

THE ELDORET NATIONAL POLYTECHNIC (TENP)



THE 15TH ANNUAL INTERNATIONAL CONFERENCE ON RESEARCH, INNOVATIONS, HACKATHON COMPETITION, AND EXPO

AUTHOR GUIDE

Conference Theme:

“Competencies in Applied Research, Science, and Innovations for
Sustainable Development (CIRIS 2026)”

14th - 15th October 2026

The Eldoret National Polytechnic, Main Campus - Eldoret, Kenya

MANUSCRIPT REQUIREMENTS

PART ONE: STEM MANUSCRIPT REQUIREMENTS

STEM manuscripts report original empirical, experimental, or technical research with practical application. Authors must adhere strictly to the following format and quality standards.

1.1 Scope and Eligibility

STEM submissions are appropriate for research falling under the following thematic areas:

1. Digital Transformation for Inclusive Growth and Innovation
2. Smart and Sustainable Agriculture, Food Security and Nutrition.
3. Health Innovations for Resilient Communities.
4. Sustainable Engineering, Green Technologies, and the Built Environment.

Research should be empirical, experimental, mixed-methods, or applied in nature, with tangible relevance to industry, policy, or community outcomes.

1.2 General Formatting Standards

Formatting Element	Specification
Paper Size	A4 (210 mm × 297 mm)
Page Margins	Top, Bottom, Left, and Right: 1 inch (2.54 cm)
Font (Headings)	Times New Roman, 12 pt, Bold
Font (Body)	Times New Roman, 12 pt
Line Spacing	1.5 for body text; single-spaced for abstract, tables, and captions
Paragraph Spacing	One blank line between sections; no extra spacing between body paragraphs
Column Layout	Single-column throughout
Word Count	4,000-8,000 words (excluding references, tables, and figures)
Page Limit	Maximum 20 pages including references, tables, and appendices
File Format	Microsoft Word (.docx), NO PDF submissions
Language	English (British or American; one consistent throughout)
Referencing Style	APA 7 th Edition

1.3 Manuscript Structure

STEM manuscripts must follow the IMRAD structure (Introduction, Methodology, Results, and Discussion) as outlined below. All section headings must be numbered.

1.3.1 Title

- Concise and informative; 21 words maximum
- Should reflect the research problem, approach, and context
- No abbreviations in the title unless universally recognized
- Centred, 12 pt bold, Times New Roman

1.3.2 Author Information

- Full name(s) of all authors: First Name, Middle Initial(s), Last Name
- Main authors are indicated by an asterisk (*).
- Institutional affiliation, department, city, and country
- Corresponding author's email address
- ORCID iD (where available)
- Author contributions statement (e.g., CRediT taxonomy)

1.3.3 Abstract

- Structured abstract with the following sub-headings: Background, Objective, Methodology, Results, Conclusion
- Length: 250-300 words; single-spaced; 12 pt Times New Roman
- No citations, footnotes, or undefined abbreviations in the abstract
- Must stand alone as an independent summary of the paper

1.3.4 Keywords

- 5 keywords; listed below the abstract
- Arranged alphabetically and separated by semicolons
- Avoid terms already used in the title
- Use controlled vocabulary where applicable (e.g., MeSH for health topics)

1.3.5 Introduction

The introduction must establish the research context, problem, and purpose. It should:

- Briefly review the current state of knowledge on the topic
- Clearly identify the research gap or problem being addressed
- State the research objectives and/or hypotheses explicitly
- Justify the significance and practical relevance of the study
- Conclude with a brief outline of the paper structure
- Length: 400-700 words. All cited literature must appear in the reference list.

1.3.6 Materials and Methods

The materials and methods section must be sufficiently detailed to allow replication. Include:

- Research design (experimental, quasi-experimental, survey, observational, etc.)
- Sample size and power calculation (where applicable)
- Data collection instruments and their validity and reliability
- Data analysis methods and software used (e.g., SPSS v28, R 4.3, MATLAB R2023b)
- Ethical approval reference number and institutional ethics committee name
- Any limitations of the methodology and steps taken to mitigate them

1.3.7 Results and Discussion

Present and interpret the study findings in relation to the research objectives, questions, or hypotheses. Results should be presented clearly and objectively, followed by their interpretation and comparison with existing literature.

The section should:

- Present findings logically under the relevant research objectives or themes.
- Use tables, figures, and graphs where appropriate, ensuring they are numbered sequentially and accompanied by clear titles and captions.

- Report statistical results where applicable, including the test statistic, degrees of freedom, p-value, and effect size.
- Avoid repeating information already presented in tables or figures.
- Compare the findings with previous studies, highlighting similarities, differences, and possible explanations.
- Discuss the theoretical, practical, and policy implications of the findings.
- Acknowledge the study limitations where relevant and report all findings, including negative or null results, objectively.

1.3.8 Conclusion

- Summary of key findings (not a repeat of the abstract)
- Practical recommendations based on evidence
- Future research directions
- Length: 150-200 words; avoid introducing new data or citations

1.3.9 Acknowledgements

- Acknowledge funding sources, technical assistance, and institutional support
- Declare any conflicts of interest
- Grant reference numbers must be included where applicable

1.3.10 References

All references must follow APA 7th Edition format consistently:

- In-text citations: (Author, Year) for narrative; (Author, Year) for parenthetical
- Multiple authors: For up to 2 authors, cite all authors all the time. For 3-5 authors, cite all authors in the first citation, followed by the first author et al. in subsequent citations. For 6 or more authors, cite the first author et al. from the first citation.
- Digital Object Identifiers (DOIs) must be included for all journal articles where available
- Minimum 25 references for full papers; predominantly peer-reviewed
- Arrange alphabetically by first author surname

Journal Article: Otieno, M. A., & Wanjiru, C. N. (2023). Green energy transitions in East African TVET institutions. *Journal of Technology and Socio-Economic Development*, 12(3), 45–58. <https://doi.org/10.XXXX/XXXXX>

Book: Kimani, P. O. (2022). *Applied research methods for TVET practitioners* (2nd ed.). TENP Press.

Website: Kenya National Bureau of Statistics. (2024). Economic survey 2024. <https://www.knbs.or.ke/economic-survey-2024>

1.4 Ethics and Research Integrity

Mandatory Requirements

1. Human participants research requires ethics committee approval. Include the name of the committee, reference number, and approval date.
2. Informed consent must have been obtained from all participants. State this in the methodology section.
3. Animal research must comply with internationally recognized welfare standards. State the approving body.
4. Conflicts of interest must be declared for all authors.
5. Data availability statement required: indicate whether raw data is available and how it can be accessed.
6. Any use of AI tools in manuscript preparation must be disclosed (e.g., ChatGPT for text editing). AI cannot be listed as an author.
7. Papers must be the original, unpublished work of the authors and not under review elsewhere.

PART TWO: SOCIAL SCIENCE MANUSCRIPT REQUIREMENTS

2.1 Social Sciences

Social science manuscripts address issues related to human behaviour, institutions, policy, and socio-economic systems using qualitative, quantitative, or mixed-methods approaches.

2.1.1 Scope and Eligibility

Social Science submissions are appropriate for research falling under the following thematic areas:

1. Rethinking CBET and Skills for the 21st Century.
2. Cross-cutting issues, including gender and social inclusion, policy and governance, educational innovation, community development, youth employment, public health systems, and other related social phenomena.

All research approaches, including ethnographic, case study, survey-based, action research, policy analysis, and systematic review, are allowed.

2.2 General Formatting Standards

Formatting Element	Specification
Paper Size	A4 (210 mm × 297 mm)
Page Margins	Top, Bottom, Left, and Right: 1 inch (2.54 cm).
Font (Heading)	Times New Roman, 12 pt, Bold
Font (Body)	Times New Roman, 12 pt
Line Spacing	1.5 lines spaced throughout (including references)
Column Layout	Single-column throughout
Word Count	5,000-8,000 words (excluding references, tables, and figures)
Page Limit	Maximum 25 pages including references
File Format	Microsoft Word (.docx), NO PDF submissions
Language	English (British or American; one consistent throughout)
Referencing Style	APA 7 th Edition

2.3 Manuscript Structure

Social science manuscripts may follow either the IMRaD structure (empirical work) or a flexible thematic structure (theoretical, policy, or qualitative work), as outlined

below. Authors choosing a thematic structure must still include an abstract, introduction, methodology, analysis, discussion, and conclusion.

2.3.1 Title

- Concise and informative; 21 words maximum
- Should reflect the research problem, approach, and context
- No abbreviations in the title unless universally recognized
- Centred, 12 pt bold, Times New Roman

2.3.2 Author Information

- Full name(s) of all authors: First Name, Middle Initial(s), Last Name
- Main authors are indicated by an asterisk (*).
- Institutional affiliation, department, city, and country
- Corresponding author's email address
- ORCID iD (where available)

2.3.3 Abstract

Social science papers use a narrative (non-structured) abstract:

- Length: 250-300 words; single paragraph; not structured with sub-headings
- Must cover the research purpose, methodology, key findings, and conclusion or implications
- Avoid direct quotations, statistical symbols, and undefined acronyms
- 4-6 keywords listed below the abstract (APA format)

2.3.4 Introduction

Establish the social, policy, or theoretical context of the research:

- Contextualize the problem within current literature and policy debates
- State the research question(s) and/or objectives clearly
- Justify the study's significance to the TVET sector, community, or policy
- Include a brief positionality statement if qualitative research
- Conclude with an overview of the paper's structure

2.3.5 Literature Review/Theoretical Framework

Social science manuscripts require a more explicit engagement with theory:

- Identify and justify the theoretical or conceptual framework guiding the study
- Critically synthesize relevant literature (not descriptive summary)
- Situate the study in broader disciplinary and interdisciplinary debates
- Demonstrate originality by identifying gaps in prior work
- Use sub-headings to organize thematic clusters of literature

2.3.6 Methodology

Social science methodology must be transparent and justified:

- State the research paradigm (positivist, interpretivist, critical, pragmatic)
- Justify the research design (e.g., case study, ethnography, participatory action research, grounded theory)
- Describe the study site, participants, and selection criteria
- Detail data collection instruments (interview guides, observation protocols, survey tools)
- Explain data analysis approach (thematic analysis, content analysis, discourse analysis, regression, etc.)
- Address trustworthiness/rigour: credibility, transferability, dependability, confirmability (qualitative); reliability, validity (quantitative)
- Include ethical approval details: committee name, approval date, and reference number.
- Reflect on researcher positionality and reflexivity (qualitative studies)

2.3.7 Findings/Results and Discussion

- Organize findings by themes, categories, or research questions.
- Present and interpret findings in relation to the theoretical framework and existing literature.
- Support qualitative findings with verbatim participant quotations using quotation marks and pseudonyms or participant codes to maintain anonymity.

- Present quantitative findings descriptively before inferential analysis, reporting all relevant statistics.
- For mixed methods studies, clearly distinguish and integrate the quantitative and qualitative findings.
- Draw connections between the findings and the broader research questions.
- Engage critically with contradictory evidence.
- Discuss the policy and practical implications of the findings.
- Acknowledge study limitations, including sampling, generalizability, and methodological constraints.

2.3.8 Conclusion and Recommendations

- Synthesize key contributions to knowledge.
- State clear, evidence-based recommendations for practice, policy, or research
- Highlight the study's unique contribution to the TVET or development literature.
- Suggest specific future research directions
- Length: 200 – 300 words

2.3.9 References

Follow APA 7th Edition. For social science submissions, additional guidance applies:

- Grey literature (government reports, policy documents, NGO publications) may be cited but should be clearly distinguished from peer-reviewed sources
- Personal communications may be cited in-text but do not appear in the reference list
- Classical works (before 1900) cited using original date and republication year
- Translated works: include translator name and original publication year
- Minimum 30 references for full papers

2.4 Writing Style for Social Science Papers

2.4.1 Writing Standards

- Use inclusive, non-discriminatory language throughout (refer to APA 7th Edition Bias-Free Language Guidelines).
- Avoid gender-specific pronouns unless identifying a specific person; use 'they/them' as a singular pronoun.
- Qualitative manuscripts may use first-person voice ('I' or 'we') where appropriate to the research tradition.
- Quantitative manuscripts should use past tense for methodology and results; present tense for established theory.
- Define all jargon, acronyms, and technical terms on first use.
- Avoid excessive hedging; write with appropriate academic confidence.

2.4.2 Systematic Reviews and Meta-Analyses

If submitting a systematic review or meta-analysis, authors must follow the PRISMA 2020 guidelines (Page et al., 2021) and include:

- A PRISMA flow diagram showing the screening and selection process
- PROSPERO registration number (where applicable)
- Risk of bias assessment using an appropriate tool (e.g., Cochrane RoB 2, JBI Critical Appraisal)
- Data extraction table in an appendix

PART THREE: SUBMISSION REQUIREMENTS (ALL MANUSCRIPTS)

3.1 Originality and Plagiarism Policy

TENP applies a zero-tolerance policy on plagiarism. All manuscripts are subjected to plagiarism detection software before peer review.

Plagiarism Thresholds

- Overall similarity: Must not exceed 20% (excluding reference list and common phrases).
- Single-source similarity: Must not exceed 3% from any individual source.
- Self-plagiarism: Authors must declare prior publications and ensure new work represents a substantial advance. Reuse of your own previously published content beyond 10% requires explicit acknowledgement and permission.
- Direct quotations: Must be enclosed in quotation marks and cited. Paraphrasing is preferred.
- Papers exceeding thresholds will be rejected without review.

3.2 Peer Review Process

All full paper submissions undergo double-blind peer review. The process is as follows:

- Initial editorial screening (format compliance, scope, plagiarism): 3-5 days
- Assignment to two independent reviewers with relevant expertise
- Peer review period: approximately 3 weeks
- Author notification: Accept/Minor Revisions/Major Revisions/Reject
- Revised manuscripts must be resubmitted within 7 days of notification
- Final editorial decision communicated to the corresponding author

3.3 Submission Checklist

Before submitting, confirm all of the following:

- Manuscript formatted per the correct template (STEM or Social Science)
- Abstract within the specified word count and structure

- Author information page created separately from the blinded manuscript
- All figures and tables numbered, captioned, and cited in the text
- All figures are minimum 300 dpi; all graphs are legible in greyscale
- Reference list formatted in APA 7th Edition and alphabetically ordered
- DOIs included for all journal references where available
- Plagiarism self-check completed (similarity below 20%)
- Ethics approval statement included in the methodology section
- Conflicts of interest declared
- AI tool usage disclosed (if applicable)
- Registration and payment completed (submission will not be processed without payment confirmation)
- Corresponding author's email address verified