



UNITED REPUBLIC OF TANZANIA
MINISTRY OF NATURAL RESOURCES AND TOURISM
TANZANIA FORESTRY RESEARCH INSTITUTE



APRIL 14, 2020

CALL FOR NEWSLETTER ARTICLES

The Tanzania Forestry Research Institute (TAFORI) Newsletter is published in June and December of each year by the Tanzania Forestry Research Institute. TAFORI is seeking contribution from members of the public having relevant information on forestry and beekeeping in Tanzania for the next Volume 10, Number 2 of June 2020. An Author can submit an article written in English or Swahili, or two articles - an article written in either Swahili or English, and its translation to either Swahili or English.

Themes for this newsletter could include, but are not limited to:

- Natural Forest and Beekeeping Management;
- Community and Farm Forestry;
- Plantation Forestry and Tree Improvement;
- Forest and Beekeeping Resources Assessment;
- Forest Operation and Utilization;
- Socio-economics, Policy and Extension; and
- Forest and Beekeeping Information Management and Dissemination.

The format of all articles should follow the guidelines below:

A) Article

- i) **Title of the article:** The title of your article should be brief and clear, but also it should not exceed 20 words;

- ii) **Author Name(s):** The name(s) should be bolded and written clearly below the article's title;
- iii) **Introduction:** Your article should start with an introduction part about the article, also in this part you can write a brief history about the content of your article;
- iv) **Main Message:** The main message should contain the key points or content that shows what your article is all about;
- v) **Conclusion and Way forward:** This section will contain your conclusion about the article and the solution to what your article was portraying.

B) Styles to be used in your article

- i) **Alignment and font:**
All texts should be aligned left. Use Time New Roman font size 12 for text. A font size of 10 is only allowed in Tables if deemed so;
- ii) **Paragraphs:**
Do not indent for paragraphs. Skip a line instead;
- iii) **Text layout and number of pages:**
Use size A4, margin on all sides should be 2.5 cm of the paper. Page number should be centered at the bottom of the page. Line spacing should be 1.5. The article should have total number of words ranging from 750 to 1000 words;
- iv) **Spelling check:**
Ensure that spelling and grammar follows the United Kingdom English dictionary for spelling check;
- v) **Tables:**
While preparing the tables keep in mind the size of the page. All tables should be numbered and referred to the text in a consecutive order. All titles should be placed on the top of the table, immediately following the number. It is important to show the reference of the table if you have any, and this

should be placed on the bottom of the table. Capitalize only the first letter of the title;

vi) **Illustrations (eg: figures, plates, diagrams, charts):**

All illustrations should be numbered and referred to in the text in a consecutive order. Titles should be placed below the illustrations, immediately after the number. Capitalize only the first letter of the title. Displayed items (figures, charts, plates, etc...) should be limited to four (4). Photographs are also allowed but only if are original (i.e. not re-photographed); and

vii) **Appendices:**

Appendices are not permitted.

Submission

Deadline for submission is May 10, 2020. Articles should be submitted in softcopy to Editor in Chief, Tanzania Forestry Research Institute (TAFORI), P. O. Box 1854, Morogoro, Tanzania. Email: tafori@tafori.or.tz. Make sure you also send a copy to Dr. Siima Bakengesa, email: siima_b@yahoo.com; and Mr. Geoffrey Njovangwa, email: stargeof@gmail.com.

Issued By,



Dr. Revocatus P. Mushumbusi,
Acting Director General/ Editor in Chief.