THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF COMMUNITY DEVELOPMENT, GENDER, WOMEN, AND SPECIAL GROUPS

TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT

TENGERU COMMUNITY DEVELOPMENT JOURNAL ◆ TCDJ

Guidelines for Authors

Preparing, submitting and publishing your manuscript

EDITION
2026

LICENSE
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AUTHOR FEES
None

01 About the Journal

The Tengeru Community Development Journal (TCDJ) is a peer-reviewed, open-access journal published by the Tengeru Institute of Community Development (TICD), Arusha, Tanzania. It provides an interdisciplinary forum for rigorous research and informed debate that advances understanding of community development, development planning and the social, economic, institutional and environmental processes shaping communities.

Feature	TCDJ policy
Peer review	Double-anonymised, normally by at least two independent expert reviewers
Publication model	Continuous: articles are published online once editing and production are complete
Access	Free to read and download; no subscription
Author fees	**None.** TCDJ charges no submission, processing or publication fees
License	Creative Commons Attribution-ShareAlike 4.0 (CC BY-SA 4.0); authors keep copyright
Language	British English
Referencing	Harvard style
ISSN	Print 1821-9853 Online 2665-0584

BEWARE OF PAYMENT REQUESTS

TCDJ never asks authors for money, editing-service purchases or donations in exchange for review progress or a favourable decision. Report any such request to **editortcdj@ticd.ac.tz**.

02 Aims and Scope

TCDJ publishes credible, policy-relevant work on community development and welcomes contributions from all relevant disciplines. Topics include:

- Participatory development and community empowerment
- Poverty reduction, social inclusion and sustainable livelihoods
- Development planning, project management, and monitoring and evaluation
- Governance, public administration and public policy
- Gender, youth, vulnerable groups and social protection
- Education and human capital development
- Rural and urban development
- Agriculture, food security and nutrition
- Business management, entrepreneurship, development finance and local economic development
- Public health and community well-being
- Environment, climate change, energy and natural resource management
- Population, migration and social services
- Indigenous knowledge systems
- Technological innovation for community development
- Cross-cutting development issues

Acceptance never depends on positive, statistically significant or policy-favourable results. Research involving Tanzanian communities should fairly acknowledge locally based investigators, community partners and fieldwork contributions.

03 Article Types and Length

Article type	What it does	Suggested length
Original research	Reports new empirical or analytical work with a clear contribution to knowledge, policy or practice	6,000–8,000 words
Review article	Synthesises established and emerging evidence using transparent methods and identifies directions for research, policy and practice	6,000–9,000 words
Conceptual or theoretical article	Develops, extends, compares or critically examines theories, models and perspectives	5,000–8,000 words
Policy analysis or review	Assesses existing policies or programmes, or identifies policy trade-offs and feasible options	4,000–7,000 words
Policy brief	Short, plain-language summary of evidence with clear recommendations for decision-makers; receives editorial review	1,500–2,500 words
Methodological report	Documents tools and methods that others can replicate	3,000–5,000 words
Commentary	Clearly labelled opinion on a current issue; receives proportionate editorial assessment	1,500–3,000 words
Case study or practice paper	Structured account of a community programme, intervention or field experience that draws out lessons for practice and policy	3,000–5,000 words

Article type	What it does	Suggested length
Short communication	Concise report of preliminary findings, pilot studies or new data of timely relevance	2,000–3,000 words
Book review	Critical review of a recent book relevant to community development and related disciplines	1,000–1,500 words

All articles: abstract of no more than 250 words in a single paragraph; no more than 10 tables and figures combined; appendices only where essential.

Keywords: Five keywords.

04 Before You Submit

Originality and prior dissemination

The corresponding author confirms that the work is original, has not been published in substantially the same form and is not under consideration by another journal. Preprints, working papers, dissertations, conference abstracts and policy reports must be disclosed; they are assessed case by case, and disclosure alone is not grounds for rejection.

Authorship

Each author must have contributed substantially to the conception or design, data collection or analysis, or interpretation of the work; taken part in drafting or critically revising it; approved the final version; and accepted accountability for their contribution. Guest, honorary and ghost authorship are not permitted. Community investigators and field researchers qualify where they meet these criteria; English proficiency, seniority and institutional status are not substitutes for contribution.

- Describe each author's role in plain language or using **CRediT** roles, and give an ORCID iD where available.
- Any addition, removal or reordering of authors after submission needs a written explanation and the agreement of every current and proposed author.

Generative AI

AI tools cannot be authors. Authors remain fully responsible for the accuracy, originality, citations and ethics of the whole submission.

- **Declare** material use of generative AI to design research, develop instruments, analyse data, generate or substantially rewrite text, produce code or transform images. Name the tool and version, the task and how outputs were checked.
- **No declaration needed** for routine spellchecking or reference formatting.
- **Never** use AI to fabricate references, data, participants, quotations or images, or upload confidential research material to unauthorised public tools.

05 Submission Package

Submit by email to **editortcdj@ticd.ac.tz**. Manuscripts may be submitted at any time. Name each file with the first author's surname, for example *Mwaisa_TitlePage.docx* and *Mwaisa_Manuscript.docx*. The editorial office codes files before review.

File	Contents
1. Cover letter	Article type, a short statement of the contribution, and disclosure of any prior versions
2. Title page	Title; all authors' names, affiliations and ORCID iDs; corresponding author's full contact details; and the full Declarations
3. Anonymised manuscript	Complete article with names, affiliations, identifying acknowledgements, self-citations that reveal identity, repository links and file metadata removed (File › Info › Inspect Document in Word)
4. Author declaration form	TCDJ declaration on originality, ethics, consent, funding, competing interests, data, AI use and rights, completed for all authors (from the editorial office or journal website)
5. Supplementary files	Optional: high-resolution figures, instruments, data documentation

The editorial office checks each submission for completeness within five working days. Incomplete submissions are returned, and the formal submission date is recorded only when the package is complete. You will receive a unique manuscript ID.

06 Preparing the Manuscript

Format

Element	Requirement
File type	Editable Microsoft Word (.docx)
Page and font	A4; Times New Roman 10-point; single line spacing
Language	British English (e.g., organisation, labour, programme)
Headings	No more than three levels, numbered 1. / 2.1. / 2.1.1.
Paragraphs	Unnumbered; no indentation needed
Page numbers	Centred at the foot of each page

Structure of a research article

Follow the TCDJ article template (download it from the website). Conceptual, review and policy articles may adapt the middle sections but keep the same opening and closing elements.

◆ **Title**	Concise and informative, reflecting the content
◆ **Abstract**	Up to 250 words in one paragraph: purpose, methods, main findings and implications
◆ **Keywords**	Four to six keywords; Listed beneath the abstract

1. Introduction	Context, research gap, objectives and contribution
2. Methodology	Design, study area, sampling, data collection, analysis, trustworthiness or validity, and ethics
3. Results and Discussion	Findings interpreted against the literature, in themed subsections (3.1, 3.2 ...)
4. Conclusions and Recommendations	Main conclusions, practical recommendations, limitations and future research
Declarations	See Section 7
References	Harvard style; see Section 8

Tables, figures and quotations

- Build tables with Word's table tool (not as images); number them **Table 1, Table 2 ...** with the caption **above** the table.
- Number figures **Fig. 1, Fig. 2 ...** with the caption **below**. Supply figures in high resolution (JPEG or PNG; 300 dpi recommended) and include a short text description for each.
- Cite every table and figure in the text. Tables longer than one page go on a separate page.
- Indent participant quotations as a separate block and make sure no individual can be identified. In small communities, names of villages, maps and combinations of details can reveal identity.

07 Declarations

Place the full Declarations on the title page and at the end of the manuscript after review. In the anonymised manuscript, keep the headings but remove any identifying details.

Declaration	What to state
Acknowledgements	People or organisations who helped but do not qualify as authors, including funders and technical support
Author contributions	Each author's role (CRediT roles welcome), confirming that all authors approved the final manuscript
Funding	Funder names and grant numbers, and the funder's role; or "The authors received no specific funding for this work."
Data availability	Where the data and materials are held and how to access them, with any restrictions explained; "available on request" must include a contact route and a reason
Ethics approval	Name of the ethics committee or authority, approval reference and date, or why approval was not required
Consent	Consent to participate and, separately, consent to publish identifiable details, or "Not applicable"
Competing interests	Relevant financial, professional or personal interests, or "The authors declare no competing interests."
Use of generative AI	Tool, version and purpose, with confirmation that authors reviewed all output; or "No generative AI tools were used."

08 Referencing (Harvard Style)

Use one consistent Harvard format throughout. Cite all sources in the text and list them alphabetically by first author's surname. Include a DOI or stable URL wherever one exists.

In-text citations

Situation	Example
One author	(Sen, 1999) or Sen (1999) argues …
Two authors	(Braun and Clarke, 2012) — use "and", not "&"
Three or more authors	(Rani et al., 2022)
Several sources	(Jayachandran, 2021; Rani et al., 2022) — in date order
Direct quotation	(Sen, 1999, p.87)

Reference list

JOURNAL ARTICLE

Rani, U., Castel-Branco, R., Satija, S. and Nayar, M., 2022. Women, work, and the digital economy. *Gender & Development*, 30(3), pp.421–435. https://doi.org/10.1080/13552074.2022.2151729

BOOK

Sen, A., 1999. *Development as freedom*. Oxford: Oxford University Press.

CHAPTER IN AN EDITED BOOK

Braun, V. and Clarke, V., 2012. Thematic analysis. In: H. Cooper, ed. *APA handbook of research methods in psychology*, Vol. 2. Washington, DC: American Psychological Association, pp.57–71.

ONLINE JOURNAL ARTICLE WITHOUT DOI

Namkesa, F.D., 2025. The influence of social networks on the livelihoods of urban refugees in Dar es Salaam, Tanzania. *Tanzanian Journal of Population Studies and Development*, 31(2), pp.16–34. Available at: https://www.ajol.info/index.php/tjpsd/article/view/289746

REPORT OR POLICY DOCUMENT

Organisation, Year. *Title of report*. Place: Publisher. Available at: URL [Accessed day month year].

THESIS OR DISSERTATION

Surname, Initials, Year. *Title of thesis*. PhD/MA thesis. Name of University.

WEB PAGE

Organisation or Author, Year. *Title of page*. [online] Available at: URL [Accessed day month year].

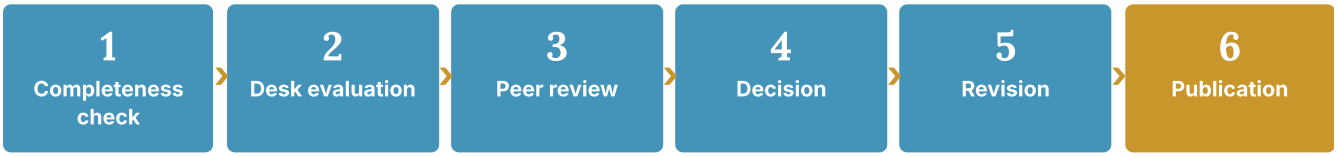
09 Research Ethics and Data

- **Approvals.** Obtain all required approvals, permits and permissions before the research begins. Journal acceptance cannot make up for missing prior approval.

- **Informed consent.** Explain the purpose, procedures, risks, benefits, voluntary participation and confidentiality in a language participants understand, and document consent or an approved waiver.
- **Vulnerable groups.** Research with children, patients, refugees, economically dependent people or marginalised communities needs extra safeguards and appropriate assent arrangements.
- **Fieldwork and communities.** Describe community engagement, permissions, compensation, cultural and language considerations and feedback to communities.
- **Data and reproducibility.** Give enough detail to assess sampling, measurement, exclusions and analysis; for qualitative work, describe the coding approach and positionality. Do not make causal claims that the design cannot support.
- **Similarity checks.** All manuscripts are screened. Editors read the matched passages themselves; no single percentage automatically means plagiarism.
- **Misconduct.** The TCDJ Editorial Policy handles plagiarism, fabrication, falsification, image manipulation, citation manipulation, duplicate publication, and undeclared conflicts, following COPE guidance. Authors are always invited to respond (21 days, extendable).

10 Peer Review and Decisions

Every submission passes an editorial check for scope, quality and readiness for review. Suitable manuscripts go to at least two independent reviewers under double-anonymised review. Reviewers advise; the Editor-in-Chief makes the final decision and is not bound by a majority of reviewer recommendations.



Target timelines

Stage	Target
Completeness check and acknowledgement	Within 5 working days
Desk decision (reject or send for review)	Within 14 days
Reviewer reports	Within 21 days of accepting the invitation
Author revisions	30 days for major revision; 14 days for minor revision

Possible decisions

Decision	Meaning
● **Accept**	Ready for production
● **Accept subject to checks**	Accepted once final compliance and formatting checks are complete
● **Minor revision**	Small changes; usually checked by the editor
● **Major revision**	Substantial changes; usually returned to reviewers. Acceptance is not guaranteed
● **Reject**	Not suitable for TCDJ, with reasons given

11 Revising Your Manuscript

The corresponding author coordinates the revision and confirms that all authors approve it. Return:

1. a **clean copy** of the revised manuscript;
2. a **marked-up copy** showing changes (tracked changes or highlighting);
3. a **point-by-point response** to each reviewer and editor comment, explaining what was changed or why a suggestion was not followed;
4. **updated declarations** if anything has changed.

If you need more time, ask for an extension before the deadline. Revised manuscripts are re-assessed against the earlier concerns and may be sent back to reviewers.

12 After Acceptance

- **Publication agreement.** Authors keep copyright and grant TICD a non-exclusive license to publish. Articles are released under CC BY-SA 4.0, which lets others share and adapt the work with attribution, with adaptations shared under the same license.
- **Third-party material.** Obtain permission for any figures, tables or images you do not own, and credit them clearly.
- **Proofs.** The corresponding author checks proofs for production errors only; substantive changes are not allowed at this stage.
- **Online publication.** Articles are published as soon as production is complete, without waiting for an issue date.
- **Sharing your work.** You may deposit the submitted, accepted and published versions in repositories or on personal pages, with the full citation and a link to the TCDJ version.

13 Appeals, Complaints and Corrections

Authors may appeal a decision on grounds of procedural error, an undisclosed conflict of interest, a factual misunderstanding or inconsistent application of policy. Disagreement with scientific judgement alone does not lead to a new external review. Appeals are handled by an editor or panel with no role in the original decision.

Step	Target
Acknowledgement	Within 5 working days
Preliminary assessment	Within 15 working days
Resolution of routine appeals	Within 45 days, with updates if longer

Complaints about the Editor-in-Chief go to an independent authority designated by TICD.

Errors in published articles are corrected through dated, linked correction notices. Articles whose findings are unreliable may be retracted, with the reason stated; retracted articles stay accessible and are clearly marked.

14 Submission Checklist

- ◇ Manuscript fits TCDJ's scope and the chosen article type
- ◇ Word count, abstract (≤ 250 words) and keywords meet the limits
- ◇ A4, Times New Roman 10-point, single-spaced, British English, three heading levels at most
- ◇ Separate title page with all author details and full declarations
- ◇ Manuscript fully anonymised, including file properties
- ◇ Tables editable; figures high-resolution, numbered and captioned
- ◇ Every in-text citation is in the reference list, in one consistent Harvard format
- ◇ Ethics approval details and consent statements included where relevant
- ◇ Data availability, funding, competing interests and AI-use statements complete
- ◇ Author declaration form completed for all authors
- ◇ Cover letter attached; files named with the first author's surname

QUESTIONS ABOUT YOUR SUBMISSION?

The editorial office is happy to help.

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Tengeru Community Development Journal, Tengeru Institute of Community Development
P.O. Box 1006, Arusha, Tanzania · +255 736 210 917
Journal information: **https://www.ticd.ac.tz/journal/**