



GUIDELINES FOR AUTHORS

Journal of Applied Research & Development (JARO)

The Journal of Applied Research & Development (JARO) publishes high-quality, original research that advances knowledge, policy, and practice across applied research and development disciplines. Authors are encouraged to prepare manuscripts that are clear, ethical, inclusive, and accessible to a broad academic and professional readership.

Compliance with the following guidelines will support an efficient review and publication process.

WRITING AND FORMATTING STANDARDS

Manuscripts must be written in clear, scholarly English, using either American or British English consistently throughout the document. Authors are responsible for ensuring grammatical accuracy, clarity of expression, and logical flow. Submissions should be prepared using Microsoft Word (.doc or .docx) or LaTeX, following the official JARO templates where provided.

The manuscript should be single-spaced or 1.5-spaced, include page and line numbers, and use a standard academic font such as Times New Roman (12-point). All tables, figures, and equations must be editable and properly labeled.

Title

The title should be concise, informative, and specific, accurately reflecting the core contribution or main conclusion of the manuscript. Wherever possible, titles should communicate the study's key outcome rather than merely stating the topic. Abbreviations and jargon should be avoided.

Creative or thought-provoking titles are welcome when appropriate and relevant; however, authors should ensure that such titles are not misleading, offensive, or ambiguous. JARD discourages titles that are framed solely as questions, are overly broad, or use vague phrases such as "Role of," "Effect of," or "Link between" without specifying the nature of the relationship or finding.

Abstract

The abstract should clearly communicate the significance, purpose, methods, key results, and conclusions of the study in a single paragraph of approximately 150–250 words. It should be written for a broad readership and highlight the conceptual or practical contribution of the research.

Authors are encouraged to follow a structured logic (e.g., Introduction, Methods, Results, and Discussion), while minimizing abbreviations and avoiding citations, figures, or tables. For studies involving registered trials or datasets, relevant identifiers and registration details should be included where applicable.

Keywords

Authors must provide 5–8 keywords that accurately reflect the content of the manuscript. A mix of general and specific terms is encouraged to improve discoverability across academic databases and search engines.

Manuscript Length

Authors should adhere to the recommended word limits for their selected article type, as specified by JARD. The manuscript word count includes the main body text and in-text citations, but excludes the abstract, headings, tables, figures, acknowledgements, and references.

The total word count, along with the number of tables and figures, should be stated on the first page of the manuscript.

ORGANIZATION OF THE MANUSCRIPT

The introduction should provide a clear and concise overview of the research background, identifying the knowledge gap or problem that the study seeks to address. Authors should situate their work within existing literature while avoiding an extensive literature review.

JARD- GUIDELINES FOR AUTHORS

The section should clearly state the study objectives and explain the significance of the research in advancing theory, practice, or policy. The introduction should guide readers naturally toward the research questions or hypotheses without unnecessary subheadings.

Materials and Methods

This section must describe the study design, data sources, sampling procedures, instruments, and analytical methods in sufficient detail to allow replication. Established methods should be cited appropriately, while any modifications should be clearly explained.

For studies involving human or animal subjects, authors must include a statement on ethical approval, informed consent, and compliance with relevant institutional or national guidelines. Transparency and methodological rigor are essential in this section.

Results

Results should be presented clearly, objectively, and logically, focusing on findings rather than interpretation. Tables and figures should be used where appropriate to enhance clarity and should be referenced in the text.

All results presented must relate directly to the study objectives. Footnotes should be avoided and integrated into the main text. Authors should not duplicate data across text, tables, and figures.

Discussion

The discussion should interpret the results in relation to existing literature, highlighting similarities, differences, and the novelty of the findings. Authors should explain the implications of their results for research, practice, or policy.

This section should also acknowledge the limitations of the study and suggest areas for future research. Speculative interpretations are acceptable where clearly identified and grounded in evidence.

Conclusion

The conclusion should provide a concise summary of the main findings and their broader relevance. It should reinforce the contribution of the study without repeating detailed results or introducing new data.

Where appropriate, authors may include practical recommendations or policy implications derived from the study's findings.

REFERENCE STYLES ACCEPTED BY JARD

JARD accepts two internationally recognized referencing systems: Harvard (author–date) and Vancouver (numbered). Authors must select one reference style only and apply it consistently throughout the manuscript, including in-text citations, tables, figures, and the reference list.

Accuracy, completeness, and relevance of references are the responsibility of the author(s). All sources cited in the text must appear in the reference list, and all listed references must be cited in the manuscript.

Harvard Reference Style (Author–Date)

The Harvard referencing system uses the author’s surname and year of publication for in-text citations and lists references alphabetically at the end of the manuscript. This style is recommended for manuscripts in the social sciences, humanities, education, and policy-oriented research.

References should include the full surname and initials of up to the first six authors, followed by et al. where applicable, and the year of publication in brackets. The reference list must be arranged in alphabetical order by the first author’s surname.

Reference Examples (Harvard Style)

1. Journal Article (Print)
Sondheimer, N., and Lindquist, S. (2000). Rnq1: an epigenetic modifier of protein function in yeast. *Molecular Cell*, 5, 163–172.
2. Journal Article (Online)
Tahimic, C.G.T., Wang, Y., and Bikle, D.D. (2013). Anabolic effects of IGF-1 signaling on the skeleton. *Frontiers in Endocrinology*, 4:6. doi:10.3389/fendo.2013.00006
3. Book Chapter
Sorenson, P.W., and Caprio, J.C. (1998). Chemoreception. In Evans, D.H. (Ed.), *The Physiology of Fishes*. Boca Raton, FL: CRC Press, pp. 375–405.
4. Book
Cowan, W.M., Jessell, T.M., and Zipursky, S.L. (1997). *Molecular and Cellular Approaches to Neural Development*. New York: Oxford University Press.
5. Abstract
Hendricks, J., Applebaum, R., and Kunkel, S. (2010). A world apart? Bridging the gap between theory and applied social gerontology. *Gerontologist*, 50, 284–293.

JARD- GUIDELINES FOR AUTHORS

6. Website
7. World Health Organization. (2018). E. coli. Available at: <https://www.who.int/news-room/fact-sheets/detail/e-coli> [Accessed March 15, 2018].
8. Patent
Marshall, S.P. (2000). Method and apparatus for eye tracking and monitoring pupil dilation to evaluate cognitive activity. U.S. Patent No. 6,090,051.
9. Dataset
Perdiguero, P., Venturas, M., Cervera, M.T., Gil, L., and Collada, C. (2015). Data from: Massive sequencing of *Ulmus minor*'s transcriptome. Dryad Digital Repository. doi:10.5061/dryad.ps837
10. Thesis or Dissertation
Smith, J. (2008). Post-structuralist discourse relative to phenomenological pursuits in the deconstructivist arena. Unpublished doctoral dissertation, University of Chicago, USA.

Vancouver Reference Style (Numbered)

The Vancouver referencing system uses numbered in-text citations that correspond to a numbered reference list arranged in the order of first appearance in the manuscript. This style is commonly used in medical, health, and natural sciences.

In-text citations should appear as Arabic numerals in parentheses, e.g. (1), or square brackets where discipline-specific conventions apply. The abbreviation "Ref" should not be used. In-text Citation Rules

- i. Citations are numbered consecutively as they appear in the text
- ii. The same number is reused for repeated citations
- iii. Comparative citations should follow numeric formatting (e.g., cf. (1))

Reference Examples (Vancouver Style)

Journal Article (Print)

Sondheimer N, Lindquist S. Rnq1: an epigenetic modifier of protein function in yeast. *Mol Cell*. 2000;5:163–172.

Journal Article (Online)

JARD- GUIDELINES FOR AUTHORS

Tahimic CGT, Wang Y, Bikle DD. Anabolic effects of IGF-1 signaling on the skeleton. *Front Endocrinol.* 2013;4:6. doi:10.3389/fendo.2013.00006

Book Chapter

Sorenson PW, Caprio JC. Chemoreception. In: Evans DH, editor. *The Physiology of Fishes*. Boca Raton, FL: CRC Press; 1998. p. 375–405.

Book

Cowan WM, Jessell TM, Zipursky SL. *Molecular and Cellular Approaches to Neural Development*. New York: Oxford University Press; 1997.

Website

World Health Organization. E. coli. 2018. Available from: <https://www.who.int/news-room/fact-sheets/detail/e-coli>

Patent

Pagedas AC. Flexible endoscopic grasping and cutting device. United States patent US 20020103498; 2001

Citation of Retracted Articles

Authors are responsible for verifying the status of all references prior to submission. Citing retracted articles may undermine the credibility of the manuscript and should only occur where academically justified.

If a retracted article must be cited, authors must clearly indicate its retracted status in the reference list and explain the reason for its inclusion within the manuscript text. Authors are encouraged to consult recognized databases such as PubMed or Retraction Watch when verifying references.

USE OF ARTIFICIAL INTELLIGENCE (AI) TOOLS

JARD permits the use of artificial intelligence tools (such as language models or image-generation tools) as supportive aids in writing, editing, data visualization, or analysis. However, AI tools must not be listed as authors or co-authors, as authorship requires accountability that AI systems cannot provide.

Authors remain fully responsible for the accuracy, originality, and integrity of all content, including text, data, figures, references, and interpretations generated or assisted by AI. Any use of AI tools that meaningfully contributed to the manuscript should be transparently

JARD- GUIDELINES FOR AUTHORS

disclosed in the acknowledgements or methods section, including the name and purpose of the tool used.

AI use must not result in plagiarism, fabricated references, or misleading content.

Language, Style, and Inclusivity

JARD is committed to inclusive, respectful, and unbiased scholarly communication. Authors should avoid language that is discriminatory, stereotypical, or exclusionary. Personal attributes such as gender, race, ethnicity, disability, or socio-economic status should only be mentioned when they are directly relevant to the research.

Authors are encouraged to use inclusive language practices and to be mindful of diversity, equity, and representation in both writing and research design.

Accessibility and Alt Text

To support accessibility, authors are encouraged to include alternative text (alt text) for all figures and images. Alt text should briefly and clearly describe the essential content of the image so that readers using assistive technologies can fully understand the material.

Good alt text is concise, specific, and informative, and complements rather than duplicates figure captions.

Abbreviations, Units, and Nomenclature

Abbreviations should be used sparingly and defined upon first use. Standard International Units (SI) should be applied throughout the manuscript. Scientific names, symbols, and nomenclature must follow internationally recognized standards relevant to the discipline.

Equations should be created using an equation editor and remain fully editable.

References and Citations

Manuscripts must be grounded in current, peer-reviewed scholarly literature. Authors should avoid excessive self-citation and the use of non-academic or unreliable sources. Reference lists should reflect balanced coverage of relevant work in the field.

JARD accepts recognized referencing styles such as APA, Harvard, or Vancouver, provided the chosen style is applied consistently. All cited works must appear in the reference list and vice versa. Where available, DOIs should be included.

Final Responsibility

Submission of a manuscript to JARD confirms that the work is original, has not been published elsewhere, and complies with ethical and academic standards. Authors retain full responsibility for the content of their work throughout the submission, review, and publication process.

Contact Information

Journal of Applied Research & Development (JARD)

A publication of Research Clinic Malawi

 researchclinicmw@gmail.com

 +265 993 970 998

 www.researchclinicmw.com