burdens: Gender and Agrarian Change under Neoliberalism*, Bloomfield, CT: Kumarian Press.

### **Chapter in edited volume:**

**Mohamed, D.** (2002) 'Sustainable Urban Development in India: An Inclusive Perspective', in David Westendorff and Deborah Eade (eds.) *Development and Cities*, Oxford: Oxfam GB (in association with UNRISD).



*Chapter in book cited in references:*

**Cornwall, A.** (2009) 'Making a Difference? Gender and Participatory Development', in Razavi (ed.) (2002).

*Article in journal:*

**Fujikura, R. and Mikayasu N.** (2005) 'Post hoc review of involuntary resettlement issues in two power-generation projects', *Journal of Agrarian Development* 12(2): 208–212.

*Unpublished report/mimeo:*

**Smith, S.** (1999) 'Shaping Oxfam's Education Strategy', unpublished report, Oxford: Oxfam GB.

*For multi-author books:*

**Baker, Jr., (1993).** . In: De Hertogh, A., Le Nard, M. (Eds.), *The Legal aspects in local governments*. Elsevier, Amsterdam, pp. 101-153

*Conference paper:*

**Barahona P. and Milagros, D.** (2002) 'Gender, Migration and Transnationalism in Nicaragua', paper presented at the 2002 Conference on Feminist Economics, Occidental College, Los Angeles, 12–14 July.

*Internet reference:*

**Clean Clothes Campaign (CCC)** (1998) 'Codes, Monitoring, and Verification: Why the CCC is Involved', available at [http:// www.cleanclothes.org/codes.htm](http://www.cleanclothes.org/codes.htm) (retrieved 10 September 2002).

### **3.3 Contents of the Manuscript**

#### **1. Introduction**

The introduction must contain your argument for the social and scientific value of the study, as well as the aim and objectives:

- i) Social value: The first part of the introduction should make a clear and logical argument for the importance or relevance of the study. Your argument should be supported by use of evidence from the literature.
- ii) Scientific value: The second part of the introduction should make a clear and logical argument for the originality of the study. This should include a summary of what is already known about the research question or specific topic, and should clarify the knowledge gap that this study will address. Your argument should be supported by use of evidence from the literature.
- iii) Conceptual framework: In some research articles, it will also be important to describe the underlying theoretical basis for the research and how these theories are linked together in a conceptual framework. The theoretical evidence used to construct the conceptual framework should be referenced from the literature.
- iv) Aim and objectives: The introduction should conclude with a clear summary of the aim and objectives of this study.

#### **2. Materials and Methods**

This must address the following:

- i) Study design: An outline of the type of study design.
- ii) Setting: A description of the setting for the study; for example, the type of community from which the participants came or the nature of the health system and services in which the study is conducted.
- iii) Study population and sampling strategy: Describe the study population and any inclusion or exclusion criteria. Describe the intended sample size and your



sample size calculation or justification. Describe the sampling strategy used. Describe in practical terms how this was implemented.

- iv) Data collection: Define the data collection tools that were used and their validity. Describe in practical terms how data were collected and any key issues involved, e.g. language barriers.
- v) Data analysis: Describe how data were captured, checked and cleaned. Describe the analysis process, for example, the statistical tests used or steps followed in qualitative data analysis.
- vi) Ethical considerations: Approval must have been obtained for all studies from the author's institution or other relevant ethics committee and the institution's name and permit numbers should be stated here.

#### **4. Results and Discussion**

Present the results of your study in a logical sequence that addresses the aim and objectives of your study. Use tables and figures as required presenting your findings. Use quotations as required to establish your interpretation of qualitative data.

The discussion section should address the following four elements:

- i) Key findings: Summarizes the key findings without reiterating details of the results.
- ii) Discussion of key findings: Explain how the key findings relate to previous research or to existing knowledge, theory, practice or policy.

#### **5. Conclusion:**

Provide a brief conclusion that summarizes the results and their meaning or significance in relation to each objective of the study. State the implications of your study or recommendations for future research (questions that remain unanswered), policy or practice. Make sure that the recommendations flow directly from your findings.



### **Acknowledgements:**

Those who contributed to the work but do not meet our authorship criteria should be listed in the Acknowledgments with a description of the contribution. Authors are responsible for ensuring that anyone named in the Acknowledgments indeed has the contribution to the article.

### **References:**

Authors should provide direct references to original research sources whenever possible. All publications cited in the text should be presented in a list of references. LJDJ accepts articles cited using APA referencing style.

### **3.3 Submitting the Manuscript**

The article should be submitted to:

The editor-in-chief, Local Government Development Journal (LGDJ) through [rsc@lgti.ac.tz](mailto:rsc@lgti.ac.tz)



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Journal (LGDJ)*

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