**DOWNLOADABLE 1: SUBMISSION GUIDELINES**

Thank you for considering Tridax Africa Company Limited as a potential publisher for your work. To facilitate the submission process and ensure a smooth publishing experience, please review the following submission guidelines carefully before submitting your proposal or manuscript.

**1. Formatting Requirements**

* **Manuscript Format**: Manuscripts should be prepared in Microsoft Word or compatible formats, double-spaced, and using a standard font (e.g., Times New Roman, Arial) with 12-point font size.
* **Page Layout**: Use standard 1-inch margins on all sides and align text flush left (not justified).
* **Title Page**: Include a separate title page with the title of the work, author name(s), affiliations, contact information, and any acknowledgments or funding disclosures.
* **Abstract and Keywords**: For research articles, include an abstract of no more than 250 words summarizing the main findings and keywords for indexing purposes.

**2. Manuscript Preparation Guidelines**

* **Originality**: Ensure that your work is original and has not been previously published or submitted elsewhere. Any overlap with previously published works should be appropriately cited.
* **Structure**: Organize your manuscript into clear sections, including an introduction, methods, results, discussion, and conclusion (for research articles), or relevant chapters for other types of works.
* **Citations and References**: Use proper citation and referencing formats (e.g., APA, MLA) for all sources cited in the manuscript. Check for accuracy and completeness of references.
* **Figures and Tables**: Include figures and tables as necessary to support your findings or enhance readability. Ensure that figures are of high quality and submitted as separate files in an editable format (e.g., JPEG, PNG, TIFF).

**3. Submission Process**

* **Online Submission**: Submit your proposal or manuscript through our online submission portal available on the Tridax Africa website. Follow the instructions provided to create an account and upload your files.
* **Cover Letter**: Include a cover letter with your submission, briefly introducing yourself, providing context for the work, and highlighting its significance and contribution to the field.
* **Permissions**: If your work includes copyrighted material (e.g., images, excerpts), ensure that you have obtained necessary permissions for their use and include documentation with your submission.

**4. Review Process**

* **Peer Review**: Submitted manuscripts will undergo a rigorous peer review process by experts in the relevant field. Reviewers will evaluate the quality, originality, and significance of the work and provide feedback to the author.
* **Notification**: Authors will be notified of the outcome of the review process, including any revisions required for acceptance or reasons for rejection.
* **Revision**: If revisions are requested, authors are expected to address reviewer comments and revise the manuscript accordingly before resubmitting for further review.

**5. Contact Information**

For inquiries or assistance regarding the submission process, please contact the editorial office at [contact email] or [phone number].

These submission guidelines are designed to assist authors in preparing and submitting their work for publication with Tridax Africa Company Limited. We look forward to receiving your submissions and contributing to the advancement of knowledge in your field.

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