**UGANDA HIGHER EDUCATION REVIEW JOURNAL**


**JOURNAL GUIDELINES**


**July 2025**

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1. **General Guidelines**
   1.1. **About the Journal**

The *Uganda Higher Education Review* is the official academic journal of the National Council for Higher Education (NCHE). Established under Section 4(b) of the Universities and Other Tertiary Institutions Act, Cap. 262, NCHE is mandated to promote and develop systems for the processing and dissemination of information on higher education for the benefit of the public. In fulfilment of this mandate, NCHE has consistently advanced scholarly dialogue through the *Uganda Higher Education Review Journal*, a semi-annual journal published in May and November. The journal is internationally recognised and is accessible electronically via **DOI: 10.58653** and is published under **ISSN 1813-2243 (Print)** and **ISSN 2958-5473 (Online)**.

The journal provides a visible outlet for definitive articles that discuss the theory, practice, and policies relating to the role, development, management, and improvement of higher education from a national, regional, and international perspective. The journal provides a platform for scholars, researchers, and higher education institutions (HEIs)_to contribute to the scholarly debate through the publication of quality peer-reviewed articles.

The journal's primary objective is to publish original and impactful research that deepens understanding of higher education and supports the advancement of sustainable, inclusive, and high-quality education systems that are responsive to the evolving needs of society.

The journal is having a growing and diverse readership. Anchored in a rigorous editorial policy, the journal upholds the highest standards of academic integrity, inclusivity, and scholarly excellence. Therefore, submissions from both established scholars and emerging researchers, fostering a vibrant and equitable academic community are welcome. All manuscripts are subjected to a robust double-blind peer-review process, ensuring that each publication meets the criteria of relevance, originality, and academic rigour, while providing timely and constructive feedback to authors.

   1.2. **Aims and Scope**

The *Uganda Higher Education Review* is a multidisciplinary journal dedicated to advancing knowledge and scholarship in all areas of higher education. The journal welcomes original contributions that present new ideas, innovative approaches, or creative applications. Submissions that explore the theory, practice, and policy dimensions of higher education, particularly those addressing its development, management, and improvement, are especially encouraged. We seek papers that offer insights from national, regional, and international perspectives.

### 1.3. Article Types

The journal publishes a diverse range of article types that advance scholarship, inform policy, and enhance practice in the field of higher education. These include:

i) **Empirical manuscripts**: Original research articles that present empirical findings supported by rigorous methodologies; and

ii) **Review manuscripts**: These include theoretical and conceptual papers that introduce or critically explore frameworks and perspectives on higher education; and **policy analysis articles** that examine current policies or propose evidence-based reforms. The journal also features **case studies** offering detailed insights into institutional practices and innovations, as well as **review articles** that synthesise existing literature to highlight trends, research gaps, and future directions.

### 1.4. Peer Review

Upon submission, each manuscript undergoes an initial editorial assessment to determine its suitability for publication. If deemed appropriate, the manuscript is typically forwarded to at least two independent reviewers for an expert evaluation of its scholarly quality and scientific rigour.

Peer review is conducted in various forms, each with its own strengths and limitations. Therefore, you are encouraged to understand the peer review form used before submitting your manuscript or accepting an invitation to review. This ensures that you are aware of the corresponding expectations and ethical guidelines.

This journal follows a double anonymised review. Both the reviewer and the author are anonymous in this model. The advantages of this model are listed below:

i) Author anonymity limits reviewer bias, such as regarding the author's gender, country of origin, academic status, or previous publication history.

ii) Articles written by prestigious or renowned authors are considered based on the content of their papers, rather than their reputation.

However, reviewers may often identify the author through their writing style, subject matter, or self-citation. It is exceedingly difficult to guarantee total author anonymity.

The final decision to accept or reject a manuscript rests with the editorial manager. However, the editorial manager does not participate in decisions involving manuscripts in which they have a conflict of interest, including:

i) Manuscripts they have authored or co-authored;

ii) Submissions from close colleagues or family members; and

iii) Papers related to products, services, or research in which they have a vested interest.

In such instances, the manuscript proceeds through the journal's standard peer review process, but oversight is transferred to an associate editor or Editor-in-Chief to ensure objectivity and transparency.

### 1.5. Open Access

#### 1.5.1. Article Publishing Charge (APC)

The publications in this journal fall under the ***gold open access***. Articles are freely available to both subscribers and the wider public with permitted reuse. There is no open access publication fee.

#### 1.5.2. Open access licenses

All articles published open access will be immediately and permanently free for everyone to read

and download, copy and distribute. We currently offer the following license(s) for this journal: This license enables reusers to distribute, remix, adapt, and build upon the material in any medium or format for non-commercial purposes only, and only so long as attribution is given to the creator.
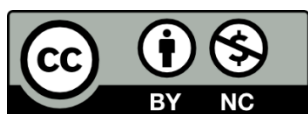
CC BY-NC includes the following elements:

BY: credit must be given to the creator.

NC: Only non-commercial uses of the work are permitted.

The license allows users to: distribute and copy the article; create extracts, abstracts, and other revised versions, adaptations or derivative works of or from an article (such as a translation); include in a collective work (such as an anthology); and text or data in the article. These uses are permitted only for non-commercial purposes, and provided the user: gives appropriate credit to the author(s) (with a link to the formal publication through the relevant DOI); includes a link to the license; indicates if changes were made; and does not represent the author(s) as endorsing the adaptation of the article or modify the article in such a way as to damage the authors' honour or reputation.

### 1.6. Ethics

**Ethics in publishing**

Ethics in journal publishing revolve around integrity, transparency, and accountability. Authors are responsible for ensuring their work is original, accurately cited, and free from plagiarism or data manipulation. Reviewers and editors must uphold confidentiality, disclose any conflicts of

interest, and provide impartial, objective assessments. Ethical publishing also requires honouring authorship rights, openly declaring funding sources or competing interests, and correcting errors when they arise. Adhering to these principles safeguards the credibility of scientific communication and the integrity of the scholarly record. It is, therefore, essential that authors, reviewers, editors, and publishers carry out their roles with unwavering ethical commitment.

## 1.7. Submission requirements

When authors submit a manuscript to the *Uganda Higher Education Review Journal*, it is important to note that:

i)  the work described has not been published previously except in the form of a preprint, an abstract, a published lecture, academic thesis or registered report.
ii)  the article is not under consideration for publication elsewhere.
iii)  the article's publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out.
iv)  if accepted, the article will not be published elsewhere in the same form, in English or in any other language, including electronically, without the written consent of the copyright-holder.
v)  This journal accepts submissions of manuscripts from a main author to a maximum of 2 articles in a single publication.

## 1.8.  Authorship

1)  All authors should have made substantial contributions or participated to at least in the following aspects:
   i)  The conception and design of the study, or acquisition of data, or analysis and interpretation of data.
   ii)  Drafting the article or revising it critically for important intellectual content.
   iii)  Final approval of the version to be submitted.

2)  Authors should appoint a corresponding author to communicate with the journal during the editorial process.
3)  All authors should agree to be accountable for all aspects of the work to ensure that the questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

### 1.8.1.  Changes to authorship

Authorship changes will not be considered after a manuscript has been submitted. Therefore, authors must carefully determine the authorship list and the order of authors in advance, and ensure that a final, agreed-upon list is provided at the time of the original submission.

Guidelines of this journal around authorship changes:

i) All authors must be listed in the manuscript and their details entered into the submission system.
ii) Any deletion or rearrangement of author names in the authorship list should only be made prior to acceptance, and only if approved by the journal editor.
iii) Requests to change authorship should be made by the corresponding author, who must provide the reason for the request to the journal editor with written confirmation from all authors, including any authors being changed or removed, that they agree with the removal or rearrangement.
iv) Only in exceptional circumstances will the journal editor consider the addition, deletion or rearrangement of authors post-acceptance.
v) Publication of the manuscript may be paused while a change in authorship request is being considered.
vi) Any authorship change requests approved by the journal editor will result in a corrigendum if the manuscript has already been published.
vii) Any unauthorised authorship change may result in the rejection of the article, or retraction, if the article has already been published.

## 1.9. Declaration of Competing Interests

Transparency in research is important. To help the readers make their own judgements of potential bias, the corresponding author must disclose any potential competing or non-financial interests on behalf of all authors of the manuscript.

All authors must disclose any financial and personal relationships with other people or organisations that could inappropriately influence or bias their work. Examples of potential competing interests include:

i) Employment
ii) Consultancies
iii) Stock ownership
iv) Honoraria
v) Paid expert testimony
vi) Patent applications or registrations
vii) Grants or any other funding
viii) Affiliation with the journal as a reviewer, an editor or an Advisory Board member.

Authors with no competing interests to declare "I have nothing to declare or I have no competing interests".

### 1.10. Funding Sources

Authors must disclose all sources of financial support related to the research and/or the preparation of the article. Any involvement by funders or sponsors such as in study design, data collection, analysis, interpretation, manuscript writing, or the decision to submit for publication must be clearly stated. If funders had no role in these aspects, this should be explicitly mentioned in the submission.

To ensure compliance with funder requirements, list funding sources in the following standardised format:

**Funding:** This work was supported by [Name of Funder] [grant number xxxx]; [Name of Funder] [grant number yyyy]; and [Name of Funder] [grant number zzzz]. However, there is no need to include detailed descriptions of the funding program, type of grant, scholarship, or award. For block grants or institutional funding, include the name of the university, college, or research organization that provided the support.

If the research received no financial support, please include the following statement:

This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

### 1.11. Declaration of Generative AI in Scientific Writing

The guidelines have been triggered by the rise of generative AI* and AI-assisted technologies, which are expected to increasingly be used by content creators. These guidelines aim to provide greater transparency and guidance to authors, reviewers, editors, readers and contributors. The journal editorial manager will monitor this development and will adjust/review or refine policies when appropriate.

*For authors*

Authors must declare the use of generative AI in scientific writing upon submission of the paper. The following guidance refers only to the writing process, and not to the use of AI tools to analyse and draw insights from data as part of the research process:

i) Generative AI and AI-assisted technologies should only be used in the writing process to improve the readability and language of the manuscript.
ii) The technology must be applied with human oversight and control, and authors should carefully review and edit the result, as AI can generate authoritative-sounding output that can be incorrect, incomplete or biased. Authors are ultimately responsible and accountable for the contents of the work.

iii) Authors must not list or cite AI and AI-assisted technologies as an author or co-author on the manuscript since authorship implies responsibilities and tasks that can only be attributed to and performed by humans.

The use of generative AI and AI-assisted technologies in scientific writing must be declared by adding a statement at the end of the manuscript when the paper is first submitted. The statement will appear in the published work and should be placed in a new section before the references list. An example:

**Title of new section**: Declaration of generative AI and AI-assisted technologies in the writing process.

**Statement**: During the preparation of this work the author(s) used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the published article.

The declaration does not apply to the use of basic tools, such as tools used to check grammar, spelling and references. If you have nothing to disclose, you do not need to add a statement.

**Please note**: To protect authors' rights and the confidentiality of their research, this journal does not currently allow the use of generative AI or AI-assisted technologies such as ChatGPT or similar services by reviewers or editors in the peer review and manuscript evaluation process.

*Reviewer*

The use of generative AI and AI-assisted technologies in the journal peer review process: When a researcher is invited to review another researcher's paper, the manuscript must be treated as a confidential document. Reviewers should not upload a submitted manuscript or any part of it into a generative AI tool as this may violate the authors' confidentiality and proprietary rights and, where the paper contains personally identifiable information, may breach data privacy rights.

*For editors*

The use of generative AI and AI-assisted technologies in the journal editorial process: A submitted manuscript must be treated as a confidential document. Editors should not upload a submitted manuscript or any part of it into a generative AI tool as this may violate the authors' confidentiality and proprietary rights and, where the paper contains personally identifiable information, may breach data privacy rights.

### 1.12.     Language
i)     The text should be in English, specifically British/American English.

ii)     Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use relevant editing apps or service.

### 1.12.1. Use of inclusive language

Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. These guidelines are meant as a point of reference to help you identify appropriate language but are by no means exhaustive or definitive:

i)      Authors should ensure their work uses inclusive language throughout and contains nothing which might imply one individual is superior to another on the grounds of age, gender, race, ethnicity, culture, sexual orientation, disability or health condition.

ii)     Authors should avoid the use of descriptors about personal attributes unless they are relevant and valid. Write for gender neutrality with the use of plural nouns ("clinicians, patients/clients") as a default. Wherever possible, avoid using "he, she," or "he/she".

iii)    No assumptions should be made about the beliefs of readers and writing should be free from bias, stereotypes, slang, reference to dominant culture and/or cultural assumptions.

### 1.13.     Appeals and Complaints

Authors may appeal a rejection if they believe it stems from a significant misunderstanding of their manuscript, its contribution to the literature, or issues in the review process. Appeals based solely on differing opinions about novelty or significance are not accepted. To appeal, email the journal with your manuscript ID and a clear explanation. The editor's decision following an appeal consideration is final.

## 2. Author Guidelines
### 2.1. Writing and Formatting

This journal accepts submission of editable source files for your entire submission (including figures, tables and text graphics). Some guidelines:

i)      Save files in an editable format, using the extension .doc/.docx for Word files and .tex for LaTeX files. A PDF is not an acceptable source file.

ii)     Lay out text in a single-column format.

iii)    Remove any strikethrough and underlined text from your manuscript, unless it has scientific significance related to your article.

iv)     Use spell-check and grammar-check functions to avoid errors.

*Please follow the instructions below*

| Paper length | Full paper: with a maximum of 7,000 words, including references, tables/ charts and keywords, appendices |
|---|---|
| Abstract length | 200 – 250 words |
| Key words | 3–5 words |
| Font | 12-point Times New Roman |
| Paragraph | Single Spacing |
| Margin | Normal (Top :2.54 cm, Bottom: 2.54 cm; Left: 2.54cm, right: 2.54cm) |
| Page numbers | Bottom-centred |
| Layout | One-column portrait |
| Format | MS Word-compatible file |

## 2.2. Paper Structure
### 2.2.1. Title Page

The following format should be observed in the title page:

i) **Article title**. Article titles should be concise and informative. Please avoid abbreviations and formulae, where possible, unless they are established and widely understood, e.g., DNA.

ii) **Author names**. Provide the given name(s) and family name(s) of each author. The order of authors should match the order in the submission system. Carefully check that all names are accurately spelt. If needed, you can add your name between parentheses in your own script after the English transliteration.

iii) **Affiliations.** Add affiliation addresses, referring to where the work was carried out, below the author names. Indicate affiliations using a lower-case superscript letter immediately after the author's name and in front of the corresponding address. Ensure that you provide the full postal address of each affiliation, including the country name and, if available, the email address of each author.

iv) **Corresponding author.** Clearly indicate who will handle correspondence for your article at all stages of the refereeing and publication process and also post-publication. This responsibility includes answering any future queries about your results, data, methodology and materials. It is important that the email address and contact details of your corresponding author are kept up to date during the submission and publication process.

v) **Present/permanent address**. If an author has moved since the work described in your article was carried out, or the author was visiting during that time, a "present address" (or "permanent address") can be indicated by a footnote to the author's name. The address where the author carried out the work must be retained as their main affiliation address. Use superscript Arabic numerals for such footnotes.

### 2.2.2. Abstract

Some guidelines:

i) The abstract should be a single paragraph (without headings) and should be between 200 and 250 words long.
ii) It should clearly state the following: background/rationale; problem/issues examined (including objectives/research questions/hypotheses); methodology used (including sample and sampling technique); results/findings; conclusion; and implication(s)/relevance of the study/contribution to the body of knowledge, and areas for further studies.
iii) The abstract should be single spaced, font 12, Times New Romans, British/American English, but not both.
iv) The abstract should not be submitted to another journal.

### 2.2.3. Keywords
You are required to provide 3 to 5 keywords for indexing purposes. Some guidelines:

i) Keywords should be written in English. Please try to avoid keywords consisting of multiple words (using "and" or "of").
ii) Only use abbreviations in keywords if they are firmly established in the field.
iii) The key words should be in alphabetical order separated with semicolons, e.g., writing; template; sixth; edition; self-discipline.

### 2.2.4. Structural body
The manuscript should contain the following:

i) Introduction (purpose/objectives/hypothesis/research questions, research gap)
ii) Related Literature
iii) Methodology (approach/design/methods, tools, population and sample analysis)
iv) Findings/Results
v) Discussion
vi) Conclusion/Implications/Recommendations
vii) Acknowledgements (when appropriate)
viii) Declarations (competing interests, funding, data availability, AI usage)
ix) References
x) Appendices (when appropriate)

### 2.2.5. Maths formulae

i) Submit maths equations as editable text, not as images.
ii) Present simple formulae in line with normal text, where possible.
iii) Use the solidus (/) instead of a horizontal line for small fractional terms such as X/Y.
iv) Present variables in italics.
v) Denote powers of e by exp.
vi) Display equations separately from your text, numbering them consecutively in the order they are referred to within your text.

### 2.2.6. Tables

Tables must be submitted as editable text, not as images. Some guidelines:

i) Place tables next to the relevant text or on a separate page(s) at the end of your article.
ii) Cite all tables in the manuscript text.
iii) Number tables consecutively according to their appearance in the text.
iv) Please provide captions along with the tables.
v) Place any table notes below the table body.
vi) Avoid vertical rules and shading within table cells.
vii) Ensure that any data presented in tables is not duplicating results described elsewhere in the article.
viii) Only two tables and figures should be included in the work and the rest in the appendix

### 2.2.7. Figures, images and artwork

i) Number images according to the sequence they appear within your article.
ii) Please provide captions for all figures, images, and artwork. All images must have a caption. A caption should consist of a brief title (not displayed on the figure itself) and a description of the image.
iii) Do not use generative AI or AI-assisted tools to create or alter images in submitted manuscripts.

### 2.2.8. Declaration
All manuscripts must contain the following sections under the heading 'Declaration', to be placed before 'References'. If there exist any sections that are irrelevant to your manuscript, please include the heading and write 'Not applicable' for that section.

### 2.2.9. Funding
Information that explains whether and by whom the research was supported should be indicated under funding.

### 2.2.10. Conflict of interest/competing interests

All financial and non-financial competing interests must be declared in this section.

### 2.2.11. Availability of data and material for data transparency

All manuscripts must include an `Availability of data and materials` statement. It should include information on where data supporting the results reported in the article can be found. Data availability statements can take the following forms (or a combination of more than one if required for multiple datasets)

   i)    The datasets generated and/ or analysed during the current study are available in the [NAME] repository, [PERSISTENT WEB LINK TO DATASETS]
   ii)   The datasets used and/or analysed during the current study are available from the corresponding author on reasonable request.
  iii)  All data generated or analysed during this study are included in this published article [and its supplementary information files]

### 2.2.12. Acknowledgements

Include any individuals who provided you with help during your research, such as help with language, writing or proof reading, in the acknowledgements section. Acknowledgements should be placed in a separate section which appears directly before the reference list. Do not include acknowledgements on your title page, as a footnote to your title, or anywhere else in your article other than in the separate acknowledgements section.

## 2.3.13. Appendices

We ask you to use the following format for appendices:

   i)    Identify individual appendices within your article using the format: A, B etc.
   ii)   Give separate numbering to formulae and equations within appendices using formats such as Eq. (A.1), Eq. (A.2) etc. and in subsequent appendices, Eq. (B.1), Eq. (B. 2) etc. In a similar way, give separate numbering to tables and figures using formats such as Table A.1; Fig. A.1 etc.

## 2.3.14. Citing and References
**References within text**

Any references cited within your article should also be present in your reference list, and vice versa. Some guidelines:

   i)    Do not include unpublished results and personal communications in your reference list, though you may mention them in the text of your article.
   ii)   Before submission, check that all data provided in your reference list is correct, including any references which have been copied.

iii)    The use of Digital Object Identifiers (DOIs) as reference links as they provide a permanent link to the electronic article referenced.

iv)    Use the APA 7$^{th}$ edition referencing style throughout the manuscript.

### 2.3. Submitting Your Manuscript
### 2.3.1. Submission checklist

Before completing the submission of your manuscript, we advise you to read our submission checklist:

i)    One author has been designated as the corresponding author and their full contact details (email address, full postal address and phone numbers) have been provided.

ii)    All files have been uploaded, including keywords, figure captions and tables (including a title, description and footnotes) included.

iii)    Spelling and grammar checks have been carried out.

iv)    All references in the article text are cited in the reference list, and vice versa.

v)    Permission has been obtained for the use of any copyrighted material from other sources, including the Web.

vi)    For open access articles, all authors understand that they are responsible for payment of the article publishing charge (APC) if the manuscript is accepted. Payment of the APC may be covered by the corresponding author's institution, or the research funder.

### 2.3.2. Submit online
Our online submission system guides you through the process steps of entering your manuscript details and uploading your files.

### 2.3.3. Highlights

You are encouraged to provide article highlights at submission.

Highlights are a short collection of bullet points that should capture the novel results of your research as well as any new methods used during your study. Highlights will help increase the discoverability of your article via search engines. Some guidelines:

i)    Submit highlights as a separate editable file as an attachment in the online submission system with the word "highlights" included in the file name.

ii)    Highlights should consist of at most 300 words.

### 2.4. After Receiving a Final Decision
All papers will be subjected to double-blind peer reviews. Relevance, structure, research method, ethical conduct, standard of language, innovativeness, references, hypotheses, presentation of results, proficiency, format, amongst many other factors, are considered for the evaluation process.

### 2.5. Publishing Agreement

Authors will be asked to complete and sign a consent form as a publishing agreement after acceptance.

### 3. Reviewer's Guidelines

Peer reviewers are essential to the scholarly publication process. Their expertise and ethical contributions help maintain the quality, accuracy, and credibility of academic literature. This guide provides a comprehensive guidance for reviewers working with the *Uganda Higher Education Review*, ensuring integrity, fairness, and consistency throughout the peer review process.

### 3.1. Ethical Responsibilities of Reviewers

i)   Confidentiality: Do not share, discuss, or use any content from the manuscript outside the review process. Never involve third parties without journal approval.

ii)  Objectivity and fairness: Reviews must be impartial and based solely on the content of the manuscript. Avoid personal biases, including those based on nationality, gender, political or religious beliefs.

iii) Conflict of interest: Declare any financial, personal, or academic conflicts that may compromise your objectivity.

iv)  Respect for intellectual property: Do not use ideas or content from the manuscript for personal gain or share it before publication.

### 3.2. Before Accepting an Invitation
**Ask yourself:**

i)   Is this within my expertise? Only accept if you can deliver a competent and high-quality review.

ii)  Do I have the time? Ensure you can meet the journal's deadline.

iii) Are there any conflicts of interest? If yes, disclose them immediately.

Respond promptly to review invitations, even if declining. If unable to review, suggest alternative reviewers when possible.

### 3.3. Conducting the Review
**Initial steps:**

i)   Read the manuscript thoroughly, including supplementary material and reviewer instructions.

ii)  Clarify any uncertainties with the editor, not the author.

iii) Understand the expected depth of review (e.g., methodology, data, policy compliance).

### 3.4. Evaluating the Manuscript

i)   Originality: Does the work contribute new knowledge or perspectives?

ii) Relevance: Is it aligned with the journal's scope on higher education theory, policy, or practice?
iii) Methodological rigour: Are the methods appropriate and clearly explained?
iv) Clarity of presentation: Is the writing clear, structured, and logical?
v) Contribution to the field: Does the paper offer practical or theoretical insights?

vi) Report suspicions of plagiarism, research misconduct, or unethical practices.
vii) Contact the editor discreetly; do not investigate independently.

## 3.5. Preparing the Review Report

i) Be professional, objective, and respectful.
ii) Avoid inflammatory or dismissive language.
iii) Refrain from rewriting the manuscript unless clarity requires it.
iv) Follow the journal's format or rubric.
v) Separate comments to the editor (confidential) from comments to the author (constructive).
vi) Ensure recommendations align with your comments (e.g., Revise, Reject, Accept).
vii) Be specific and provide examples.
viii) Suggest additional references if essential; avoid self-promotion.
ix) Recommend further analyses only when necessary for substantiating claims.

## 3.6. After the Review
i) Be available to review revised versions if requested.
ii) If you discover a significant issue after submitting your review, notify the journal promptly.
iii) Maintain confidentiality beyond the review process; do not share or discuss the manuscript without journal and author consent.

## 3.6. Final Note on Accountability
i) Never delay or intentionally prolong the process.
ii) Do not suggest unnecessary citations.
iii) Do not act as an anonymous reviewer while also serving as the manuscript's editor – transparency is key.

Your role as a reviewer is not only to evaluate but to enhance the quality of scholarly discourse. The *Uganda Higher Education Review Journal* managers appreciate your integrity, diligence, and contribution to academic excellence.

### 4. Editors' Guidelines

**4.1 Role of the Editor**

Editors of the *Uganda Higher Education Review* serve as gatekeepers of academic quality and ethical publishing. Their responsibilities encompass managing the peer review process, making editorial decisions, supporting authors and reviewers, and upholding the integrity of the journal.

**4.2. Manuscript Management**

i) Initial assessment: Evaluate each submission for fit with the journal's scope, originality, and academic rigour. Use plagiarism detection tools when necessary.

ii) Reviewer selection: Choose reviewers with subject expertise and no conflicts of interest. Aim for at least two independent peer reviewers per manuscript. Ensure a double-blind peer review process is followed at all times.

iii) Timely process: Monitor review timelines and send reminders to ensure efficient turnaround. Inform authors about delays transparently.

iv) Communicate editorial decisions (acceptance, revision, or rejection) clearly, objectively, and constructively to authors.

**4.3. Ethical Oversight**

i) Confidentiality: Maintain strict confidentiality of all manuscript details and correspondence.

ii) Conflict of interest: Declare and manage any conflicts. Do not handle manuscripts where impartiality is compromised.

iii) Misconduct handling: Investigate allegations of plagiarism, data fabrication, duplicate submission, or unethical conduct in line with COPE guidelines. Act decisively and fairly.

**4.4. Decision-making**

i) Editorial judgement: Base decisions on reviewer reports, manuscript quality, and relevance. Ensure recommendations are constructive and well-justified. Additionally, make impartial decisions based on merit, not influenced by author affiliations, nationality, gender, or personal beliefs.

ii) Transparent communication: Provide clear, respectful decision letters to authors. Include feedback for revision or rejection.

iii) Appeals: Address appeals professionally, seeking additional reviews where appropriate. Additionally, work collaboratively with the Editor-in-Chief and Associate Editors to resolve disputes or controversial reviews.

**4.5. Collaboration and Improvement**

i) Work with reviewers: Guide and support reviewers. Recognise their contributions and foster professionalism.

ii) Support authors: Encourage scholarly development through constructive editorial advice and fair critique.

iii) Continuous quality: Periodically assess editorial practices and uphold journal standards. Stay updated on scholarly publishing trends.

## 4.6. Editorial Board Participation
i) Attend Editorial Board meetings (physical or virtual) when called upon.
ii) Contribute to journal strategic planning, special issues, and promotion.
iii) Recommend thematic areas or emerging topics relevant to Uganda's higher education sector.

## 4.7. Promoting the Journal
i) Encourage high-quality submissions from scholars, policymakers, and practitioners.
ii) Advocate for the journal at academic conferences, institutions, and professional networks.
iii) Support the indexing and visibility of UHERJ in reputable academic databases.

## 5. Editorial Board Guidelines

### 5.1. Mandate and Role of the Editorial Board
The Editorial Board is the journal's governing academic body responsible for:

i) Upholding the journal's scholarly integrity, quality, and reputation.
ii) Providing strategic direction on thematic focus areas aligned with higher education in Uganda and beyond.
iii) Advising on editorial policies, peer review processes, and ethical standards.
iv) Promoting the journal in academic, policy, and professional networks.

### 5.2. Composition and Appointment
i) Size: 10–20 members, ensuring diversity in expertise (higher education policy, pedagogy, research methods, governance etc.).
ii) Eligibility: Recognised scholars or practitioners with a strong publication record and experience in editorial or peer-review roles.
iii) Term: 5-year renewable term, subject to performance review.
iv) Regional and gender balance: Strive for regional representation (public/private universities, research institutions) and gender balance.

### 5.3. Responsibilities of Editorial Board Members

i) Recommend qualified reviewers and, when necessary, review submissions personally.
ii) Propose special issues or thematic calls for papers.
iii) Advise on trends and emerging issues in higher education relevant to Uganda.
iv) Uphold ethical standards (plagiarism checks, conflict of interest management).
v) Promote the journal at conferences, workshops, and within institutions.
vi) Encourage high-quality submissions from scholars in and beyond Uganda.

### 5.4. Meetings and Communication
    i) Frequency: At least two formal meetings per year.
    ii) Agenda: Policy updates, thematic issue planning, review statistics, and editorial challenges.
    iii) Communication on ongoing engagement via email, shared document platforms, and quarterly editorial updates.

### 5.5. Performance and Renewal
    i) Annual self-assessment: Each member submits a brief report of contributions.
    ii) Renewal criteria: Active participation in reviews, meetings, and promotion activities.
    iii) Removal: Inactivity, ethical breaches, or failure to meet responsibilities.

## 6. Getting Help and Support

Please visit the journal webpage at https://journal.unche.or.ug/ for more details or contact the journal editor at journal@unche.or.ug if you have questions about the editorial process or require technical support for your submission.