

DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)



Tanzania Journal of Technological Innovations (TJTI) **OPERATIONAL GUIDELINES**

DIT/RS/GL/01/R.NO 05

May, 2025

CONTENTS

1.	INTRODUCTION.....	1
1.1.	Background.....	1
1.2.	Vision.....	1
1.3.	Mission.....	1
1.4.	Scope.....	2
2.	MANUSCRIPT PREPARATION AND SUBMISSION 2	
2.1.	Manuscript Preparation.....	2
2.2.	Manuscript Originality.....	2
2.3.	Authorship.....	2
3.	REVIEW AND EDITING PROCESS.....	5
4.	PRODUCTION.....	9
5.	PUBLICATION.....	10
5.1.	Open Access Publication Conditions.....	10
5.2.	Copyright Agreement.....	10
6.	ETHICAL STANDARDS.....	11
6.1.	Ethical Obligations of Authors.....	11
6.2.	Ethical Obligations of Editors.....	12
6.3.	Ethical Obligations of Reviewers.....	14
6.4.	Plagiarism Policy.....	1
7.	INDEXING TO REPUTABLE INDEXERS.....	15
8.	ARTICLE WITHDRAWAL.....	16
9.	APPEALS AND COMPLAINTS.....	16
9.1.	Author Appeals.....	16
9.2.	Complaints.....	16
9.3.	Dispute Resolution.....	17
9.4.	Transparency.....	17
9.5.	Continuous Improvement.....	17
10.	SUSTAINABILITY PLAN.....	17
11.	APPROVAL OF THE JOURNAL OPERATIONAL GUIDELINE.....	18
	APPENDIX 1: TEMPLATE FOR PAPER PREPARATION.....	18
	APPENDIX 2: AUTHORS' DECLARATION FORM.....	23

1. INTRODUCTION

1.1. Background

The Dar es Salaam Institute of Technology (DIT) was established by an Act of Parliament No.6 of 1997 as a higher learning technical institution in Tanzania. The core functions of DIT are teaching, research and consultancy as well as provision of services to the community. DIT, for years, has developed professional experienced personnel in various fields of engineering and related fields. The institute has well-trained human resources whose number is continuously increasing after acquiring the needed scientific and technical capabilities for development projects, innovation, consultancy and provision of expert services.

1.2. Vision

The vision of Dar es Salaam Institute of Technology is to become a leading technical education institution in addressing societal needs.

1.3. Mission

The mission of Dar es Salaam Institute of Technology is to provide competency-based technical education through training, research, consultancy and development of appropriate innovative technologies and entrepreneurship.

In 2016, the institute adopted the concept of Teaching Factory in which technical education is interactively linked to a real-world manufacturing enterprise. The idea of Teaching Factory has been facilitating DIT internal business operations to attain its strategic goals that include development of research idea to finished products. To encourage more research and innovation activities, DIT is establishing its journal, entitled Tanzania Journal of Technological Innovations to ease publications of the research works produced by the staff and students. Therefore, these Operational Guidelines are intended to establish a strong framework that will govern the publication processes of the TJTI.

1.4. Scope

The Tanzania Journal of Technological Innovations (TJTI) is dedicated to publishing original research, reviews, and case studies in the fields of engineering and technology. The scope encompasses a broad spectrum of engineering disciplines, including mechanical, electrical, civil, electronics, telecommunications, and electrical engineering, among others. The journal will also focus on emerging technologies and sustainable solutions at the intersection of engineering and technology. The journal seeks to foster innovation, share knowledge, and promote advancements that address global challenges, making it an ideal platform for researchers, engineers, technologists, and innovators to contribute to the ever-evolving landscape of engineering and technological innovations.

2. MANUSCRIPT PREPARATION AND SUBMISSION

2.1. Manuscript Preparation

Authors must adhere to the journal's manuscript preparation guidelines, including formatting, referencing, and language. The manuscript journal template is shown in Appendix 1. A particular journal section may decide to use different templates subject to the approval by the Board of Editors. Manuscripts should be submitted electronically as Microsoft (MS) Word through the Online Journal's Submission System as guided in the Instruction to authors.

2.2. Manuscript Originality

Manuscripts submitted to TJTI must be original and should not be concurrently submitted to or under consideration for publication elsewhere. Proper citation and referencing of previous works are mandatory.

2.3. Authorship

2.3.1. Authorship conditions

Authors shall meet three (3) conditions as listed below:

- (i) Substantial contributions in conception and design, acquisition of data, or analysis and interpretation of data for submitted articles;
- (ii) Contributions in drafting and/or revising the article critically for important intellectual content;
- (iii) Contributions in the final approval of the version to be published.

2.3.2. Authors' responsibilities:

- (i) To ensure that the data provided in the submitted manuscript is accurate and relevant ;
- (ii) To confirm that all the work in the submitted manuscript is original and has never been published in other journals. Papers presented at international conferences may be accepted for publication as Online Conference Proceedings;
- (iii) To confirm that the manuscript submitted is not under consideration or accepted for publication elsewhere;
- (iv) Where portions of the content overlap with published or submitted content, authors should acknowledge the sources;
- (v) To acknowledge and respond, through a special statement available on the journal interface, to the critical observations, remarks, and suggestions of the reviewers;
- (vi) To declare any potential conflicts of interest (e.g. where the author has a competing interest, real or apparent) that could be considered or viewed as exerting an undue influence on his or her duties at any stage during the publication process;
- (vii) To notify promptly the journal editor or publisher if a significant error in their publication is identified;
- (viii) To cooperate with the editor and publisher to publish an erratum, addendum, or to retract the paper, where this is deemed necessary;
- (ix) To take public responsibility for the content of the manuscript submitted and therefore sign the agreement of accountability for all aspects of the work, ensuring that the accuracy and integrity of any part of the work are taken into account.

All authors shall be contacted by email after article submission to ensure that they are aware of and approve the submission of the manuscript, its content, and its authorship. The TJTI requires that all co-authors confirm their assent to publication by email.

2.3.3. Corresponding Author's Responsibilities

The corresponding author takes responsibility for and speaks on behalf of all authors.

- (a) Pre-publication responsibilities of the corresponding author
 - (i) Ensure that the manuscript is in full adherence with all the requirements of the journal;
 - (ii) Ensure that all authors have access to the final version of the manuscript that is submitted to the journal, and agree to the author list and author contributions;
 - (iii) Ensure that all authors have seen and agreed with the final draft of the manuscript before it is published;
 - (iv) Provide to the journal a written confirmation that all authors consent to any requested changes in the manuscript's authorship.
 - (v) Confirm correction of proofs in the manuscript by the copy editor.
- (b). Post-publication responsibilities of the corresponding author
 - (i) Continue to be the point of contact for queries about the published paper.
 - (ii) Inform all co-authors of any matters arising and ensure such matters are dealt with promptly.

2.3.4. Authorship Changes

Changing the author list after submission requires agreement from all authors. This includes additions, deletions, and changes in ordering of authors' list. Requests must come from the corresponding author along with an explanation for the change. If the change is deemed to be appropriate, the corresponding author must receive and provide to the TJTI the consent to the change from all the authors. In the case of an authorship dispute, the journal and the author shall abide by its guidelines to resolve the dispute.

2.3.5. Declaration by the Author

The manuscripts for publication shall contain original material, that the manuscript and material within the manuscript has not been published and not considered for publication elsewhere in whole or in part in any language. Any material within the manuscript that has appeared elsewhere must be cross-referenced, and permission to use or adapt the material must be received in writing from the copyright holder.

During submission of the manuscript, the author shall declare the originality of the work to the best of his/her knowledge and also that he/she has no any conflict of interest that may affect the process of publication of the articles or the use of the information in the manuscript by filling a declaration form given in Appendix 2.

3. REVIEW AND EDITING PROCESS

Figure 1 shows the review and editing process of TJTI. The Editor-in-Chief shall initially screen every article submitted for publication. This includes performing preliminary and plagiarism checks. If the article fails the preliminary check, such as not conforming to journal requirements, the Editor-in-Chief will inform the author. Also, if the article contains plagiarism higher than 5%, that is above the acceptable limit, the editor-in-chief will inform the author. In case the manuscript passes the preliminary assessment, it will be assigned to the Associate Editor for further processing. If the manuscript agrees with editorial policies and meets a minimum quality level, it shall be anonymously sent to at least two independent reviewers for evaluation.

The independent reviewers shall observe the following:

- (i) The manuscript shall be shared using the reference number without disclosing the names of the authors;
- (ii) The review results shall reach the journal editor within one month from the date of receiving the manuscript;
- (iii) Reviewers' comments to the editors shall be confidential and reviewers will remain anonymous to the authors;
- (iv) Based on the reviewers' comments, the Editor-in-Chief will compile the Review Report for presentation at the Editorial Board;
- (v) The Editorial Board shall have a final decision on the acceptance or rejection of the manuscript;
- (vi) The Editor-in-Chief shall communicate to the author(s) about the decision, along with reviewers' reports.

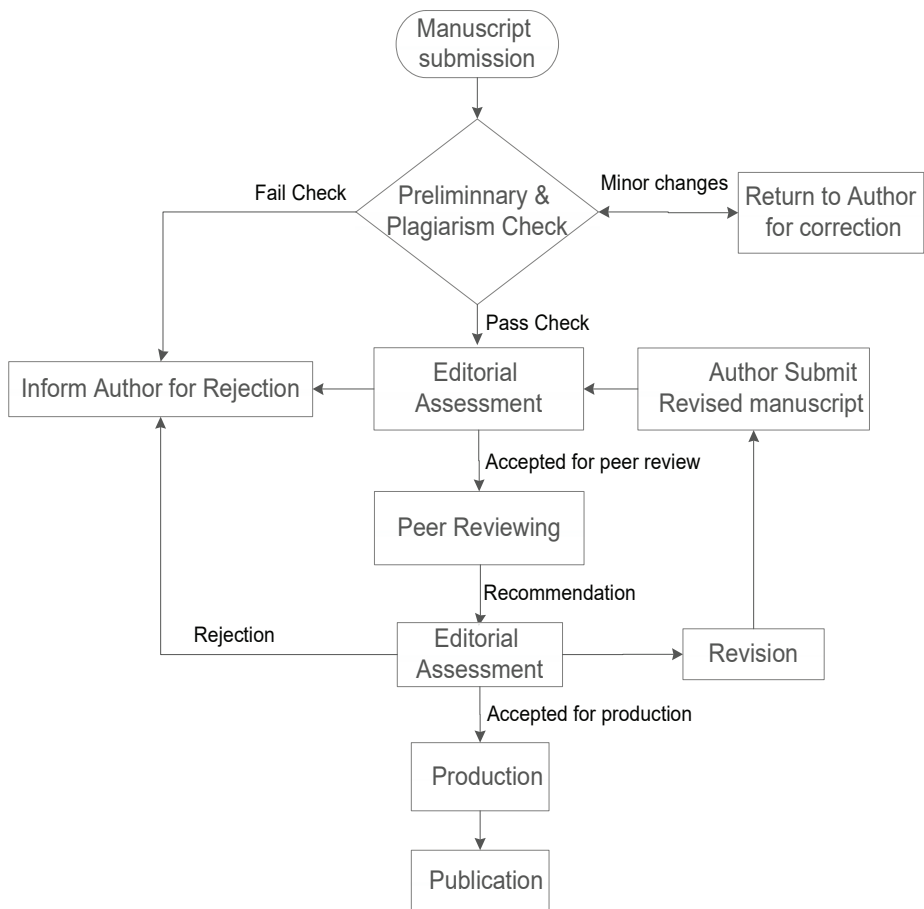


Figure 1: TJTI peer review and editing process flowchart

There shall be an editorial board that shall constitute the following members: Editor-in-Chief, Associate Editors and other Internal or External Members from the training or research institutions. The Editorial Board members shall be appointed by the Rector to serve for a duration of three (3) years, renewable once upon satisfaction with their performance. The Editorial Board shall meet at least quarterly or when necessary to approve the papers for publication at TJTI including resolution on appeal cases in relation to publications. In some cases there will be special calls for publication on some selected themes upon approval by the Board of Editors

The meetings shall be conducted in the form of “a hybrid format”: face-to-face and online, to engage members from outside the Institute. The online interactions will be through the DIT Video Conferencing Platform that have been customized from the Open-Source Application, and Google and Zoom meeting applications.

3.1. Editor-in-Chief

There shall be an editor-in-chief who assumes the highest-ranking position of the editorial team in the Journal. The Editor-in-Chief manages the editorial teams and ensures all the publication's operations and policies are adhered to. The Editor-in-Chief shall be appointed by the Rector from the DIT staff with good record in Research and Publication and will report to the Director responsible for research.

(a) Qualifications

- (i) Shall hold a Ph.D degree in a specialized field relevant to the publication's primary content focus where communications skills and journalism may be an added advantage.
- (ii) Shall have relevant experience of working as an editor or reviewer.
- (iii) Shall have at least three (3) publications in National or International peer-reviewed journals.
- (iv) Professional certifications in copyediting shall be an added advantage.

(b) Responsibilities

The Editor-in-Chief shall;

- (i) Guarantee the quality and integrity of the journal's contents.
- (ii) Communicate the vision of the journal to the authors, readers, editorial board members and publisher.
- (iii) Manage the editorial board and members and the whole journal review process.
- (iv) Create annual objectives for the peer review process and periodic publications.
- (v) Assess the performance of board members and promote deserving editors fairly.
- (vi) Make recommendations to the editorial office promptly regarding manuscript submission outcomes.
- (vii) Chair the Editorial Board meetings.
- (viii) Support the publisher in handling complaints and appeals regarding the publication of any duplicate or fraudulent work.
- (ix) Perform any other duties as may be assigned to him/her by the immediate supervisor.

3.2. Associate Editors

The Associate Editors will act like managers of journal sections. The Associate Editors will be appointed by the Editor-in-Chief from the DIT staff with good record in Research and Publication and will report to the Editor-in-Chief.

(a) Qualifications

- (i) Must be active researchers or engineers with a strong international reputation in their field.
- (ii) Must have a significant record of publications with at least two papers in peer-reviewed journals.
- (iii) Must be willing to commit adequate time to their editorial responsibilities.
- (iv) Must be responsive to authors and reviewers.
- (v) Should have full support of their institutions.

(b) Responsibilities

- (i) To screen the manuscript and provide a preliminary decision on papers assigned to them by the editor-in-chief.
- (ii) To select reviewers of the submitted manuscripts.

- (iii) To compile reviewers' reports for submission to the Editorial Board meetings.

3.3. Editorial Board

There shall be Editorial Board comprising of seven (7) members. The Chairperson of the Editorial Board shall be the Editor-in-Chief and the secretary shall be appointed by the Editor-in-Chief from among the Associate Editors. The Board Members may come from DIT or outside DIT.

(a) Qualifications

- (i) Possess a deep and comprehensive understanding of the subject matter or field covered by the journal.
- (ii) Hold a Ph.D degree or equivalent in a relevant discipline.
- (iii) Demonstrate track record of high-quality publications in reputable journals related to the scope of the journal.
- (iv) Have affiliation with a reputable academic institution or research organization.
- (v) Have previous editorial experience, such as serving on the editorial board of other journals or acting as a guest editor for special issues will be added advantages.

(a) Responsibilities

- (i) Participate at making editorial decisions on submitted manuscripts.
- (ii) Assist in defining and updating journal guidelines, including ethical standards, author guidelines, and review processes.
- (iii) Act as ambassadors for the journal by promoting its mission, scope, and published content within academic and research communities.
- (iv) Encourage colleagues and peers to submit high-quality manuscripts to the journal.
- (v) Participate in regular editorial board meetings to discuss journal strategy, policies, and upcoming initiatives.
- (vi) Contribute to the planning and development of special issues.
- (vii) Serve as guest editors for special issues when appropriate.

The remuneration of the members of the Editorial Board shall comply with Dar es Salaam Institute of Technology (DIT) financial regulations as stipulated in the Government circulars and guideline.

4. PRODUCTION

The TJTI will employ Copy Editors who will be responsible to revise written material to improve quality and readability, as well as ensuring that a text is free from errors in grammar, style and accuracy based on the journal template. The copy editing will be done before typesetting and again before final proofreading by the authors. The copy editor shall not create original content to be added on the accepted manuscript for publication but shall query structural and organizational problems that will have to be attended by the authors. The qualification of the copyeditors shall be at least a Masters' degree in language or communication skills.

5. PUBLICATION

All papers published in this journal will fall under open access publishing (OAP). The publication frequency shall often be four times per year, i.e. on quarterly basis. However, in some cases there will be special calls for publication on some selected themes upon approval by the Board of Editors. All papers shall be endorsed by the Editorial Board before publication.

5.1. Open Access Publication Conditions

An Open Access Publication is one that meets the following two conditions:

- (i) The author(s) and copyright holder(s) grant(s) to all users a free, irrevocable, worldwide, perpetual right of access to, and a license to copy, use, distribute, transmit and display the work publicly and to make and distribute derivative works, in any digital medium for any responsible purpose, subject to proper attribution of authorship as well as the right to make small numbers of printed copies for their personal use.
- (ii) A complete version of the work and all supplemental materials, including a copy of the permission as stated above, in a suitable standard electronic format is deposited immediately upon initial publication in at least one online repository that is supported by an academic institution, scholarly society, government agency, or other well-established organization that seeks to enable open access, unrestricted distribution, interoperability, and long-term archiving (for the biomedical sciences, PubMed Central is such a repository).

5.2. Copyright Agreement

The agreement shall give authors a number of rights regarding the use of their articles and outline the transfer of copyright of the article. If the paper is accepted, the author identified as the formal corresponding author for the paper will receive an email prompting them to login into. Author may choose to publish under the terms of the journal's standard copyright agreement, or Open Access under the terms of a Creative Commons License. Authors who will publish with this journal should agree with the following terms:

- (i) Authors shall retain copyright and grant the journal right of first publication with the work simultaneously under a given license that allows others to share the work with an acknowledgement of the work's authorship and initial publication in this journal.
- (ii) Authors shall be able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.
- (iii) Authors shall be permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work.
- (iv) Authors shall be required to make sure that submitted content does not infringe third-party copyright. Authors must obtain permission to reproduce any third-party material for online – and print, if applicable – publication in perpetuity.
- (v) Authors shall be responsible to include any acknowledgements requested by copyright holders, and to mark clearly third-party material used with permission, material that has separate licensing terms, and material used under exceptions or limitations to copyright.

6. ETHICAL STANDARDS

There shall be a set of ethical guidelines for persons engaged in the publication of research articles, especially, for editors, authors, and manuscript reviewers. The ethical guidelines embodied in this series provide the support and advice needed to ensure your manuscript and actions are ethically sound.

6.1. Ethical Obligations of Authors

- (i) Authors must ensure that their submissions are entirely original, and they should properly cite and reference all sources, including their own previous work when applicable. Any form of plagiarism, including self-plagiarism, will result in immediate rejection.
- (ii) Authors are responsible for the accuracy and integrity of their research data. Falsification, fabrication, or selective reporting of data are unacceptable practices. Authors should provide raw data when requested by the editors or reviewers to ensure transparency and reproducibility.
- (iii) Authorship credit should be based on substantial contributions to the research. All authors listed on a manuscript must have made significant intellectual and practical contributions to the work. Ghost writing and honorary authorship are not permitted.
- (iv) Authors, reviewers, and editors must disclose any potential conflicts of interest that could influence the research, review process, or editorial decisions. These may include financial, personal, or professional conflicts. Conflicts of interest should be transparently declared in the manuscript or during the review process.
- (v) Research involving human subjects or animals must adhere to ethical guidelines and obtain the necessary approvals and informed consent. Authors must provide documentation of ethical clearance in their submissions when applicable.
- (vi) Authors should obtain informed consent from individuals who participate in research studies, including the use of images, personal data, or case details. The rights and privacy of participants should be respected.
- (vii) Authors should appropriately cite and reference prior work, giving credit to the original sources. This includes citing relevant research and avoiding excessive self-citation.

6.2. Ethical Obligations of Editors

The following are ethical standards that editors of the TJTI should adhere to:

- (i) Editors must act impartially and avoid any form of bias or discrimination in the selection of manuscripts for publication. Manuscripts should be evaluated solely on their scientific merits, relevance, and contribution to the field.
- (ii) Editors and editorial staff must maintain the confidentiality of all submitted manuscripts and associated materials. Manuscripts should not be shared or discussed with anyone outside the editorial process.
- (iii) Editors should promptly disclose any conflicts of interest that may influence their decisions. This includes financial, personal, or professional conflicts with authors or institutions connected to the submitted manuscripts.
- (iv) Editors should ensure a fair and rigorous peer review process. They should select qualified and impartial reviewers and provide them with clear guidelines for evaluating manuscripts.
- (v) Editors should actively promote ethical publication practices and ensure that authors adhere to ethical standards, including proper citation, data integrity, and authorship guidelines.
- (vi) Editors should investigate and address any ethical concerns or misconduct reported by authors, reviewers, or readers. This may include allegations of plagiarism, data fabrication, or authorship disputes, whether a paper is published or unpublished.
- (vii) Editors should make publication decisions independently free from external influences or pressures, including those from the journal's publisher or sponsors.
- (viii) Editors should be transparent in their decisions and provide clear explanations to authors for acceptance or rejection. They should also be open to feedback and willing to correct editorial decisions if necessary.
- (ix) Editors should handle manuscripts promptly and professionally, ensuring timely communication with authors and reviewers. Manuscripts should be processed efficiently to minimize delays.
- (x) Editors should actively encourage responsible research conducts and adherence to ethical standards among authors, reviewers, and the broader scientific community.

- (xi) Editors should engage in ongoing professional development to stay updated on ethical standards, best practices, and developments in their field of expertise.
- (xii) Editors should promptly correct errors or inaccuracies in published articles and issue retractions, when necessary, particularly in cases of ethical violations or scientific misconduct.
- (xiii) Editors should give authors a reasonable chance to respond to any issued complaints. All complaints should be investigated. Documentation associated with any such complaints should be retained in a proper way;
- (xiv) Editors have complete responsibility and authority to accept a submitted paper for publication or to reject it. The editors may confer with reviewers for an evaluation guideline for decision making;
- (xv) The editors are responsible for the contents and overall quality of the publication.

6.3. Ethical Obligations of Reviewers

The following are ethical standards that reviewers of the DIT JTI should adhere to:

- (i) Reviewers must treat all submitted manuscripts as confidential documents. They should not share, discuss, or disclose any information about the manuscript or its content with anyone outside of the peer review process.
- (ii) Reviewers should promptly disclose any conflicts of interest that may influence their ability to provide an impartial review. This includes financial, personal, or professional conflicts with the authors or their institutions.
- (iii) Reviewers should evaluate manuscripts objectively, based on scientific merit, relevance, and the quality of the research. Personal biases or judgments unrelated to the manuscript should not influence their assessments.
- (iv) Reviewers should accept review invitations only if they can complete the review within the agreed-upon timeframe. Timely reviews are essential for the efficient processing of manuscripts.
- (v) Reviewers should provide constructive and detailed feedback to authors, focusing on the strengths and weaknesses of the manuscript. Comments should be clear, respectful, and helpful for authors in improving their work.

- (vi) Any confidential or sensitive comments meant for the journal's editorial team should be clearly marked as such and not included in comments to authors.
- (vii) Reviewers should ensure that authors have properly cited and referenced prior work and provided credit to previous research. If reviewers identify any unattributed sources or improper citations, they should report it to the journal's editor.
- (viii) Reviewers should report any ethical concerns they identify during the review process, such as plagiarism, data fabrication, or authorship disputes, to the journal's editor for further investigation.
- (ix) Reviewers should respect the intellectual property and authorship rights of the manuscript's authors. They should not use or disclose any information from the manuscript before its publication.
- (x) Reviewers should not retain, or use submitted manuscripts for their own research purposes or discussions without the explicit consent of the journal's editor and the manuscript's authors.
- (xi) Reviewers should decline to review manuscripts if they have a conflict of interest, lack the necessary expertise, or are unable to provide a timely review.
- (xii) Reviewers should engage in ongoing professional development to enhance their reviewing skills, stay updated on ethical standards, and contribute to the improvement of the peer review process.
- (xiii) Reviewers should provide clear recommendations to the journal's Editor-in-Chief regarding the acceptance or rejection of a manuscript, along with supporting comments and justifications.

6.4. Plagiarism Policy

Authors are responsible for ensuring that their works are unique, are not plagiarised, and that they fully acknowledge the source of any content which is not entirely the authors' own. This journal will check articles for plagiarism (i.e., reproducing any content without attribution and permission) using global approved plagiarism software e.g., Crosscheck, and considers the inclusion of plagiarized content to be misconduct by the authors. However contrary to popular belief, plagiarism checkers do not only detect plagiarism, but also similarities. Not all similarities found by the Plagiarism Checker constitute plagiarism. To comply with plagiarism policy of the journal, the acceptable level is 20% and 10% score for text and technical similarity respectively. The submission with plagiarism higher than the tolerable limit of 5% shall be returned to the author for lowering the level before further processing.

7. INDEXING TO REPUTABLE INDEXERS

The TJTI will be indexed into the Scholarly Search Engines such as Google Scholar and Semantic Scholar, in the General Scholarly Databases such as Directory of Open Access Journals (DOAJ), Scopus, and Web of Science, and in Discipline-Specific Indexes such as PubMed Central (PMC) for life sciences and PsycInfo for psychology.

8. ARTICLE WITHDRAWAL

A withdrawal shall be initiated before or after peer review, during peer review or just before publication. Occasionally, articles 'in press' or published 'ahead of print' may also be withdrawn. A withdrawn manuscript shall be removed from the publisher's database altogether, and readers might not be aware of withdrawn papers or the withdrawal history of a published paper. In the case of articles posted online but not officially published or peer reviewed, the text shall be removed and replaced with a notification of withdrawal.

Submitted manuscripts can be withdrawn by the authors before final acceptance of the manuscript for publication (i.e. before it is published on line with formal identifiers (e.g. DOI number, volume and page number)). Authors should submit a signed statement to the editors to request for withdrawal. On the other hand, the TJTI will remove the article from the publication database if misconduct such as plagiarism, redundant publishing, and falsifying data, among others, has been found.

9. APPEALS AND COMPLAINTS

TJTI is committed to maintaining a fair, transparent, and accountable publication process. In this spirit, the journal recognizes the importance of providing avenues for authors, reviewers, and other stakeholders to voice their concerns, raise appeals, or file complaints when necessary. These mechanisms are crucial in upholding the integrity of the journal's operations and ensuring that ethical and academic standards are upheld.

9.1. Author Appeals

Authors who disagree with editorial decisions, such as manuscript rejections or corrections, have the right to appeal against these decisions. The journal encourages authors to submit appeals in writing, providing a clear and concise rationale for their disagreement. The appeals will be thoroughly reviewed by the journal's editorial team, which may involve consultation with additional experts in case of a need. The goal is to ensure that appeals are addressed fairly and objectively, and corrective measures are taken in case there is a fault.

9.2. Complaints

The TJTI welcomes complaints from authors, reviewers, or readers regarding any aspect of the journal's operations, including concerns related to the peer review process, publication ethics, or editorial decisions. Complaints should be submitted in writing and should include specific details about the issue. These complaints will be treated with confidentiality and sensitivity. The journal's editorial team will investigate the complaints thoroughly and, if necessary, engage in open communication with the concerned parties to resolve the issue.

9.3. Dispute Resolution

In cases where appeals and complaints cannot be resolved through the journal's internal mechanism, the journal may seek external mediation or involve relevant professional organizations to facilitate dispute resolution. The goal is to ensure that disputes are handled impartially and fairly, maintaining the highest standards of integrity and ethics.

9.4. Transparency

The journal will provide clear communication to all parties involved, including updates on the status of appeals or investigations of complaints to foster trust and accountability of journal.

9.5. Continuous Improvement

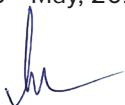
The journal recognizes that feedback from appeals and complaints can be valuable in identifying areas for improvement in its operational guidelines and processes. The journal will use this feedback constructively to enhance its procedures and maintain the highest standards of excellence and fairness.

10. SUSTAINABILITY PLAN

In order to publish in the journal, authors of accepted articles are required to pay an Article Publication Fee (APF). The APF will be paid upon endorsement of the paper for publication by the Board of Editors. The fee will be determined from time to time. The APF will be USD 150. Forty percent (40%) of the fee will cater for Institute's overhead expenses by the Institute in relation to journal hosting. The rest (60%) will be retained at the Journal Management Unit to cover operational expenses. The journal will offer APF waivers and discounts for papers published in this journal. The requests for waiving and discounts will be considered on a case-by-case basis.

11. APPROVAL OF THE JOURNAL OPERATIONAL GUIDELINE

This Journal Operational Guideline was approved by the 112th Council meeting held on 15th May, 2025 in the DIT Board Room, Dar es Salaam.



Prof. Preksedis M. Ndomba
RECTOR

APPENDIX 1: TEMPLATE FOR PAPER PREPARATION

Template for Paper Preparation for submission in the Tanzania Journal of Technological Innovations (TJTI)

First A. Author, Affiliation, Second B. Author, Affiliation, and Third C. Author, Affiliation

Abstract--Basic guidelines for the preparation of a technical work for the Tanzania Journal of Technological Innovations (TJTI) are presented. This document is itself an example of the desired layout and can be used as a template. It contains information regarding desktop publishing format, type sizes, and typefaces. Style rules are provided that explains how to handle equations, units, figures, tables, abbreviations, and acronyms. Sections are also devoted to the preparation of acknowledgments, references, and authors' biographies. The abstract is limited to 150–200 words and cannot contain equations, figures, tables, or references. It should concisely state what was done, how it was done, principal results, and their significance.

Index Terms--The author shall provide up to 10 keywords (in alphabetical order) to help identify the major topics of the paper.

Financial support should be acknowledged here. Example: This work was supported in part by the Department of Research, Publication and Postgraduate Studies under Grant DIT123.

The title should be in uppercase and lowercase letters, not all uppercase.

The name and affiliation (including city and country) of each author must appear on the paper. Full names are preferred in the author line, but are not required here. Initials are used in the affiliation footnotes (see below). Put a space between authors' initials. Do not use all uppercase for authors' surnames.

F. A. Author is with the Dar es salaam Institute of Technology Box 2958 Dar es Salaam Tanzania (e-mail: author@dit.ac.tz).

S. B. Author was with University of Dar es Salaam, Box 7700 Dar es Salaam Tanzania (e-mail: Author@udsm.ac.tz). He is now with the Department of Laboratory Technology in DIT Tanzania (e-mail: Author@dit.ac.tz).

T. C. Author is with the Electrical Engineering Department, University of ST. Joseph Box 2020 Tanzania (e-mail@sjuit.ac.tz).

INTRODUCTION

THIS document is an example of the desired layout for a Tanzania Journal of Technological Innovations (TJTI). It contains information regarding desktop publishing format, type sizes, and typefaces. Style rules are provided that explain how to handle equations, units, figures, tables, abbreviations, and acronyms. Sections are also devoted to the preparation of acknowledgments, references, and authors' biographies.

JOURNAL PAPER PREPARATION

Please use automatic hyphenation and check your spelling. Additionally, be sure your sentences are complete and that there is continuity within your paragraphs. Check the numbering of your graphics (figures and tables) and make sure that all appropriate references are included.

Template

This document may be used as a template for preparing your Journal paper. You may type over sections of the document, cut and paste into it, and/or use markup styles.

Format

If you choose not to use this document as a template, prepare your technical work in single-spaced, double-column format, on paper 21.6×27.9 centimeters (8.5×11 inches or 51×66 picas). Set top and bottom margins to 16.9 millimeters (0.67 inch or 4 picas) and left and right margins to about 16.9 millimeters (0.67 inch or 4 picas). Do not violate margins (i.e., text, tables, figures, and equations may not extend into the margins). The column width is 88.9 millimeters (3.5 inches or 21 picas). The space between the two columns is 4.2 millimeters (0.17 inch or 1 pica). Paragraph indentation is 4.2 millimeters (0.17 inch or 1 pica). Use full justification. Use either

one or two spaces between sections, and between text and tables or figures, to adjust the column length.

Typefaces and Sizes

Use a proportional serif typeface such as Times Roman or Times New Roman and embed all fonts. Table I provides samples of the appropriate type sizes and styles to use.

Section Headings

A primary section heading is enumerated by a Roman numeral followed by a period and is centered above the text. A primary heading should be in capital letters.

A secondary section heading is enumerated by a capital letter followed by a period and is flush left above the section. The first letter of each important word is capitalized and the heading is italicized.

A tertiary section heading is enumerated by an arabic numeral followed by a parenthesis. It is indented and is followed by a colon. The first letter of each important word is capitalized and the heading is italicized.

A quaternary section heading is rarely necessary, but is perfectly acceptable if required. It is enumerated by a lowercase letter followed by a parenthesis. It is indented and is followed by a colon. Only the first letter of the heading is capitalized and the heading is italicized.

TABLE I
Samples of Times Roman Type Sizes and Styles

Point size	Purpose in Paper	Special Appearance
8	Author affiliation, all captions, table text, figure text, footnotes, subscripts, superscripts, references, biographies	
9	Abstract, keywords	
10	Body text, equations	Subheading SECTION TITLES
11	Author Name	
24		Title

Figures and Tables

Figure axis labels are often a source of confusion. Try to use words rather than symbols. As an example, write the quantity “Throughput,” or “Throughput, bps/Hz,” not just “bps/Hz.” Put units in parentheses.

To insert images in Microsoft Word, position

the cursor at the insertion point and either use Insert | Picture | Insert Picture from File or copy the image to the Windows clipboard and then use Home | Paste | Paste Special | Picture.

Large figures and tables may span both columns, but may not extend into the page margins. Figure captions should be below the figures; table captions should be above the tables. Do not put captions in “text boxes” linked to the figures. Do not put borders around your figures. Use the abbreviation “Fig. 1,” even at the beginning of a sentence.

Numbering

Number reference citations consecutively in square brackets [1]. The sentence punctuation follows the brackets [2]. Multiple references [2], [3] are each numbered with separate brackets [1]-[3]. Refer simply to the reference number, as in [3]. Do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] shows....”

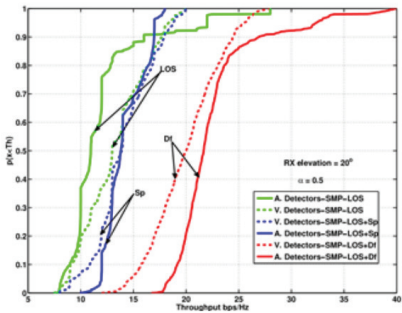


Fig. 1. Note that “Fig.” is abbreviated and there is a period after the figure number followed by two spaces.

Number footnotes separately with superscripts (References | Insert Footnote). Place the actual footnote at the bottom of the column in which it is cited. Do not put footnotes in the reference list. Use letters for table footnotes.

Check that all figures and tables are numbered correctly. Use arabic numerals for figures and Roman numerals for tables.

Appendix figures and tables should be numbered consecutively with the figures and tables appearing in the rest of the paper. They should not have their own numbering system.

Units

Metric units are preferred for use in Tanzania Journal of Technological Innovations (TJTI) publications in light of their global

readership and the inherent convenience of these units in many fields. In particular, the use of the International System of Units (Système Internationale d'Unités or SI Units) is advocated. This system includes a subsystem of units based on the meter, kilogram, second, and ampere (MKSA). British units may be used as secondary units (in parentheses). An exception is when British units are used as identifiers in trade, such as 3.5-inch disk drive.

Abbreviations and Acronyms

Define less common abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Abbreviations such as SI, ac, dc, and rms do not have to be defined. Do not use abbreviations in the title unless they are unavoidable.

Math and Equations

Use either the Microsoft Equation Editor or the MathType commercial add-on for MS Word for all math objects in your paper (Insert | Equation or MathType Equation).

To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use a long dash rather than a hyphen for a minus sign. Use parentheses to avoid ambiguities in denominators.

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). Be sure that the symbols in your equation have been defined before the equation appears or immediately following.

$$I_m^{SM} = \frac{2I}{M+1} m \text{ for } m = 1, \dots, M \quad (1)$$

where I^{SM} is the light intensity in spatial modulation.

Use "(1)," not "Eq. (1)" or "equation (1)," except at the beginning of a sentence:
"Equation (1) is"

APPENDIX

Appendixes, if needed, appear before the acknowledgment.

ACKNOWLEDGMENT

The following is an example of an acknowledgment. (Please note that financial support should be acknowledged in the unnumbered footnote on the title page.)
The authors gratefully acknowledge the

contributions of I. X. Kitururu, A. H. Kikwesha, C. J. Ruthinda, and S. H. Ngowi for their work on the original version of this document.

REFERENCES

References are important to the reader; therefore, each citation must be complete and correct. There is no editorial check on references; therefore, an incomplete or wrong reference will be published unless caught by a reviewer or discussor and will detract from the authority and value of the paper. References should be readily available publications.

List only one reference per reference number. If a reference is available from two sources, each should be listed as a separate reference. Give all authors' names; do not use et al.

Samples of the correct formats for various types of references are given below.

Basic format for books:

- [1] J. K. Author, "Title of chapter in the book," in Title of His Published Book, xth ed. City of Publisher, Country if not USA: Abbrev. of Publisher, year, ch. x, sec. x, pp. xxx–xxx.

Examples:

- [2] G. O. Young, "Synthetic structure of industrial plastics," in Plastics, 2nd ed., vol. 3, J. Peters, Ed. New York: McGraw-Hill, 1964, pp. 15–64.
[3] W.-K. Chen, Linear Networks and Systems. Belmont, CA: Wadsworth, 1993, pp. 123–135.

Basic format for periodicals:

- [4] J. K. Author, "Name of paper," Abbrev. Title of Periodical, vol. x, no. x, pp. xxx–xxx, Abbrev. Month, year.

Examples:

- [5] J. U. Duncombe, "Infrared navigation—Part I: An assessment of feasibility," IEEE Trans. Electron Devices, vol. ED-11, no. 1, pp. 34–39, Jan. 1959.
[6] E. P. Wigner, "Theory of traveling-wave optical laser," Phys. Rev., vol. 134, pp. A635–A646, Dec. 1965.
[7] E. H. Miller, "A note on reflector arrays," IEEE Trans. Antennas Propagat., to be published.

Basic format for reports:

- [8] J. K. Author, "Title of report." Abbrev. Name of Co., City of Co., Abbrev. State, Rep. xxx, year.

Examples:

- [9] E. E. Reber, R. L. Michell, and C. J. Carter, "Oxygen absorption in the earth's atmosphere," Aerospace Corp., Los Angeles, CA, Tech. Rep. TR-0200 (4230-46)-3, Nov. 1988.
- [10] J. H. Davis and J. R. Cogdell, "Calibration program for the 16-foot antenna," Elect. Eng. Res. Lab., Univ. Texas, Austin, Tech. Memo. NGL-006-69-3, Nov. 15, 1987.

Basic format for handbooks:

- [11] Name of Manual/Handbook, x ed., Abbrev. Name of Co., City of Co., Abbrev. State, year, pp. xxx-xxx.

Examples:

- [12] Transmission Systems for Communications, 3rd ed., Western Electric Co., Winston-Salem, NC, 1985, pp. 44-60.
- [13] Motorola Semiconductor Data Manual, Motorola Semiconductor Products Inc., Phoenix, AZ, 1989.

Basic format for books (when available online):

- [14] Author. (year, month day). Title. (edition) [Type of medium], volume (issue). Available: site/path/file

Example:

- [15] J. Jones. (1991, May 10). Networks. (2nd ed.) [Online]. Available: <http://www.atm.com>

Basic format for journals (when available online):

- [16] Author. (year, month). Title. Journal. [Type of medium], volume (issue), pages. Available: site/path/file

Example:

- [17] R. J. Vidmar. (1992, Aug.). On the use of atmospheric plasmas as electromagnetic reflectors. IEEE Trans. Plasma Sci. [Online]. 21(3), pp. 876-880. Available: <http://www.halcyon.com/pub/journals/21ps03-vidmar>

Basic format for papers presented at conferences (when available online):

- [18] Author. (year, month). Title. Presented at Conference title. [Type of medium]. Available: site/path/file

Example:

- [19] PROCESS Corp., MA. Intranets: Internet technologies deployed behind the firewall for corporate productivity. Presented at INET96 Annual Meeting. [Online]. Available: <http://home.process.com/Intranets/wp2.htm>

Basic format for reports and handbooks (when available online):

- [20] Author. (year, month). Title. Company. City, State or Country. [Type of medium]. Available: site/path/file

Example:

- [21] S. L. Talleen. (1996, Apr.). The Intranet Architecture: Managing information in the new paradigm. Amdahl Corp., CA. [Online]. Available:

<http://www.amdahl.com/doc/products/bsg/intra/intra/html>

Basic format for computer programs and electronic documents (when available online): ISO recommends that capitalization follow the accepted practice for the language or script in which the information is given.

Example:

- [22] A. Harriman. (1993, June). Compendium of genealogical software. Humanist. [Online]. Available e-mail: HUMANIST@NYVM.ORG Message: get GENEALOGY REPORT

Basic format for patents (when available online):

- [23] Name of the invention, by inventor's name. (year, month day). Patent Number [Type of medium]. Available: site/path/file

Example:

- [24] Musical toothbrush with adjustable neck and mirror, by L. M. R. Brooks. (1992, May 19). Patent D 326 189 [Online]. Available: NEXIS Library: LEXPAT File: DESIGN

Basic format for conference proceedings (published):

- [25] J. K. Author, "Title of paper," in Abbreviated Name of Conf., City of Conf., Abbrev. State (if given), year, pp. xxx–xxx.

Example:

- [26] D. B. Payne and J. R. Stern, "Wavelength-switched passively coupled single-mode optical network," in Proc. IOOC-ECOC, 1985, pp. 585–590.

Example for papers presented at conferences (unpublished):

- [27] D. Ebehard and E. Voges, "Digital single sideband detection for interferometric sensors," presented at the 2nd Int. Conf. Optical Fiber Sensors, Stuttgart, Germany, Jan. 2–5, 1984.

Basic format for patents:

- [28] J. K. Author, "Title of patent," U.S. Patent x xxx xxx, Abbrev. Month, day, year.

Example:

- [29] G. Brandli and M. Dick, "Alternating current fed power supply," U.S. Patent 4 084 217, Nov. 4, 1978.

Basic format for theses (M.S.) and dissertations (Ph.D.):

- [30] J. K. Author, "Title of thesis," M.S. thesis, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.
- [31] J. K. Author, "Title of dissertation," Ph.D. dissertation, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.

Examples:

- [32] J. O. Williams, "Narrow-band analyzer," Ph.D. dissertation, Dept. Elect. Eng., Harvard Univ., Cambridge, MA, 1993.
- [33] N. Kawasaki, "Parametric study of thermal and chemical nonequilibrium nozzle flow," M.S. thesis, Dept. Electron. Eng., Osaka Univ., Osaka, Japan, 1993.

Basic format for the most common types of unpublished references:

- [34] J. K. Author, private communication, Abbrev. Month, year.
- [35] J. K. Author, "Title of paper," unpublished.

- [36] J. K. Author, "Title of paper," to be published.

Examples:

- [37] A. Harrison, private communication, May 1995.
- [38] B. Smith, "An approach to graphs of linear forms," unpublished.
- [39] A. Brahms, "Representation error for real numbers in binary computer arithmetic," IEEE Computer Group Repository, Paper R-67-85.

Basic format for standards:

- [40] Title of Standard, Standard number, date.

Examples:

- [41] IEEE Criteria for Class IE Electric Systems, IEEE Standard 308, 1969.
- [42] Letter Symbols for Quantities, ANSI Standard Y10.5-1968.

BIOGRAPHIES

A technical biography and photograph for each author may be included. The photo should be 2.54 centimeters (1 inch) wide by 3.18 centimeters (1.25 inches) high. The head and shoulders should be centered, and the photo should be flush with the left margin.

Please note that biographies and photos are included in the page count.

The first paragraph should begin with the author's name. A place and/or date of birth may be included (list place, then date). Next, the author's educational background is listed. The degrees should be listed with type of degree in what field, which institution, city, state, and country, and year the degree was earned. The author's major field of study should be lower-cased.

The second paragraph uses the pronoun of the person (he or she) and not the author's last name. It lists military and work experience, including summer and fellowship jobs. Job titles are capitalized. The current job must have a location; previous A positions may be listed without one. Information concerning previous publications may be included. Try not to list more than three books or published articles. The format for listing publishers of a book within the biography is: title of book (city, state: publisher name, year) similar to a reference. Current and previous research interests end the paragraph.

The third paragraph begins with the author's title and last name (e.g., Dr. Kiangi, Prof. Ezekiel, Mr. Mshana, Ms. Happy). List any memberships in professional societies. Finally, list any awards achieved from your contributions.

The following is a biography example.

JUDY KIBAJA was born in Kilimanjaro Tanzania, on July 9, 1995. He graduated from the Dar es Salaam Institute of Technology.

His employment experience included the Tanzania Telecommunications Company LTD, University of Dar es salaam, Tanzania Post Corporation, and Tanzania Commission for Science and Technology. His special fields of interest included high frequency.

Dr. Kibaja received honorary degrees from institutions of higher learning including Edinburgh University and Oxford University.

APPENDIX 2: AUTHORS' DECLARATION FORM

Name of the Author:

Title of the Manuscript:.....

Type of Manuscript:

☐ Research article ☐ Review Article

I, the undersigned, declare that:

☐ I am the sole author or all authors have participated in and agree with the content of this manuscript,

☐ No part of it nor any contribution based on substantially similar data has been submitted to another journal for publication and that the manuscript submitted is not under consideration or accepted for publication elsewhere,

☐ I shall respond appropriately on the journal interface to the critical observations, remarks, and suggestions of the reviewers;

☐ Do you have any financial, personal, or professional relationships with other people or organizations that could reasonably be perceived as conflicts of interest or as potentially influencing or biasing their work? ☐ YES ☐ NO
(insert "☐mark" in the box for your response)

If YES, Explain.....

Signature of the author.....Date.....

Category: ☐ Corresponding author ☐ Co-author

(insert "☐mark" in the box for your authorship category)

