



Guidelines for Authors

I. General principles

1. Articles published in the University Review – Series: Humanities and Social Sciences cover the field of humanities and social sciences in the broadest sense. It accepts research in Anthropology, Archaeology, Arts, Communication, Literature Criticism, Education and Applied Pedagogy, Geography, History, Journalism, Languages and Literatures, Linguistics, Philosophy, Psychology, Language Sciences, Sociology, Oral and Written Expression Techniques, etc. Articles are accepted, subject to the availability of editorial space.
2. Before submitting the text, authors must familiarize themselves with the journal's general editorial policy. Articles must be written in accordance with the standard format for scientific articles, “IMRD” (Introduction, Methodology, Results, Discussion + Conclusion). If this is not the case, authors should refer to the types of articles accepted, listed in the appendix. The titles of the main sections must be written in bold.
3. No financial contribution will be requested from the author for the submission of their article. The same applies to all reviews of texts (articles, reports, summaries) sent to the Editorial Board.
4. The article must be unpublished and must not have been submitted to other journals/publishers for publication. It must also not have been submitted to several journals simultaneously. The author must sign a “declaration of originality and transfer of reproduction and representation rights.”
5. Only articles that comply with the editorial policy and guidelines will be edited, published, posted on the University of Burundi website, and made freely available in their entirety. The publication date will depend on the overall coordination of the work by the editor-in-chief. The editor of a scientific journal that complies with international agency standards evaluates the quality of projects at several levels. The editor, its experts, or its reviewers (peer review) reserve the right to assess whether the work is suitable for the purpose and objectives of publication, on the one hand, and the formal quality of the publication, on the other. The editor has the right of first turn-down.
6. Once published, only the “PDF-editor” version of the article may be deposited for archiving in the author's institutional repositories, with exact references and metadata for the article. Any reporting or referencing must comply with international standards and the article's citation method, as duly specified in the journal's policy.



Guidelines for Authors

II. Editing rules

7. Article proposals must be in French or English. Articles in Kirundi or Kiswahili may be accepted provided that reviewers with expertise in the field and proficiency in both languages can be found. For these two languages, authors must translate the abstracts into English and French.
8. Authors must comply with the typographical rules of each language.
9. **Layout:** The font size is 12 for all text, including titles, notes, citations, and bibliography. The font is Times New Roman, with 1.5 line spacing. The text must be justified, in “.doc/.docx” (MS Word) format, with automatic line breaks, without pagination or color. The length of the document must not exceed 20 pages, including figures and tables. Margins are normal (2.5cm×2.5). The journal has its own formatting standards. Authors should submit articles prepared according to the rules described. The journal will take care of formatting at the time of publication.
10. Impersonal style is preferred, hence the use of the third person singular and other impersonal expressions such as “this research/study...”. The use of the pronoun “we” should be avoided in the text.
11. The number of figures and tables should not exceed six (6 figures and tables). The title of each illustration is placed at the top with its sequential number (e.g., Figure 1; Table 3: Proportion of respondents who consume ...). The source is indicated at the bottom (e.g., Source: Author, based on data from ...). The colors of the figures must be suitable for printing in black and white. Tables covering more than two pages should be avoided. Tables that occupy more than one page may not be split. The font size for tables and figures is 10.
12. Articles containing figures and tables of poor scientific and technical quality will not be accepted. The editor reserves the right to reject tables and figures (which are always costly) that are redundant with the written data, which is often sufficient for a clear understanding of the subject matter.
13. Screenshots from the internet and extracts from films or advertising images should be avoided as much as possible. Any part of the text subject to intellectual property rights must be rewritten in Word, indicating the references, the source of the text, and any authorizations.
14. Authors should prepare a separate title page with the title, first names, and last names of the authors (without any indication or abbreviation of title or rank), their institution, their country, and their email address (preferably professional and at the author's discretion).
15. The author shall precede their article with an abstract summarizing the context and main objective of the study, the methodology, the main results, and the conclusion. The abstract should not exceed 250 words. The abstract is followed by 3 to 5 keywords. Abstracts of articles in French are translated into English, and vice versa. In all cases, the abstract must not be a reproduction of part of the article. Keywords will be separated by commas and will not have a period at the end.
16. All paragraphs (subheadings in bold without acronyms) should be separated by a single space. The hierarchy of titles should not exceed three (3) levels. The first level is that of



Guidelines for Authors

the main parts of the article according to the IMRD rule (Introduction, Methodology, Results, Discussion + Conclusion).

17. Words or expressions that the author wishes to emphasize should be placed in quotation marks or italics. Underlining, bold type, and capital letters should not be used under any circumstances, even for proper names in bibliographical references, except for the initial capital letter.
18. Notes, preferably brief and limited in number, should appear at the bottom of the page with automatic continuous numbering (1,2,...5 and not i,ii...iv). The author should ensure that the space taken up by the notes is reduced in relation to the body of the text.
19. **Quotations:** Quotations are placed between double quotation marks and inserted into the body of the text when they are short. If they are four lines long, they are written in italics, size 10, indented 1.5 cm on the left and 0.5 cm on the right. Quotations in a language other than that of the article will be translated in the body of the article. The translation is placed in square brackets [...]. All quotations, whether direct or indirect, must be referenced. Second-hand quotations are not permitted.
20. **References:** The bibliography will be presented directly after each contribution (at the end of the article). The recommended reference standard is APA, 7th edition. The formatting of references in the text and bibliography should be done using bibliographic reference management software (Zotero, Mendeley, Endnote, etc.).
21. "Et al." should not appear in the list of references. All co-authors and co-editors must be identified unless the number of co-authors exceeds 23 (see APA guidelines). Authors should be listed by last name and initials; commas separate the authors' names, while the last author's name is preceded by an ampersand (&). The reference list is arranged alphabetically by the first author's name.
22. Authors should provide the unique identifiers of the online articles (Digital Object Identifiers - DOI) cited. They should also provide links to other references cited (reports, online theses and dissertations, press articles, etc.). They should also indicate the most recent date of consultation [accessed on ...], after verifying their reliability and compliance with copyright.
23. Electronic references (links) are discouraged and should be avoided by seeking to specify the authors (journalists, organizations, etc.). When authors cannot do better, links should never be placed in the body of the text, but in footnotes and always in the bibliography. They should remove the hyperlink, color, and automatic underlining and indicate the most recent date of consultation [accessed on ...], after verifying their reliability and compliance with copyright.
24. Authors must provide sufficient references for assertions that are not their own and for socioeconomic indicators. To this end, the editorial board reserves the right to return texts that are lacking in references to the authors. However, the number of references cited in an article should not exceed 50. If this is not the case, authors are strongly advised to select the most relevant ones. For example, in the case of duplicate references (two authors who are cited in the same position/idea on which they converge), authors should retain the most recent reference.



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III. Research Ethics

25. **Authorship:** Authorship credit is based on a substantial contribution to the conceptualization (formulation of the research question, hypothesis, and study design), data collection/ data collection (data collection through experiments, surveys, fieldwork, or other methods), data analysis (data analysis using statistical, computational, or qualitative methods), article drafting, revision, and final approval of the version to be published. Each author should have contributed sufficiently to the work to take public responsibility for appropriate portions of the content. Participation in the acquisition/mobilization of funds and/or materials does not count as a valid criterion for authorship of the publication.
26. The author who submits the article, who manages communication between the journal and all co-authors of the article is the corresponding author. The corresponding author certifies that the manuscript has not been submitted elsewhere and that he or she will await the review and publication process for his or her contribution.
27. The journal does not intend to limit the number of authors per article, but the first three authors will receive a printed copy of the issue to which their article contributes.
28. At the end of the article, authors are required to critique their work by pointing out its strengths and weaknesses. They must declare any conflicts of interest associated with their publication. They must also make a statement regarding compliance with ethical standards (for studies involving human or animal subjects).
29. Authors must ensure that their submissions are free of plagiarism. Any plagiarism found after publication of their article will result in the article being retracted and removed from the journal's online publication platform.
30. In accordance with new ethical considerations in the context of the development of generative artificial intelligence (AI) tools, authors must include a statement at the end of their text regarding the use of AI in the preparation of their manuscript.

IV. Submission process

31. Points to consider before submitting your article:
 - The content of the article is written according to the type of article chosen (See section VI at the bottom of these guidelines for authors)
 - The submitted text does not reveal the identity of the author(s) at any time.
 - The author(s) have prepared the title page including:
 - o the title of the research;
 - o the type of submission (original research, literature review, commentary, etc.) below the title;
 - o the first names and last names of the authors (without any indication or abbreviation of title or degree);
 - o their institution and country;
 - o their email address (preferably professional and at the author's discretion); and
 - o the disciplinary fields (maximum of five) to which their article belongs. Authors should indicate their field of research and specialization.



Guidelines for Authors

32. During submission, authors should attach both documents to the online submission platform (<https://revue.ub.edu.bi>). Authors should create an account on the journal's website and ensure that they have selected the Humanities and Social Sciences Series from the four series that make up the Journal of the University of Burundi. In exceptional circumstances (difficulties accessing the site), authors should send both documents as attachments to soumission-rubshs@ub.edu.bi with a copy to editeur-rubshs@ub.edu.bi.

V. Reviewing process

33. Submitted articles will initially undergo editorial review. Those that do not comply with the journal's standards will be returned to their authors. Articles that pass this stage will undergo a double-blind peer review process by members of the scientific committee and/or external reviewers. The author will receive the committee's decision.
34. Each draft article that receives a favorable recommendation from the editorial board is distributed to peers for double-blind review. At the end of the review, reviewers must decide on the acceptability of the draft article. The following four cases are considered:
- - *Case 1: The draft article is accepted as is (without revision);*
 - - *Case 2: The draft article is accepted subject to minor revision;*
 - - *Case 3: The draft article is accepted subject to major revision;*
 - - *Case 4: The draft article is rejected.*
35. If the article receives a favorable recommendation in principle, its author will be invited to make any corrections requested by the reviewers and the editorial board as soon as possible. The articles, provided they comply with the requested corrections, will then be submitted for final acceptance, subject to the decision of the Editorial Board experts and the Editor-in-Chief.
36. For further information, authors interested in our publication offer can contact us by email at editeur-rubshs@ub.edu.bi.



Guidelines for Authors

VI. Types of articles accepted by the University of Burundi Journal – Humanities and Social Sciences Series

The University of Burundi Journal – Humanities and Social Sciences Series accepts manuscripts that promote academic research and respond to current social needs. For this reason, it aims to promote original research that adapts to current challenges in the use of various data collection and analysis skills. However, given the vastness of the social sciences, it accepts that the diversity of disciplinary fields gives rise to literature reviews, commentary, reports, data, etc.

Below, authors interested in our publication offer will find the content expected in each type of article.

VI.1. Original research article

This type of manuscript is distinguished by new results based on original research conducted by the authors and must be structured according to the IMRD format:

- **Introduction:** following the funnel rule, this section presents the research problem in its context. Authors should strive to demonstrate the relevance of the research. The research objective, research questions, and hypotheses, if necessary, are stated here. Currently, due to space constraints (limited number of pages), the literature review is included in this section. The editorial board strongly recommends that researchers interested in this publication offer comply with this requirement.
- **(If relevant) Literature review:** if the content of the literature is significant enough to upset the balance between the introduction and the other sections, authors may insert this literature review section, but it is not recommended. Reminder: the purpose of the literature review is to provide an overview of the state of the art on the topic and show the researchers' position in terms of originality. As it is a critical synthesis of previous work on the same topic, this section is easy to integrate into the introduction.
- **Methodology:** authors describe the study design, data (sources, primary collection), data quality, processing and analysis methods, and analysis tools. Ethical considerations are often stated here (for studies involving human subjects, details of ethics committee approval or respect for the integrity of respondents providing data are mentioned).
- **Results:** this section presents the results according to the research objectives. It is the section in which tables, figures, and other forms of visual presentation are expected.
- **Discussion:** The discussion compares the results of the research with those of others (usually cited in the literature review). It concludes by contextualizing the results and addressing practical implications. This section provides an opportunity to critique the research results and suggest potential directions for future research.
- **Conclusion:** Summarize the main results in relation to the objectives in one or two paragraphs. Give the societal implications of these results.
- **(If relevant) Acknowledgments:** In this section, the authors thank individuals or organizations that contributed to the research but do not meet the criteria for authorship.



Guidelines for Authors

- **Disclosures:** In accordance with the principles of integrity in scientific research, authors are required to declare conflicts of interest and the use of generative artificial intelligence (AI). If they have not done so in the methodology section, they also declare their compliance with ethical rules.
 - **Author contributions:** authors must specify their contribution according to the authorship criteria set out above. The author must have participated in the conceptualization, data acquisition/collection, data processing and analysis, interpretation of results, writing of the manuscript and revision of the manuscript until final validation.
 - **References:** authors list all references presented in the text according to the APA standard, 7th edition.
 - **(If relevant) Appendices:** Additional information that is relevant to the study but did not fit into the text of the article. This may include tables, graphs/maps, texts detailing procedures, etc. However, it is preferable to include all data in the text and/or provide external references for readers who may be interested in using this information.
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VI.2. Literature review (systematic review, meta-analysis)

Literature reviews provide an overview and summarize existing studies on a given topic. A systematic review is an article that follows a systematic and rigorous process of identifying, selecting, and critically evaluating relevant studies on the topic. A meta-analysis statistically analyzes and synthesizes data from several studies to draw general conclusions. Literature reviews are structured as follows:

- **Introduction:** like the original research, it follows the funnel rule and presents the research problem in context. The authors attempt to demonstrate the relevance of the research. The research objective, research questions, and hypotheses, if necessary, are stated.
- **Methodology:** the authors describe the inclusion criteria for the articles reviewed (e.g., keywords and reference dates) and the sources from which they are collected (e.g., Google Scholar, Web of Science, Pub Med, etc.). In the case of a meta-analysis, the statistical methods used to compile and analyze the secondary data obtained are described.
- **Literature review:** This section aims to provide a state-of-the-art overview of the topic and show the researchers' position. This section then summarizes the results of the studies reviewed. If it is a systematic review including meta-analysis, the article presents the results separately.
- **(If relevant) Results:** This section presents the results according to the research objectives. It may include tables, figures, and other forms of visual presentation.
- **Discussion:** The discussion compares the results of the research with those of others (usually cited in the literature review). It concludes by contextualizing the results and addressing practical implications. This section provides an opportunity to critique the research results and suggest potential directions for future research.



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- **Conclusion:** Summarize the main results in relation to the objectives in one or two paragraphs. Provide the societal implications of these results.
- **(If relevant) Acknowledgments:** In this section, the authors thank individuals or organizations that contributed to the research but do not meet the criteria for authorship.
- **Disclosures:** In accordance with the principles of integrity in scientific research, authors are required to declare conflicts of interest and the use of generative artificial intelligence (AI). If they have not done so in the methodology section, they must also declare their compliance with ethical rules.
- **Author contributions:** authors must specify their contribution according to the authorship criteria set out above. The author must have participated in the conceptualization, collection of reviewed and cited references, data processing and analysis, interpretation of results, writing of the manuscript, and revision of the manuscript until final validation.
- **References:** Authors must list all references presented in the text according to APA standards, 7th edition.
- **(If relevant) Appendices:** Additional information that is relevant to the study but did not find a place in the text of the article. This may include tables, graphs/maps, texts detailing procedures, etc. However, it is preferable to include all data in the text and/or provide external references for readers who may be interested in using this information.

VI.3. Comment

Articles classified as “comments” are those in which authors criticize a specific issue, a current debate in their fields of expertise, a point of view in a work (literature), a report published by state or non-state, national or international organizations, a programmatic orientation (development plan, development vision, SDGs, etc.), etc. In this case, authors are guided by a desire to give their expert opinion, scientifically criticizing the orientations announced in the above-mentioned cases. Literary criticism, theoretical reflections, etc. are expected in this type of article.

Comments should be structured as follows:

- **Introduction:** provide context and brief background information explaining the relevance of the topic. Indicators and references are expected to support the scientific nature of the arguments.
- **(If relevant) Methodology:** even if methodology is not applicable, authors should specify how they intend to structure their comments. Does the criticism they intend to make fit within a well-defined theoretical framework? Cite references.
- **Body:** in this section, authors structure their point of view and/or, if applicable, the controversial point. Authors should base their arguments on evidence, referring to previous studies and/or verifiable events.
- **Conclusion:** This section summarizes the objective of the commentary, synthesizes the arguments put forward, and concludes by providing recommendations based on those arguments.



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- **Disclosures:** In accordance with the principles of integrity in scientific research, authors are required to disclose any conflicts of interest and the use of generative artificial intelligence (AI). If they have not done so in the methodology section, they must also declare their compliance with ethical rules.
- **Authors' contributions:** authors must specify their contribution according to the authorship criteria set out above. The author must have participated in the conceptualization, data acquisition/collection, data processing and analysis, interpretation of results, writing of the manuscript, and revision of the manuscript until final validation.
- **References:** authors list all references presented in the text according to the APA standard, 7th edition.

For “comment” articles, the body of the text must be limited to 15 pages, including references, tables, and figures.

VI.4. Other types of papers

The editorial board of the Humanities and Social Sciences Series of the Journal of the University of Burundi recognizes that other types of articles may be submitted. These include, for example, case studies or book reviews. Authors should specify the type of submission on the title page. The editorial board reserves the right to reject articles it deems inadmissible.