



## *Journal of the Kenya National Commission for UNESCO*

### Call for articles and Submission Guidelines

#### Important Dates:

- Submission of manuscript: April 15, 2021
  - First notification: May 01, 2021
- Submission of revised manuscript: May 15, 2021
  - Final notification: June 15, 2021
- Online publication: Upon acceptance and proof check

**THE COMPLETE MANUSCRIPT IS TO BE SUBMITTED VIA EMAIL TO**

**[KNATCOM.JOURNAL@UNESCO.GO.KE](mailto:KNATCOM.JOURNAL@UNESCO.GO.KE)**

**For more details, visit: [www.unesco.go.ke](http://www.unesco.go.ke)**

### **1. About Kenya National Commission for UNESCO (KNATCOM)**

KNATCOM is a government institution with a dual mandate of promoting Kenya's national interests in UNESCO and UNESCO's international interests in Kenya, regionally and globally. It is a state corporation that derives its mandate from the UNESCO Constitution, the Charter of the National Commissions for UNESCO, and the Kenya National Commission for UNESCO Act, 2013. KNATCOM was first established as a department in the Ministry of Education soon after Kenya became the 73rd member state of UNESCO in April 1964. To improve its efficiency and effectiveness in articulation of its mandate, and in line with UNESCO statutes on establishment of national commissions, the Government converted the Commission

into a state corporation in January 2013. KNATCOM is the focal point for all UNESCO affairs in Kenya. Its mandate has a multi-disciplinary scope that cuts across government agencies, academia, Non-Governmental Organizations (NGOs), Civil Society Organizations (CBOs) and individuals dealing in UNESCO areas of competence. The five UNESCO areas of competence are Education, Natural Sciences, Social and Human Sciences, Culture, and Communication and Information. The Commission works closely with the Permanent Delegation to UNESCO in Paris headed by a Kenyan Ambassador to ensure Kenya's seamless engagement with UNESCO Secretariat at the Headquarters in Paris and in field offices.

KNATCOM aims to foster peace and sustainable development through intellectual collaboration and dialogue in the UNESCO areas of competence. This will be achieved through promotion of: inclusive and equitable quality education for all; scientific knowledge as platforms for development and cooperation; protecting, promoting and transmitting heritage as well as fostering creativity and the diversity of cultural expressions; freedom of expression, as a fundamental right and a key condition for democracy and development; and adoption of international standards and programmes that foster the free flow of ideas and knowledge sharing, in line with UNESCO's vision and mission in member states. The Commission's programmes and activities are defined to contribute to Kenya's achievement of Sustainable Development Goals defined in Agenda 2030, as well as the Africa Agenda 2063, Vision 2030 and other national, regional and global development frameworks. KNATCOM also focuses on creating opportunities for genuine dialogue among intellectuals, actors in peace building, policy makers and community members based upon mutual respect and respect for shared values, with an ultimate goal being the building lasting peace.

## 2. *Journal of the Kenya National Commission for UNESCO*

The Kenya National Commission is launching its inaugural issue of its multi-disciplinary journal - ***Journal of the Kenya National Commission for UNESCO***. This is consistent with KNATCOM's mandate that ensures that it promotes knowledge and information sharing, intellectual dialogue, facilitates national, regional, and international policy formulation in the field of education, sciences, culture, and communication and information. As a platform for sharing peer reviewed scientific communication, this will enable the Commission to reduce the gap between science and practice and influence government policy strategic direction in matters of education, sciences, culture, and communication and information through dissemination of research findings, promote and share standards and best practices that are crucial in addressing national, regional and global development challenges. The journal targets researchers from

academic and research institutions, postgraduate students, policy makers, professionals looking for an avenue to disseminate their thesis findings, in the areas of education, sciences, culture, and communication and information. Other targeted audience and contributors include and UNESCO Networks (the over 199 National Commissions for UNESCO, Programme and Expert Committees, UNESCO Man and Biosphere (MAB) regional network for Africa (Afrika), University Twinning and Networking (UNITWIN)/UNESCO Chairs among others.

In terms of readership, it is envisioned that the journal will reach a wider audience that encapsulates the Commission's stakeholders locally, regionally and globally including policy makers (global policy making agencies, National Assembly), national and county governments, government ministries, counties, departments and agencies, learning institutions, local and international research institutions, foreign missions in Kenya and Kenyan missions abroad, National Commissions for UNESCO, local communities, civil society organizations, community-based organizations, religious based organizations, development partners, suppliers of goods and services, media and the public among others.

### **3. The goal and objectives of the *Journal of the Kenya National Commission for UNESCO***

The goal of the Journal is to be a leading source of scholarly articles and research papers in the UNESCO thematic areas of education, sciences, culture, and communication and information through the promotion of research publication at affordable or at no cost in long term. The objective of the journal is as follows:

- i. provide a mechanism by which results of research will be disseminated to KNATCOM's stakeholders;
- ii. provide a platform to researchers, scholars, and practitioners to share research findings; and
- iii. raise the visibility of researchers.

### **4. Manuscript Categories and Requirements**

#### **i. Original articles**

Articles are original reports whose conclusions represent a substantial advance in understanding of an important problem and have immediate, far-reaching implications. In this journal, they will contain original research results placed in the context of education, natural sciences, social and human sciences, culture

and communication and information. It includes full Introduction, Methods, Results, and Discussion sections. Conclusions will be of wide enough significance to apply in decision making. Articles start with an abstract, ideally of no more than 200 words, which is separate from the main text and avoids numbers, abbreviations, acronyms or measurements unless essential. It is aimed at readers outside the discipline. This summary paragraph should be structured as follows: 2-3 sentences of basic-level introduction to the field; a brief account of the background and rationale of the work; a statement of the main conclusions (introduced by the phrase 'Here we show' or its equivalent); and finally, 2-3 sentences putting the main findings into general context, so it is clear how the results described in the paper have moved the field forwards.

ii. **Short communications**

These report results of original research which can be presented in a concise format and of interest without wide reference to theoretical or geographical context. This may be because the study presents preliminary findings with a reduced sample size, is on a specialized subject matter or for other reasons. No Abstract is required, and the Results and Discussion sections may be conflated if so desired. No more than four displayed items (tables and figures) should be included (2000-word limit, exclusive of tables, figures and references). The number of short communications per issue will be limited.

iii. **Rapid Communications:**

These papers communicate findings that editors believe will be interesting to many researchers, and that will likely stimulate further research in the field. Rapid Communications are usually published soon after submission to the journal, so this format is useful for scientists with results that are time sensitive (for example, those in highly competitive or quickly changing disciplines). This format often has strict length limits, so some experimental details may not be published until the authors write a full Original Research manuscript. Many journals also refer to this type of manuscript as a Letter.

iv. **Notes and Records**

These report observations. This format is appropriate for observations that require only minimal interpretation but are useful for the scientific community to have access to. For example, the content may refer to rare events or behaviours, or measurements that are useful for interpretation of other data (such as rare weather events, or an observation that makes a range extension for a species). Authors who submit full papers that are primarily observations will be asked to reformat their manuscripts in the format of Notes

and Records. No Abstract is required, and the Results and Discussion sections may be conflated if so desired. No more than three displayed items (tables and figures) should be included (1000-word limit, exclusive of tables, figures and references).

v. **Review Articles**

Review Articles provide a comprehensive summary of research on a certain topic, and a perspective on the state of the field and where it is heading. They are often written by leaders in a particular discipline after invitation from the editors of a journal. Reviews are often widely read (for example, by researchers looking for a full introduction to a field) and highly cited. Reviews commonly cite approximately 100 primary research articles.

Review articles can also include Book reviews especially for new books including what the book is about is described, discuss what you as a reviewer liked and disliked about the book, overall rating, availability and costs.

- vi. **Policy pieces (1000-word limit) and Reviews (5000-word limit)** - may be submitted only in response to an invitation from the Editors.

## 5. Thematic areas targeted by this multi-disciplinary Journal

The journal will be published bi-annually with focus being articles in the UNESCO thematic areas of competence which includes education, natural sciences, social and human sciences, culture, communication and information. For each of the above thematic areas, the focus will be in the following sub-themes:

### Education:

- Higher Education and TVET (*‘Leaving no one behind in education’ in view of COVID 19 pandemic, Integrating ICT in Early Childhood Education (ECDE), Promoting life- long learning through Education in prisons towards achievement of Education Agenda 2030*)
- Basic Education and Learning (*Reshaping concepts and practices in higher education to ensure sustainable development for the planet and humanity in view of “classes without walls, leveraging on opportunities and tackling challenges arising from digitalization trends to achieve Agenda 2030 and beyond; The case of TVET Education in Kenya*)

- Cross Cutting Education Issues (*Global Education Priorities, Global Citizenship Education and education for sustainable Development: Good practices in basic education*)

#### **Natural Sciences:**

- Ecological, Hydrological & Earth Sciences (*environment, conservation and management of natural resources, freshwater (surface and groundwater) and ocean science, climate change, geology, disaster and risk reduction, geo-hazards, geoparks/man and biosphere reserves and sustainable development*)
- Basic Sciences & Engineering (*Science, Technology, Engineering and Mathematics and mentorship in STEM, Science, Technology and Innovation policy and programmes, artificial intelligence*)

#### **Social and Human Sciences**

- Social Transformation and Development (*Social transformation, social development, anticipation, foresight, social inclusion, gender, youth, human, rights, philosophy, migration, democracy*).
- Ethics of Science and Sports (*Ethics, bioethics, anti-doping, physical education, sports*)

#### **Culture**

- Cultural Heritage (*conservation and protection of heritage including language, cultural heritage policy, underwater cultural heritage, safeguarding of intangible cultural heritage, intangible heritage in museums, technology for heritage conservation and protection, financing heritage conservation, disaster risk management for heritage, heritage conservation and gender, heritage and marginalized groups, heritage in young hands*)
- Cultural Expressions and Creative Arts (*fostering culture and creative industries, promotion of arts in the digital era, arts education, protecting copyrights and intellectual properties for culture and creative industries, national culture statistics and indicators*)

#### **Communication and Information**

- Media development (*media literacy, media and gender, media and advertising, media and law, journalism studies*)
- Information and Knowledge (*communication technology for development*)

## **6. Call for articles and Submission Guidelines**

### **General Requirements**

*Journal of the Kenya National Commission for UNESCO* is an International Open Access Journal shall publish high-quality research online articles in all the areas of Education, Natural Sciences, Social and Human Sciences, Culture and Communication and Information. In addition to original articles, the Journal publishes comprehensive reviews on topical subjects and brief communications of preliminary results. The journal is currently accepting manuscripts for publication consideration for its June 2021 issue. The Journal's peer-review shall be very fast and highly rigorous, and authors are carried along adequately

throughout all the publication processes. Submission must be well researched, informed and demonstrate familiarity with the relevant literature and key concept informing the study.

The criteria for publication of papers (Articles) in *the Journal of the National Commission for UNESCO* are that they:

- report original research (the main results and conclusions must not have been published or submitted elsewhere);
- are of outstanding importance; and
- reach a conclusion of interest to an interdisciplinary readership.

Authors should kindly note that submission implies that the content has not been published or submitted for publication elsewhere except as a brief abstract in the proceedings of a scientific meeting or symposium. Submitted papers should present original, unpublished work, relevant to one of the themes of this special issue which include Education, Natural sciences, Social and Human Sciences, Culture and Communication and Information. Note that there is a page limit of 12 pages (double column format). All submitted papers will be evaluated based on relevance, significance of contribution, technical quality, and quality of presentation, by at least three independent reviewers (the papers will be reviewed following standard peer-review procedures of the Journal).

### Data Protection

By submitting a manuscript to or reviewing for this publication, your name, email address, and affiliation, and other contact details the publication might require, will be used for the regular operations of the publication, including, when necessary, sharing with the publisher and partners for production and publication.

## 7. PREPARING THE SUBMISSION

### Cover Letters

Cover letters are not mandatory; however, they may be supplied at the author's discretion.

### Format:

The *Journal of the Kenya National Commission for UNESCO* shall be flexible regarding the format of initial manuscript submissions. Within reason, style and length will not influence consideration of a manuscript. If revisions are requested, the editor will provide detailed formatting instructions at that time as per the specific requirements below.

The articles should be in English, in Microsoft Word, Times Roman, Size 12, Single spacing. As much as possible, try to minimize the use of images or ensure you have a copyright to use the images.

### Main Text File

The text file should be presented in the following order:

- i. Title: A short running title
- ii. The full names of the authors
- iii. The author's institutional affiliations where the work was carried out, with a footnote for the author's present address if different from where the work was carried out
- iv. Abstract and keywords
- v. Main text
- vi. Acknowledgments
- vii. References
- viii. Tables (each table complete with title and footnotes)
- ix. Figure legends
- x. Appendices (if relevant). Figures and supporting information should be supplied as separate files.

### Title

The title should be short and informative, containing major keywords related to the content. Titles do not exceed two lines in print. This equates to 75 characters (including spaces). Titles do not normally include numbers, acronyms, abbreviations or punctuation. They should include sufficient detail for indexing purposes but be general enough for readers outside the field to appreciate what the paper is about.

### Authors

- Corresponding author(s) should be identified with an asterisk.
- The name(s) of the author(s)
- The affiliation(s) of the author(s), i.e., institution, (department), city, (state), country
- A clear indication and an active e-mail address of the corresponding author

### Abstract

The basic outline of publishing a research article abstract (100-200 words + keywords) with KNATCOM Journal includes (introduction incorporating a concise background to the study, statement of problem), methodology, results, discussion, conclusions and recommendations.



### **Keywords**

Please provide between four and eight keywords. Correctly defining your keywords will improve the speed and relevance of the reviews you receive from the journal and will also improve ultimate citation rates of your paper, which will be more accessible to interested peers.

### **Page layout**

Separate paragraphs by a single, not a double, carriage return ('enter'). Do not indent the start of paragraphs or insert page breaks at the end of sections in the text. Do not insert a double space at the end of a sentence.

### **Text**

A typical Article contains about 2,000-3,500 words of text and, additionally, 3-4 modest display items (figures and/or tables) with brief legends, reference list and methods section if applicable.

### **Methods**

The author should include 'Methods' section at the end of the text, following the figure legends. The Methods section should be written as concisely as possible but should contain all elements necessary to allow interpretation and replication of the results.

Detailed descriptions of methods already published should be avoided; a reference number can be provided to save space, with any new addition or variation stated. The Methods section cannot contain figures or tables (essential display items should be included in the extended Data).

### **Citation**

References should be prepared where text citations should follow the author-date method whereby the author's last name and the year of publication for the source should appear in the text. As a guideline, Articles allow up to 30 references in the main text but can go up to 50 references if needed and within the allocated page budget.

Only articles that have been published or accepted by a named publication, or that have been uploaded to a recognized preprint server should be in the reference list; papers in preparation should be mentioned in the text with a list of authors (or initials if any of the authors are co-authors of the present contribution).

All authors should be included in reference lists unless there are more than five, in which case only the first author should be given, followed by 'et al.'

### **Authorship**

Prior to submitting the article all authors should agree on the order in which their names will be listed in the manuscript. Authors should ensure they liaise with all co-authors to confirm agreement or consent of this manuscript for publication.

### **Acknowledgments.**

Should be brief and should not include thanks to anonymous referees and editors, inessential words, or effusive comments. Contributions from individuals who do not meet the criteria for authorship should be listed, with permission from the contributor, in an Acknowledgments section. Financial and material support should also be mentioned. A person can be thanked for assistance, not “excellent” assistance, or for comments, not “insightful” comments, for example. Acknowledgements can contain grant and contribution numbers.

### **Conflict of Interest Statement**

Authors will be asked to provide a conflict-of-interest statement during the submission process.

### **References**

The complete reference list should appear alphabetically by name at the end of the paper. The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list. Reference journal articles, article by DOI, book, book chapter and online documents accordingly.

### **Tables**

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

## Figures

The *Journal for the Kenya National Commission for UNESCO* requires figures in electronic format.

Although authors are encouraged to send the highest-quality figures possible, for peer-review purposes, a wide variety of formats, sizes, and resolutions are accepted. Figures will be reduced by 1/2 to fit column width and should be drawn at a scale that takes that into account.

Figures should be as small and simple as is compatible with clarity. The goal is for figures to be comprehensible to readers in other or related disciplines, and to assist their understanding of the paper. Unnecessary figures and parts of figures should be avoided: data presented in small tables or histograms, for instance, can generally be stated briefly in the text instead. Avoid unnecessary complexity, colouring and excessive detail.

Figures should not contain more than one panel unless the parts are logically connected; each panel of a multipart figure should be sized so that the whole figure can be reduced by the same amount and reproduced on the printed page at the smallest size at which essential details are visible.

*Some brief guidance for figure preparation:*

### *Figure Lettering*

- To add lettering, it is best to use Helvetica or Arial (sans serif fonts).
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
- Lettering in figures (labelling of axes and so on) should be in lower-case type, with the first letter capitalized and no full stop.
- Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Avoid effects such as shading, outline letters, etc.
- Do not include titles or captions within your illustrations.

### *Figure Numbering*

- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).

- If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, "A1, A2, A3, etc." Figures in online appendices [Supplementary Information (SI)] should, however, be numbered separately.

#### *Figure Captions*

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

#### *Figure Placement and Size*

- Figures should be submitted separately from the text, if possible.
- When preparing your figures, size figures to fit in the column width.
- For large-sized journals the figures should be 84 mm (for double-column text areas), or 174 mm (for single-column text areas) wide and not higher than 234 mm.
- For small-sized journals, the figures should be 119 mm wide and not higher than 195 mm.
- **Units** should have a single space between the number and the unit and follow SI nomenclature or the nomenclature common to a particular field. Thousands should be separated by commas (1,000). Unusual units or abbreviations are defined in the legend.
- **Scale bars** should be used rather than magnification factors.
- **Layering** type directly over shaded or textured areas and using reversed type (white lettering on a coloured background) should be avoided where possible.
- Where possible, text, including keys to symbols, should be provided in the legend rather than on the figure itself.

#### *Figure Legends*

- For initial submissions, authors are encouraged to incorporate the manuscript text and figures together in a single Word doc or PDF file, and for each figure legend to be presented together with its figure. If a paper is accepted, figure legends will be listed one after the other, as part of the text document, separate from the figure files.
- Legends should be concise but comprehensive – Include definitions of any symbols used and define/explain all abbreviations and units of measurement.
- Each figure legend should begin with a brief title for the whole figure and continue with a short description of each panel and the symbols used.
- For contributions with methods sections, legends should not contain any details of methods, or exceed 100 words. All error bars must be defined in the figure legend, as discussed above.

### **Figure quality**

At initial submission, figures should be at good enough quality to be assessed by referees, preferably incorporated with the manuscript text in a single Word doc or PDF, although figures can be supplied separately as JPEGs if authors are unable to include them with the text.

### **Additional Files**

#### **Appendices**

Appendices will be published after the references. For submission they should be supplied as separate files but referred to in the text.

### **General Style Points**

The following points provide general advice on formatting and style.

- **Preferred Spelling:** This journal prefers the use of British (UK) spelling
- **Abbreviations:** In general, terms should not be abbreviated unless they are used repeatedly, and the abbreviation is helpful to the reader. Initially, use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation only.
- **Units of measurement:** Measurements should be given in SI or SI-derived units.
- **Numbers:** numbers under 21 are spelled out, except for: measurements with a unit (8mmol/l); age (6 weeks old), or lists with other numbers (11 rats, 9 balls, 4 birds).

## Permissions

If you include figures that have already been published elsewhere, you must obtain permission from the copyright owner(s) for both the print and online format.

## 8. Editorial Policies and Ethical Considerations

### Editorial Review and Acceptance

The acceptance criteria for all papers are the quality and originality of the research and its significance to journal readership. Manuscripts are single-blind peer reviewed where the author does not know the identity of the reviewer but in the event of any conflict of interest for specific submissions, double blind review where the reviewer does not know the identity of the author, and vice-versa while in special cases where the author may recommend a reviewer, an open review will apply such that the identity of the author and the reviewer is known by all participants, during or after the review process. Authors are welcome to suggest suitable reviewers and/or request the exclusion of certain individuals when they submit their manuscripts. When suggesting reviewers, authors should make sure they are totally independent and not connected to the work in any way. It is strongly recommended to suggest a mix of reviewers from different countries and different institutions. When suggesting reviewers, the Corresponding Author must provide an institutional email address for each suggested reviewer, or, if this is not possible to include other means of verifying the identity such as a link to a personal homepage, a link to the publication record or a researcher or author ID in the submission letter. Please note that the Journal may not use the suggestions, but suggestions are appreciated and may help facilitate the peer review process.

Papers will only be sent to review if the Editor-in-Chief determines that the paper meets the appropriate quality and relevance requirements. A policy on confidentiality of the review process will apply.

Authors should refrain from misrepresenting research results which could damage the trust in the journal, the professionalism of scientific authorship, and ultimately the entire scientific endeavour. Maintaining integrity of the research and its presentation is helped by following the rules of good scientific practice, which include\*:

- The manuscript should not be submitted to more than one journal for simultaneous consideration.
- The submitted work should be original and should not have been published elsewhere in any form or language (partially or in full), unless the new work concerns an expansion of previous work.

- A single study should not be split up into several parts to increase the quantity of submissions and submitted to various journals or to one journal over time (i.e., ‘salami-slicing/publishing’).
- Concurrent or secondary publication is sometimes justifiable, provided certain conditions are met. Examples include translations or a manuscript that is intended for a different group of readers.
- Results should be presented clearly, honestly, and without fabrication, falsification or inappropriate data manipulation (including image-based manipulation). Authors should adhere to discipline-specific rules for acquiring, selecting and processing data.
- No data, text, or theories by others are presented as if they were the author’s own (‘plagiarism’). Proper acknowledgements to other works must be given (this includes material that is closely copied (near verbatim), summarized and/or paraphrased), quotation marks (to indicate words taken from another source) are used for verbatim copying of material, and permissions secured for material that is copyrighted.
- Authors should make sure they have permissions for the use of software, questionnaires/(web) surveys and scales in their studies (if appropriate).
- Research articles and non-research articles (e.g., Opinion, Review, and Commentary articles) must cite appropriate and relevant literature in support of the claims made. Excessive and inappropriate self-citation or coordinated efforts among several authors to collectively self-cite is strongly discouraged.
- Authors should avoid untrue statements about an entity (who can be an individual person or a company) or descriptions of their behavior or actions that could potentially be seen as personal attacks or allegations about that person.
- Research that may be misapplied to pose a threat to public health or national security should be clearly identified in the manuscript (e.g., dual use of research). Examples include creation of harmful consequences of biological agents or toxins, disruption of immunity of vaccines, unusual hazards in the use of chemicals, weaponization of research/technology (amongst others).
- Authors are strongly advised to ensure the author group, the Corresponding Author, and the order of authors are all correct at submission. Adding and/or deleting authors during the revision stages is generally not permitted, but in some cases may be warranted. Reasons for changes in authorship should be explained in detail. Please note that changes to authorship cannot be made after acceptance of a manuscript.

Depending on the situation, this may result in the Journal’s and/or Publisher’s implementation of the following measures, including, but not limited to:

- If the manuscript is still under consideration, it may be rejected and returned to the author.
- If the article has already been published online, depending on the nature and severity of the infraction:
  - an erratum/correction may be placed with the article
  - an expression of concern may be placed with the article
  - or in severe cases retraction of the article may occur.

The reason will be given in the published erratum/correction, expression of concern or retraction note. Please note that retraction means that the article is maintained on the platform, watermarked “retracted” and the explanation for the retraction is provided in a note linked to the watermarked article.

- The author’s institution may be informed
- A notice of suspected transgression of ethical standards in the peer review system may be included as part of the author’s and article’s bibliographic record.

#### *Fundamental errors*

Authors have an obligation to correct mistakes once they discover a significant error or inaccuracy in their published article. The author(s) is/are requested to contact the journal and explain in what sense the error is impacting the article. A decision on how to correct the literature will depend on the nature of the error. This may be a correction or retraction. The retraction note should provide transparency which parts of the article are impacted by the error.

#### **Human Studies and Subjects**

For manuscripts reporting medical studies that involve human participants, a statement identifying the ethics committee that approved the study and confirmation that the study conforms to recognized standards is required.

Images and information from individual participants will only be published where the authors have obtained the individual's free prior informed consent. Authors do not need to provide a copy of the consent form to the publisher; however, in signing the author license to publish, authors are required to confirm that consent has been obtained.

#### **Animal Studies**



A statement indicating that the protocol and procedures employed were ethically reviewed and approved, as well as the name of the body giving approval, must be included in the Methods section of the manuscript. Authors are encouraged to adhere to animal research reporting standards, for reporting study design and statistical analysis; experimental procedures; experimental animals and housing and husbandry.

### **Species Names**

Upon its first use in the title, abstract, and text, the common name of a species should be followed by the scientific name (genus, species, and authority) in parentheses. For well-known species, however, scientific names may be omitted from article titles. If no common name exists in English, only the scientific name should be used.

### **Funding**

Authors should list all funding sources in the Acknowledgments section. Authors are responsible for the accuracy of their funder designation.

## **7. PUBLICATION PROCESS AFTER ACCEPTANCE**

### **Accepted Article Received in Production**

When an accepted article is received, the corresponding author will receive an email asking to sign a publication license at this point.

#### *Proof reading*

The purpose of the proof is to check for typesetting or conversion errors and the completeness and accuracy of the text, tables and figures. Substantial changes in content, e.g., new results, corrected values, title and authorship, are not allowed without the approval of the Editor.

After online publication, further changes can only be made in the form of an Erratum, which will be hyperlinked to the article.

Authors are responsible for correctness of the statements provided in the manuscript. The Editor-in-Chief reserves the right to reject submissions that do not meet the guidelines described in this section.

## **9. EDITORIAL OFFICE CONTACT DETAILS**

**Journal of the Kenya National Commission for UNESCO Editorial Office:**

[knatcom.journal@unesco.go.ke](mailto:knatcom.journal@unesco.go.ke).