



NAMIBIA JOURNAL FOR RESEARCH, SCIENCE AND TECHNOLOGY (NJRST)

AUTHOR GUIDELINES
August 2026

Table of Contents

.....	1
NAMIBIA JOURNAL FOR RESEARCH, SCIENCE AND TECHNOLOGY	1
<i>AUTHOR GUIDELINES August 2026</i>	1
1. About the Journal	4
PART A: BEFORE SUBMISSION.....	4
2. What NJRST publishes	4
<i>2.1 Original research articles</i>	4
<i>2.2 Review articles</i>	5
<i>2.3 Case studies</i>	5
<i>2.4 Short communications</i>	5
<i>2.5 Policy and practice articles</i>	5
<i>2.6 Methods or technical notes</i>	5
<i>2.7 Book reviews</i>	6
<i>2.8 Special issues and conference-related papers</i>	6
3. Originality of submissions	6
4. Simple initial submission	7
PART B: PREPARING SUBMISSION	7
5. Files required for peer review	7
6. Title page	8
7. Manuscript title	8
8. Abstract	8
9. Keywords	9
10. Structure of original research articles	9
11. Introduction	10
12. Materials and Methods / Methodology	10
13. Research Reporting Standards	11
14. Results	11
15. Discussion	12
16. Conclusion	12
17. Tables, figures, images and supplementary material	13
18. Image and Data Integrity	13

PART C: RESEARCH INTEGRITY AND ETHICS.....	13
19. Ethical approval and consent	13
20. Authorship	14
21. Author contribution statement	14
22. Equitable research partnerships	15
23. Funding	15
24. Conflicts of Interest	16
25. Research data and data availability.....	16
26. Use of Generative AI and AI-assisted Technologies	17
27. Plagiarism and duplicate publication	18
PART D: REFERENCES AND DISCOVERABILITY	18
28. Referencing Style	18
29. Persistent identifiers	19
PART E: SUBMISSION AND REVIEW	19
30. Submission	19
31. Peer Review	20
32. Revised Manuscripts	20
33. Preprints	21
PART F: AFTER ACCEPTANCE AND PUBLICATION	21
34. Copyright and open access	21
35. Author fees	21
36. Corrections and the scholarly record	22
SUBMISSION CHECKLIST.....	22
Contact	23

1. About the Journal

The Namibia Journal for Research, Science and Technology (NJRST) is a multidisciplinary, peer-reviewed scholarly journal published by the National Commission on Research, Science and Technology (NCRST). The journal provides a platform for researchers, academics, practitioners, professionals and postgraduate researchers to share high-quality research and scholarly work.

NJRST welcomes work that advances knowledge and contributes to research, science, technology, innovation, humanities, social sciences, policy, practice and development in Namibia, Africa and the wider international community.

The journal particularly values research that:

- i. addresses important scientific, social, economic, environmental, technological or development challenges;
- ii. contributes new knowledge, evidence, methods or perspectives;
- iii. informs policy, practice, innovation or decision-making;
- iv. strengthens research and scholarly development in Namibia and Africa; or
- v. contributes to wider international scholarly debate.

NJRST is a Diamond Open Access journal. Authors and readers are currently not charged submission, processing or publication fees.

PART A: BEFORE SUBMISSION

2. What NJRST publishes

NJRST accepts the following types of manuscripts:

2.1 Original research articles

Original research articles report new empirical, experimental, theoretical or analytical research.

A paper should clearly explain:

- i. the research problem or question;
- ii. why the study was necessary;
- iii. the methods used;
- iv. the main findings;
- v. what the findings mean; and
- vi. the contribution of the study to knowledge, policy, practice or future research.

Recommended maximum length: 6 000 words, excluding references.

2.2 Review articles

Review articles critically examine and synthesise existing research on a clearly defined topic. Reviews should go beyond describing previous studies. They should identify patterns, gaps, disagreements, methodological issues and areas requiring further research. Systematic, scoping and other evidence reviews should clearly explain how literature was searched for, selected and analysed.

Recommended maximum length: 7 000 words.

2.3 Case studies

Case studies provide detailed analysis of a programme, project, institution, community, policy, technology, intervention, practice or other clearly defined cases. Authors should explain why the case is important and what wider lessons can be drawn from it.

Recommended maximum length: 5 000 words.

2.4 Short communications

Short communications report concise but important findings, preliminary results, emerging research, methodological developments or focused scholarly observations.

Recommended maximum length: 3 000 words.

2.5 Policy and practice articles

NJRST may consider articles that use research or evidence to examine an important policy, programme, professional practice or national development issue.

The article must be scholarly and evidence-based and should clearly identify its contribution to policy or practice.

Recommended maximum length: 4 000 words.

2.6 Methods or technical notes

Methods or Technical Notes describe significant methodological, technological, analytical or technical developments that may be useful to researchers or practitioners.

Recommended maximum length: 3 000 words.

2.7 Book reviews

Book Reviews provide a critical assessment of a recent publication relevant to the scope of NJRST. A review should discuss the book's contribution, intended audience, strengths, limitations and relevance.

Recommended length: 1 000 to 1 500 words.

2.8 Special issues and conference-related papers

NJRST may publish special issues or thematic collections arising from priority research areas, conferences, workshops or other recognised scholarly initiatives. The development, management and publication of special issues are governed by the NJRST Special Issues Policy, which sets out the requirements for proposing, reviewing and managing special issues, including the roles and responsibilities of guest editors where applicable.

All manuscripts submitted to a special issue are subject to the same standards of editorial independence, research integrity, ethical compliance, quality assessment and peer review as manuscripts submitted to regular issues of the journal. Acceptance for a special issue is therefore not automatic and remains subject to the journal's established editorial and peer-review processes.

3. Originality of submissions

A manuscript submitted to NJRST must:

- i. be original;
- ii. not have been formally published elsewhere;
- iii. not be under consideration by another journal at the same time;
- iv. appropriately acknowledge material drawn from other sources; and
- v. accurately represent the research undertaken.

Submitting the same manuscript simultaneously to more than one journal is not permitted. Previous presentation of findings at a conference or publication of an abstract does not automatically prevent submission, but this should be disclosed to the editor.

NJRST accepts manuscripts that have previously been made publicly available as preprints, provided this is disclosed during submission. Where a preprint exists, authors should provide its DOI or permanent link.

4. Simple initial submission

NJRST aims to make submission straightforward. Authors do not need to reproduce the journal's final published layout when making an initial submission.

Manuscripts should:

- i. be submitted in Microsoft Word or PDF format;
- ii. use a clear 11- or 12-point font;
- iii. use 1.5-line spacing where possible;
- iv. have clearly numbered headings and subheadings;
- v. include page numbers;
- vi. preferably include continuous line numbering to assist reviewers; and
- vii. use standard British English.

Formatting should be clean and consistent rather than elaborate. More detailed formatting may be requested after acceptance.

PART B: PREPARING SUBMISSION

5. Files required for peer review

To support anonymous peer review, authors should submit:

File 1: Title page

Contains all author-identifying information.

File 2: Anonymised manuscript

Contains the full paper but removes information that could directly identify the authors.

The anonymised manuscript should not contain:

- i. author names;
- ii. affiliations;
- iii. email addresses;
- iv. acknowledgements that identify the authors;
- v. identifying funding information; or
- vi. wording that unnecessarily reveals authorship.

Authors should still cite their own previous publications where scientifically necessary, but should avoid wording such as “in our previous research” if this reveals their identity.

6. Title page

The Title page should contain:

- i. full title of the manuscript;
- ii. full name of each author;
- iii. institutional affiliation of each author;
- iv. department, institution, city and country;
- v. ORCID iD for each author, where available;
- vi. corresponding author's name and email address;
- vii. funding information;
- viii. conflict of interest declaration;
- ix. author contribution statement;
- x. acknowledgements, where applicable;
- xi. ethical approval information, where applicable;
- xii. Data availability statement; and
- xiii. AI-use disclosure, where applicable.

NJRST strongly encourages all authors to have an ORCID iD. The corresponding author should preferably provide a verified ORCID iD.

7. Manuscript title

The title should be:

- i. clear;
- ii. concise;
- iii. informative;
- iv. specific to the study; and
- v. supported by the evidence presented in the paper.

Avoid unnecessary abbreviations and exaggerated claims. Titles should not normally be written entirely in capital letters.

8. Abstract

Original Research Articles should normally include an abstract of 250 to 300 words.

For empirical research, the abstract should briefly explain:

- i. Background: What issue was investigated and why?
- ii. Objective: What did the study seek to determine?
- iii. Methods: How was the research conducted?
- iv. Results: What were the main findings?
- v. Conclusion: What do the findings mean?

A structured abstract is encouraged for empirical and health-related research. Alternative abstract formats may be accepted for humanities, theoretical, conceptual and other disciplines where a structured abstract would not be appropriate.

The abstract should:

- i. stand on its own;
- ii. contain the main findings rather than statements such as “results will be discussed”;
- iii. avoid references;
- iv. avoid tables and figures; and
- v. explain uncommon abbreviations.

9. Keywords

Provide five to eight appropriate keywords that accurately describe the manuscript. Avoid simply repeating all words already used in the title. Authors should consider terms that will help other researchers find the article through databases and search engines.

10. Structure of original research articles

Original research articles will normally include:

- i. Introduction
- ii. Materials and Methods / Methodology
- iii. Results
- iv. Discussion
- v. Conclusion
- vi. Acknowledgements
- vii. Author Contributions
- viii. Funding

- ix. Conflict of Interest
- x. Ethical Approval and Consent, where applicable
- xi. Data Availability Statement
- xii. AI-use Disclosure, where applicable
- xiii. References

The structure may be adapted where appropriate to the discipline. Humanities, social science, policy, legal, theoretical and conceptual studies may use another recognised scholarly structure where this is more appropriate to the nature of the research. These papers do not have to follow the standard Introduction, Methods, Results and Discussion (IMRaD) format.

11. Introduction

The introduction should explain:

- i. the problem or topic being investigated;
- ii. the relevant research context;
- iii. what is already known;
- iv. what remains unclear or unresolved;
- v. why the study is necessary;
- vi. the research question, objective or hypothesis; and
- vii. the contribution the paper intends to make.

The Introduction should be focused. It should not become a general essay on the subject.

12. Materials and Methods / Methodology

Authors should provide enough detail for another knowledgeable researcher to understand, assess and, where appropriate, reproduce the study.

Where relevant, include:

- i. research design;
- ii. study setting;
- iii. study population;
- iv. inclusion and exclusion criteria;
- v. sampling method;
- vi. sample size and its justification;
- vii. research instruments;
- viii. data collection procedures;

- ix. laboratory or technical procedures;
- x. software used;
- xi. data analysis methods;
- xii. quality assurance procedures;
- xiii. ethical approval;
- xiv. consent procedures; and
- xv. methodological limitations.

Established methods should be properly cited. Any important changes to established methods should be explained. Where artificial intelligence, machine learning or other automated systems formed part of the research method, this must be described clearly enough to understand how the tool influenced the research.

13. Research Reporting Standards

Authors should use recognised reporting guidelines for their study design, where available.

Examples include:

- i. CONSORT – randomised controlled trials;
- ii. STROBE – observational research;
- iii. PRISMA – systematic reviews and meta-analyses;
- iv. PRISMA-ScR – scoping reviews;
- v. COREQ or SRQR – qualitative research;
- vi. CARE – clinical case reports;
- vii. ARRIVE – animal research;
- viii. CHEERS – health economic evaluations;
- ix. STARD – diagnostic accuracy studies; and
- x. SPIRIT – clinical trial protocols.

The appropriate checklist or flow diagram may be requested during submission or peer review. Where no formal reporting guideline exists, authors should nevertheless report their methods and findings fully and transparently.

14. Results

Results should be presented clearly, accurately and in a logical order.

Authors should:

- i. report findings relevant to the research questions or objectives;

- ii. avoid exaggerating results;
- iii. report relevant negative or non-significant findings where appropriate;
- iv. use tables and figures where they genuinely improve understanding;
- v. avoid presenting the same information in both text and tables; and
- vi. clearly identify any exploratory or secondary analysis.

Statistical information should be reported sufficiently for the reader to understand and assess the analysis.

15. Discussion

The discussion should explain what the findings mean.

It should:

- i. relate findings to the research objectives;
- ii. compare results with relevant previous research;
- iii. explain important similarities or differences;
- iv. discuss unexpected findings;
- v. identify implications;
- vi. explain the contribution of the study;
- vii. acknowledge relevant limitations; and
- viii. avoid claims that go beyond the evidence.

For research relevant to national development, authors are encouraged to explain implications for Namibia, Africa, policy, professional practice or future research, where appropriate.

16. Conclusion

The Conclusion should be concise and supported by the study.

It should state:

- i. the main conclusion;
- ii. the contribution of the research; and
- iii. relevant implications or recommendations.

Do not introduce substantial new data or literature in the conclusion.

Recommendations should arise from the evidence presented rather than from general opinion.

17. Tables, figures, images and supplementary material

Tables and figures should:

- i. be necessary;
- ii. be numbered consecutively;
- iii. have clear titles or captions;
- iv. be referred to in the manuscript;
- v. identify the source where required; and
- vi. be of sufficient quality for publication.

Tables should be editable wherever possible and should not normally be submitted as screenshots. Original research articles should normally contain no more than six combined tables and figures in the main manuscript unless additional material is necessary. Large tables, additional figures, questionnaires, protocols, datasets, codebooks and similar materials may be submitted as supplementary files. Authors must obtain permission for third-party material where required.

18. Image and Data Integrity

Authors must not manipulate images, figures or data in a way that could mislead readers. Adjustments to brightness, contrast or colour should, where necessary, be applied consistently and must not hide, remove or introduce information.

The journal may request original images, underlying data or additional information where concerns arise. Fabrication, falsification and inappropriate manipulation of research data are grounds for rejection and may result in further action under the journal's publication ethics policy.

PART C: RESEARCH INTEGRITY AND ETHICS

19. Ethical approval and consent

Research must comply with applicable ethical, legal, professional and institutional requirements.

Where ethical approval was required, the manuscript must state:

- i. the name of the approving ethics committee or body;
- ii. approval or reference number, where available; and

- iii. approval date, where available.

Where ethical approval was not required, authors should state this and briefly explain why. Research involving human participants must appropriately address:

- i. informed consent;
- ii. privacy;
- iii. confidentiality;
- iv. dignity;
- v. risk;
- vi. vulnerable participants; and
- vii. use of identifiable information.

Research involving animals must comply with applicable animal welfare and ethical requirements. Research involving Indigenous knowledge, traditional knowledge, culturally sensitive material, communities, biodiversity or sensitive environmental information should respect applicable community, ethical, legal and cultural requirements.

20. Authorship

Authorship carries both credit and responsibility.

Everyone listed as an author must have made a meaningful scholarly contribution to the work and must:

- i. approve the manuscript;
- ii. agree to its submission;
- iii. take responsibility for their contribution; and
- iv. cooperate in addressing questions about the integrity of the work.

People who assisted the research but do not qualify for authorship should be recognised in the acknowledgements with their permission. Gift, honorary and ghost authorship are not acceptable. Changes to authorship after submission must be explained and agreed to by all affected authors and may require editorial approval.

21. Author contribution statement

For manuscripts with two or more authors, a contribution statement must be included to show the role played by each author. NJRST recommends using the Contributor Role Taxonomy (CRediT), a standard system for describing individual author contributions. Relevant roles may include:

- i. Conceptualisation;
- ii. Data curation;
- iii. Formal analysis;
- iv. Funding acquisition;
- v. Investigation;
- vi. Methodology;
- vii. Project administration;
- viii. Resources;
- ix. Software;
- x. Supervision;
- xi. Validation;
- xii. Visualisation;
- xiii. Writing – original draft; and
- xiv. Writing – review and editing.

Example:

Author contributions: A.B. conceptualised the study and developed the methodology. C.D. collected and curated the data. A.B. and C.D. conducted the analysis. E.F. supervised the study. A.B. prepared the original draft. All authors reviewed, edited and approved the final manuscript.

22. Equitable research partnerships

NJRST encourages fair recognition of researchers and institutions that make genuine contributions to research, particularly where studies involve communities, institutions or data from Namibia or other African countries. Authorship should reflect real intellectual and research contributions.

Researchers who have made substantial contributions to study design, data collection, contextual interpretation, analysis or writing should not be excluded solely because they are from the country, institution or community in which the research was conducted.

23. Funding

All sources of financial and material support must be disclosed.

Where funding was received:

Funding: This research was supported by [funder] under grant number [number].

Where no specific funding was received:

Funding: The author(s) received no specific financial support for this research, authorship or publication.

Where possible, authors should provide the formal funder name and grant number.

24. Conflicts of Interest

Authors must disclose financial, personal, professional, institutional or other interests that could influence, or could reasonably be perceived to influence, the work.

Where there is no conflict:

Conflict of interest: The author(s) declare no conflict of interest.

Declaring a conflict does not automatically prevent publication. Transparency is the important principle.

25. Research data and data availability

Every original research article must include a data availability statement.

Reviews and other article types should also include one in which data, code, or other research outputs were generated or analysed. Where appropriate, authors are encouraged to deposit data in a recognised repository that provides a persistent identifier such as a DOI. Data and software created by other researchers should be cited in the reference list where appropriate.

NJRST recognises that data cannot always be made public. Restrictions may be justified by:

- i. participant confidentiality;
- ii. privacy;
- iii. ethics approval conditions;
- iv. Indigenous or traditional knowledge protections;
- v. commercial confidentiality;
- vi. institutional restrictions;
- vii. contractual obligations;
- viii. national security;
- ix. sensitive biodiversity or environmental information; or
- x. legal requirements.

Examples:

Openly available data: The data supporting this study are available in [repository] at [DOI].

Available on request: The data supporting this study are available from the corresponding author upon reasonable request, subject to relevant ethical and institutional requirements.

Restricted data: The data are not publicly available because public release could compromise participant confidentiality and the conditions under which ethical approval was granted.

No new data: No new research data were generated or analysed in this study.

Authors must never publish confidential or identifiable data merely to satisfy an open-data expectation.

26. Use of Generative AI and AI-assisted Technologies

NJRST supports the responsible use of artificial intelligence while recognising that human authors remain fully responsible for the work they submit. AI systems and chatbots cannot be authors or co-authors. Authors must disclose material use of generative AI or AI-assisted technologies in:

- i. manuscript drafting;
- ii. substantive rewriting;
- iii. translation;
- iv. literature searching or synthesis;
- v. transcription;
- vi. coding;
- vii. statistical or qualitative analysis;
- viii. computer programming;
- ix. image or figure generation;
- x. data generation;
- xi. visualisation; or
- xii. other parts of the research process.

Routine spelling, grammar and formatting tools do not normally require detailed disclosure unless they materially change scholarly content. Where AI was used in the research method, this should also be described in the Methods section.

Suggested statement:

AI-use disclosure: During the preparation of this manuscript, the author(s) used [tool and version, where available] for [purpose]. The author(s) reviewed and verified the resulting content and take full responsibility for the accuracy, originality and integrity of the manuscript.

Authors must not:

- i. use AI to fabricate data or references;
- ii. present unverified AI output as evidence;
- iii. list an AI system as an author;
- iv. use AI-generated images or data without appropriate disclosure;
- v. upload confidential research participant information into public AI systems without appropriate approval and safeguards; or
- vi. use AI to disguise plagiarism or other misconduct.

All references suggested by AI tools must be independently verified by the authors.

27. Plagiarism and duplicate publication

NJRST does not accept:

- i. plagiarism;
- ii. inappropriate paraphrasing;
- iii. self-plagiarism involving substantial undisclosed reuse;
- iv. fabricated or falsified data;
- v. duplicate publication;
- vi. unattributed use of text, ideas, figures or data;
- vii. manipulated citations; or
- viii. misleading claims about authorship or research.

Manuscripts may be checked using similarity-detection software. A similarity percentage on its own does not determine whether plagiarism has occurred. Editors will consider the nature, location and context of any overlap.

PART D: REFERENCES AND DISCOVERABILITY

28. Referencing Style

NJRST uses APA 7th edition.

Authors are responsible for ensuring that:

- i. every in-text citation appears in the reference list;
- ii. every reference listed is cited in the manuscript;
- iii. references are accurate and complete;
- iv. DOI links are included where available;
- v. datasets and software are cited where appropriate; and
- vi. references have genuinely been consulted by the authors.

Authors should not include references simply to increase citation counts or satisfy inappropriate citation requests.

29. Persistent identifiers

NJRST encourages the use of persistent research identifiers.

These include:

- i. DOIs for articles, datasets and other scholarly outputs;
- ii. ORCID iDs for researchers; and
- iii. ROR identifiers for research organisations, where available.

Authors should provide ORCID iDs during submission wherever possible. NJRST assigns DOIs to eligible published scholarly content under its DOI registration arrangements.

PART E: SUBMISSION AND REVIEW

30. Submission

All manuscripts should normally be submitted through the NJRST online submission system. Authors will be required to provide accurate submission metadata, including:

- i. manuscript title;
- ii. abstract;
- iii. keywords;
- iv. full author names;
- v. affiliations;
- vi. ORCID iDs;
- vii. corresponding author details;
- viii. manuscript files;

- ix. funding information;
- x. ethical approval information;
- xi. conflicts of interest;
- xii. Data availability statement;
- xiii. AI disclosure, where applicable; and
- xiv. supplementary files, where applicable.

Information entered into the submission system must match the manuscript.

31. Peer Review

All submissions first undergo editorial screening. At this stage, editors consider:

- i. fit with the journal's scope;
- ii. originality;
- iii. scholarly quality;
- iv. methodological or conceptual rigour;
- v. ethical compliance;
- vi. clarity;
- vii. completeness; and
- viii. compliance with these guidelines.

A manuscript may be returned or declined without external review where it is outside the journal's scope or does not meet minimum scholarly, ethical or submission requirements.

Research Articles considered suitable for further evaluation are normally reviewed by at least two independent reviewers. NJRST uses double blind peer review where the identities of authors and reviewers are not disclosed to one another during the review process. Possible decisions include:

- i. Accept;
- ii. Minor Revision;
- iii. Major Revision / Revise and Resubmit; or
- iv. Reject.

Acceptance is not guaranteed.

32. Revised Manuscripts

When submitting a revised paper, authors should provide:

- i. the revised manuscript; and
- ii. a separate response to reviewers.

The response should address each editorial and reviewer comment clearly and respectfully. Where an author disagrees with a recommendation, the author may explain the reason rather than making a change that would weaken or misrepresent the research.

A request for revision does not guarantee acceptance.

33. Preprints

Posting a manuscript as a preprint does not normally prevent submission to NJRST.

Authors must disclose the preprint when submitting the manuscript and provide the DOI or URL where available. Once the NJRST article is published, authors are encouraged to update the preprint record with a citation and link to the published version of record.

PART F: AFTER ACCEPTANCE AND PUBLICATION

34. Copyright and open access

Authors retain copyright in their work and grant NJRST the right of first publication.

NJRST publishes articles under the Creative Commons Attribution 4.0 International Licence (CC BY 4.0) unless otherwise stated. This allows the work to be shared and reused, including for commercial purposes, provided proper attribution is given and licence requirements are followed. Authors may deposit the published article in institutional or subject repositories and may share it through appropriate scholarly platforms.

35. Author fees

NJRST currently charges:

- i. no submission fee;
- ii. no article processing charge;
- iii. no editorial processing fee;
- iv. no page charge;
- v. no colour charge; and
- vi. no publication fee.

Editorial decisions are independent of an author's ability to pay.

36. Corrections and the scholarly record

Authors should inform the journal promptly if they discover a significant error in a submitted or published article.

Where necessary, NJRST may publish:

- i. a correction;
- ii. an expression of concern;
- iii. a retraction; or
- iv. another appropriate notice.

The purpose is to maintain an accurate and trustworthy scholarly record.

SUBMISSION CHECKLIST

Before submitting, please confirm that:

- ☐ The manuscript fits the scope of NJRST.
- ☐ The work is original and is not under consideration elsewhere.
- ☐ All authors have approved the submission.
- ☐ A separate Title Page has been prepared.
- ☐ The manuscript for peer review has been anonymised.
- ☐ The abstract and keywords are included.
- ☐ The manuscript is written in clear British English.
- ☐ Appropriate ethical approval and consent information is included.
- ☐ Relevant research reporting guidelines have been followed.
- ☐ All authors and affiliations are correctly recorded.
- ☐ ORCID iDs have been provided where available.
- ☐ A CRediT or equivalent Author contribution statement is included for multi-author papers.
- ☐ Funding has been disclosed.
- ☐ Conflicts of interest have been disclosed.
- ☐ A Data availability statement is included.
- ☐ Material use of AI or AI-assisted technologies has been disclosed.
- ☐ Tables and figures are numbered and correctly referenced in the text.
- ☐ Permissions for third-party material have been obtained where required.

- ☐ All references have been checked for accuracy.
- ☐ APA 7th edition is used consistently.
- ☐ DOIs are included in references where available.
- ☐ Preprints have been disclosed where applicable.
- ☐ All metadata entered in the online submission system matches the manuscript.

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