

Guidelines for preparing a paper for the RUFORUM Working Document Series

Papers for the RUFORUM Working Document Series should not exceed 12 A4 pages. Use 2.5 cm margins and 1.5 line spacing throughout. All text, except the title should be in font face - Arial Narrow and font size 12. The title should be in 14 point bold. Follow the Title on the next line by authors' initials and surnames; and provide their respective affiliations (Institution and Postal address), using numerical superscripts to indicate each author's affiliation. E-mail address of the corresponding author on the next line (use "E-mail:" followed by the e-mail address on the same line). The title, authors, affiliation and contact details, as well as e-mail address should be centred.

Use: Abstract, Keywords, Introduction, Methodology, Results and Discussion, Conclusions, Acknowledgement and References as headings. All headings should be in font face 12 bold, and paragraph text should be full justified. Subheadings should be in same font but not *italicized*. Separate each paragraph with a paragraph mark (hard return).

Abstract

Give a short description of maximum 250 words which should provide context to the problem and proposed interventions/ contribution to knowledge that will better livelihoods or advance further research.

Key words

Use a maximum of six keywords, in alphabetical order, separated with commas.
Do not include words already in your abstract title.

Introduction

The introduction should include the following:

Give background and identify the problem to be addressed in the research, review, experience and/ or practice
Clearly state the aim and/or the hypothesis of the research paper. Be sure that this aim and/ or objective remains the focus for all the sections of your paper.

Approach/ Materials and Methods/ Methodology

This will vary depending on the type of study and nature of the paper.

- Empirical quantitative studies: Clearly state when and where the trial was conducted, especially if it was a laboratory, glass/greenhouse or field trial. Also indicate if it was a one season or multiple season study. State the test crop(s) if applicable; Give a short description of all the treatments; List the parameters that were measured; Give the experimental design and state the number of repetitions; State the level of probability and what test will be used to test for significance between treatment means; Be sure to only give the materials and methods addressing your aim/hypothesis.
- Empirical social/qualitative studies: describe the ethnographic approach(es) used, including sampling frame and sample size and provide justification for the methods
- For the other types of papers (e.g., Reviews, Opinion pieces sharing experiences and/ practice): Describe briefly the approach and/ or considerations used to secure the lines of thoughts and perspectives, including a brief description of how the data were analysed (e.g., content / thematic analysis, discourse and network analysis, etc) or the guiding prepositions/theories e.g., Contextual Interaction Theory





leading to conclusions such as etic and emic perspectives in anthropology, folkloristics, and the social and behavioral sciences

Results and Discussion

This section should be the focus of your paper

Here you should present and discuss your data. Only discuss significant differences or if not significant (or not statistically analysed yet) give major trends or other information of importance that the data do imply.

Do not introduce data here that are not relevant to your title and your aim.

Only two Figure and/or two Table are strongly encouraged but more data may be included, provided they support completeness of assertions presented. Follow examples of papers published in the RUFORUM Working Document Series.

Conclusion

Give one or two general conclusions.

Do not make conclusions on data not presented in the results and discussion part

Again make sure that the conclusions address your aim/hypothesis stated in the introduction and that it is linked to you title.

Acknowledgement

This should be one or two sentences acknowledging the contribution of persons and institutions that are associated with your publication. It should not include the listed co-authors.

References

Use not more than 10 key references and use citation and listing format provided in published Research Application Summaries – available from <https://repository.ruforum.org/>

