



HiLCoE

**School of Computer Science & Technology
Graduate Programme Research Office**

**Paper Submission Guideline
HiLCoE Journal of Computer Science and Technology
(HJCST)**

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1. Introduction

HiLCoE Journal of Computer Science and Technology is published twice a year by HiLCoE. Papers are welcome from local and international researchers and scholar practitioners in the field of Computing. Research results, case studies, best practices or academic theses and research projects from academia will be considered as long as they are not published or considered for publication elsewhere.

This is an opportunity for postgraduate students to improve their work based on the inputs from peer-reviewers. Students, mainly PhD candidates, might submit their study progress work like the problem definition with the conceptual model for solution implementation including the evaluation process applying accepted research methodology and ethics. In particular, prospective M. Sc. Graduates shall submit a paper to the Journal after defending the final thesis or research project, and incorporating the comments given by examiners and getting the approval of the respective advisor(s) except for few exceptional cases.

Note that the paper submission deadline might be shorter depending on the date of publication of the next immediate issue of the Journal. However, papers are welcome throughout the year in subsequent publications. Note that accepted papers might be in a queue due to limitations in total number of pages of the Journal and stock of accepted research works pending for publication.

Authors of papers must ensure that no material produced as part of the paper manuscript infringes existing copyrights or the rights of a third party. This Journal shall not be responsible for any dispute related to authorship of a submitted paper. In addition, author(s) for submission of a paper must strictly follow the instructions in this guideline.

Please note that the papers will be peer-reviewed and only those that pass the review process and are accepted will be published. The chance of a paper for acceptance will mostly depend on the quality of the paper as well as its adherence to this guideline.

2. Paper Submission

Paper submission is open at all times. A paper shall be submitted to the Graduate Programme Research Office in soft copy in MS Word format in person or by e-mail to hilcoe@ethionet.com.et by specifying Subject: HJCST Paper Submission. Don't submit a paper in pdf or other non-editable format since it will not be possible to edit and format the paper in the final preparation of the Journal. Masters students of HiLCoE are required to

make sure that the paper is reviewed by the advisor(s) as co-authors and that all comments are incorporated before submission. If a paper is accepted for publication, the first (correspondent) author is required to complete a “Correspondent Author’s Declaration” form which is attached as Annex A.

3. Paper Layout and Formatting

- a. Paper Size and Orientation: A4, Portrait.
- b. Margins: 1 inch for each of top, bottom, left, and right margins.
- c. Font Type and Size:
 - Font Type: Times new Roman for all.
 - Font Size: 12 point for the text and table and figure labels, 13 point bold for all section and subsection titles, 14 point bold for the paper title, and 12 point for authors’ information.
- d. Spacing: Single for all. Use 0 pt before and 0.3 pt after paragraphs
- e. Section Breaks: Don’t use and section breaks.
- f. Page Numbering: don’t use any page numbering.
- g. Headers and Footers: Don’t use any header or footer.
- h. Columns: Single column for all.
- i. Color: Don’t use color for any text within the paper.
- j. Justification: Justify text (except table and figure labels) on both left and right margins. Tables/figures, table/figure labels, title of the paper, and author’s information shall be centered. Section and subsection titles shall be left aligned.
- k. Manuscript Size: A manuscript (or paper) should not be more than 10 pages and not less than 7 pages.

4. Paper Organization

The following is a template for organizing the paper. Depending on the need, each section may have subsections as appropriate. Note that the organization of a paper is different from that of a thesis/project report.

4.1 Authors

Authors must be listed on separate lines after the paper title. The following information is required for each author and written on separate lines.

- Name
- Institutional affiliation (for authors in academic institutions, include name of university/college; for authors who are employees in a non-academic institution, include name of the organization; for the rest, include any information that will say something about what you are currently doing). In all cases, please include name of town/city and country if other than Addis Ababa, Ethiopia.
- E-mail address

4.2 Abstract

Include an abstract of not more than 300 words that summarizes the paper. It shall give readers an overview of the major findings and contributions. A good abstract is accurate: it reflects exactly what is in the paper; it is self-contained; it defines any technical terms and avoids using any acronyms or abbreviations; it is concise and specific; and it is brief and to the point.

Keywords (not more than seven) shall be listed at the end of the abstract on a separate line(s).

The title “Abstract” has no section number.

4.3 Introduction

This section should provide the background of the work. It shall consist of a brief summary of the problem that was investigated, what research questions/hypotheses are addressed, and how the solution is devised. To justify the originality of the problem that is investigated, it shall be supported with a brief literature review which shall lead to the identification of a gap in previous published related works (see next section on Related Work). Briefly explain the methods used.

4.4 Related Work

Summarize papers/literature that have been published in the area that are directly related to your work. It should finally give a conclusion by identifying the gaps in the reviewed papers and how your work will bridge the gap and its novelty.

4.5 The Proposed Solution

Summarize what has been proposed by the paper to address the central theme of the research. Provide, if any, a system design/architecture, prototype implementation, and results obtained. Describe how the proposed solutions are validated to show that they

are implementable. It is recommended to describe the contribution to the knowledge base and adaptation of the solution.

4.6 Discussion

Clarify/explain your findings and experimental results, if any, and make comparison with results of previous works by other researchers.

4.7 Conclusion and Future Work

Summarize what has been achieved in the paper to address the main theme of the research. Provide a list of future research issues with sufficient explanations to make the current research complete and comprehensive. You can also present recommendations, if any.

4.8 References

Provide a list of references to works cited in the paper. Do not copy/paste from the thesis/project report since some of the references that were used in the report might not have been used in the paper.

Every reference cited in the paper must appear in the reference list. By the same token, all entries in the reference list must have been cited in the paper at least once.

The title “References” has no section number.

For further details on the use of references, please refer to Section 5.2 of HiLCoE’s M. Sc. Thesis/Project Guideline document (TPG HiL11/2011) which can be accessed at <http://www.hilcoe.com.et>.

5. Some General Considerations

5.1 Annexes

Don’t include annexes. For further details on any of the presentations, the reader can be referred to the thesis/project document.

5.2 Acronyms and Abbreviations (if any)

Don’t include a separate list of Acronyms/Abbreviations. However, to make the paper more readable and understandable, the acronym’s expanded version followed by the acronym in brackets shall be written at first use, which afterwards only the acronym can be used.

5.3 Tables and Figures

- Numbering and Labeling: Each figure and table must be numbered separately and labeled. The table/figure is numbered starting from 1 and giving consecutive numbers afterwards. Don't put a label within (or as part of) a figure or table.
- Position: The position of labels must be below the figure for figures and for tables above the table and both must be centered.
- Color: Don't use color for both tables and figures since the Journal will be printed in black and white. Don't use shading for tables. If a figure is produced using MS Excel, use grayscale shading instead of colors.
- Citation: A table or figure that is taken from a different source requires a citation. Put the citation in the body of the paper where the figure/table has been used for the first time. Don't put references within the figure/table label.
- Referencing: Each figure and table must be referred in the body of the paper at least once.
- Font: All fonts within figures and tables shall be New Times Roman.
- Tables and figures shall be centered and not surrounded by other text (even when they are small in size).
- A table should not be pasted as a figure since it would not be possible to format such a table in the final preparation of the Journal. If a table is taken from another source, produce it yourself using MS Word.
- Make sure that a figure is readable. Please print figures in black and white and check that the printout is of acceptable quality and that fonts are readable (specially when shading is used). If the figure is taken from another source, produce it yourself if possible.
- If you use MS Word to draw a figure, don't put it in a frame or a drawing canvas.
- Don't include blank rows or columns in a table.
- Make sure that figures and tables fit within the margin.

For further details on the use of tables and figures, please refer to Section 5.3 of HiLCoE's M. Sc. Thesis/Project Guideline document (TPG HiL11/2011) which can be accessed at <http://www.hilcoe.com.et>.

5.4 Automatic Numbering

Don't use automatic numbering for sections, subsections, tables, figures, and references. Type the numbers explicitly and don't use cross-referencing.

5.5 Equations

Don't paste an equation as an image since it will not be possible to edit and format it in the final preparation of the Journal. Instead use Microsoft Equation and make sure that it is editable when it is double-clicked. If the equation is taken from another source, produce it yourself using Microsoft Equation.

5.6 Blank Lines

Don't insert blank lines between paragraphs.

6. Editorial Policy

An accepted paper shall be published as is except formatting changes. In some circumstances and to make sure that the quality of the paper is good enough in terms of language use, the Editorial Board reserves the right to make editorial modifications.

Annex A – Correspondent Author’s Declaration

I hereby declare that the paper titled “ _____ ” is my own work and any additional sources of information have been duly acknowledged. I confirm that neither the paper submitted nor any part of it has been published nor is being considered for publication elsewhere in any language or any form. Any contribution made to the research by others is explicitly acknowledged in the paper. I give all rights to the publishers of HilCoE Journal of Computer Science and Technology (HJCST) for provided content.

Correspondent Author’s Name: _____

Signature: _____