Online ISSN : 2249-460X
Print ISSN : 0975-587X
DOI : 10.17406/GJHSS

Global Journal

of Human Social Sciences: F

Political Science

The Benue State Legislature

A Tool for Service Delivery

Highlights

Order to Rationalize Health

A Study of Ngugi Wa Thiong'O

Discovering Thoughts, Inventing Future

VOLUME 19 ISSUE 1 VERSION 1.0

Global Journal of Human-Social Science: F
Political Science

Global Journal of Human-Social Science: F
Political Science

Volume 19 Issue 1 (Ver. 1.0)

Open Association of Research Society

Incorporation No.: 0423089
License No.: 42125/022010/1186
Registration No.: 430374
Import-Export Code: 1109007027
Employer Identification Number (EIN):
USA Tax ID: 98-0673427

Global Journals Inc.

*(A Delaware USA Incorporation with "Good Standing"; **Reg. Number: 0423089**)*

Sponsors: *Open Association of Research Society*
Open Scientific Standards

Publisher's Headquarters office

Global Journals® Headquarters
945th Concord Streets,
Framingham Massachusetts Pin: 01701,
United States of America
USA Toll Free: +001-888-839-7392
USA Toll Free Fax: +001-888-839-7392

Offset Typesetting

Global Journals Incorporated
2nd, Lansdowne, Lansdowne Rd., Croydon-Surrey,
Pin: CR9 2ER, United Kingdom

Packaging & Continental Dispatching

Global Journals Pvt Ltd
E-3130 Sudama Nagar, Near Gopur Square,
Indore, M.P., Pin:452009, India

Find a correspondence nodal officer near you

To find nodal officer of your country, please email us at *local@globaljournals.org*

eContacts

Press Inquiries: *press@globaljournals.org*
Investor Inquiries: *investors@globaljournals.org*
Technical Support: *technology@globaljournals.org*
Media & Releases: *media@globaljournals.org*

Pricing (Excluding Air Parcel Charges):

Yearly Subscription (Personal & Institutional)
250 USD (B/W) & 350 USD (Color)

Contents of the Issue

i. Copyright Notice
ii. Editorial Board Members
iii. Chief Author and Dean
iv. Contents of the Issue

1. E-Government, A Tool for Service Delivery in Botswana's Local Authorities? *1-7*
2. The Politics of Excision: A Study of Ngugi Wa Thiong'O, Flora Nwapa, Jomo Kenyatta, Waris Dirie, Nawal-El-Saadawi, Ayaan Hirsi Ali and Alice Walker's work. *9-11*
3. Governance, Local Institutions and Local Governance: A Conceptual Analysis. *13-20*
4. Policy-making Based on the AEP Protocol (Appropriate Assessment of Hospitalization) in Order to Rationalize Health Insurance Costs in Meshginshahr Hospital. *21-28*

v. Fellows
vi. Auxiliary Memberships
vii. Preferred Author Guidelines
viii. Index

Global Journal of Human-Social Science: F
Political Science
Volume 19 Issue 1 Version 1.0 Year 2019
Type: Double Blind Peer Reviewed International Research Journal
Publisher: Global Journals
Online ISSN: 2249-460X & Print ISSN: 0975-587X

E-Government, A Tool for Service Delivery in Botswana's Local Authorities?

By Thabile A. Samboma

Abstract- The Government of Botswana has spent billions of Pulas since the inception of e-government project in 2012.The country is in pursuit of better service delivery as it owes it to the people. However, just like other countries, New Public Management (NPM) brought in exciting reforms, e-government included. This paper wanted to find out challenges faced by local authorities when delivering services through the Information Communication Technology (ICT). This was a qualitative research which used secondary data sources. The findings of the study showed that it is close to a decade since the inception of e-government yet there are still complaints on service delivery. In this era e-government remains key in ensuring that there is good service delivery however challenges such as poor infrastructure, mishandling of egovernment funds, language barrier, lack of trust, lack of financial autonomy of local authorities continue to limit egovernments effectiveness in the local authorities.

Keywords: e-government, service delivery, local authority, botswana.

GJHSS-F Classification: FOR Code: 160606

E-Government, A Tool for Service Delivery in Botswana's Local Authorities?

Thabile A. Samboma

Abstract- The Government of Botswana has spent billions of Pulas since the inception of e-government project in 2012.The country is in pursuit of better service delivery as it owes it to the people. However, just like other countries, New Public Management (NPM) brought in exciting reforms, e-government included. This paper wanted to find out challenges faced by local authorities when delivering services through the Information Communication Technology (ICT). This was a qualitative research which used secondary data sources. The findings of the study showed that it is close to a decade since the inception of e-government yet there are still complaints on service delivery. In this era e-government remains key in ensuring that there is good service delivery however challenges such as poor infrastructure, mishandling of e-government funds, language barrier, lack of trust, lack of financial autonomy of local authorities continue to limit e-governments effectiveness in the local authorities.

Keywords: e-government, service delivery, local authority, botswana.

I. Introduction

There is a revolution of new technology across the globe. Technology is fundamentally changing our everyday lives. Nations are demanding good services from their governments. Globally, governments are continuously under pressure to come up with ways of improving services delivery as they owe it to the people, hence the adoption of e-government in developing nations. This term has been in circulation for decades, but it has gained popularity in recent years where, digital and transformative government, it is often used as a substitute or replacement for the term 'e-government'. E-government is defined by the OECD as "the use of information and communications technologies (ICTs), and particularly the Internet, to achieve better government" (OECD, 2003). The World Bank (2001) has defined e-government as "government-owned or operated systems of information and communications technologies (ICTs) that transform relations with citizens, the private sector and other government agencies so as to promote citizen empowerment, improve service delivery, strengthen accountability, increase transparency, or improve government efficiency".

E-Government has gained popularity over the years in some countries especially developing ones. E-government has been widely recognized not only by researchers but, also international organizations like World Bank and UN. The need to adopt a technological approach in service delivery has been widely noted by various authors. In the public sector, ICT investment primarily manifests itself as Electronic Government (e-Government) programs (Heeks, 2002). According to (Irani, Love, & Jones, 2008) the world has witnessed numerous e-Government projects and sub-Saharan Africa is no exception. E-Government projects are a reality for the African continent as seen with the numerous governments that have expressed strategies outlining plans for the implementation of a variety of e-government initiatives. However, even with various strategic plans and policies, the core challenge remains with the minimal successful implementations of e-government projects (Heeks, 2006; Irani et al., 2008).

According to Saugata (2007) international trends indicate that , the use of e- government system in developing countries has not penetrated that much. Matimati state that, local authorities in many developing nations have not yet adapted e-government initiative as compared to those in the developed nations. Local governments in developing countries are encountering multifaceted problems such as lack of infrastructure, lack of skills and finances.

According to Nkwe (2012), Botswana is a developing country with a dedicated agenda towards promoting e-government because the leaders have understood the importance of e-government to an appreciable extent (Nkwe, 2012). The government of Botswana has over the years developed National Development Plans (NDP). NDP are national macroeconomic blue prints that contain government strategies planned to be undertaken over the five years period. The current plan is NDP 11 which stated that emphasises will be placed on the development of e-services broadband connectivity as well as implementation of e-government projects. Local authorities in Botswana have started to show some appreciation towards the e-governance system as an opportunity to provide and transform the relationship between local authorities and citizens. In the context of Government of Botswana (GoB), Local Authorities(LAs) which are commonly known as councils are devolved institution with statutory powers to make the decision at a local level (Madala and Phirinyane, 2016). According

Author: Botswana Institute for Development Policy Analysis. e-mail: sambomat@bidpa.bw

to Saugata (2007), the move toward e-government is a positive one especially that it contributes to the achievement of good governance.

a) Problem statement

Due to many challenges in service delivery, GoB saw it fit to undertake an e-government programme (GoB, 2012). Currently, e-government is a key policy debate that has attracted the attention of policy-makers and researchers in Botswana. The debates around e-government came as a result of complaints from different stakeholders that e-government is not meeting their expectations, this is despite substantial amount that the government has spent towards the project. According to Mmeso (2018), the government of Botswana has lost over P1 billion since the introduction of e-government programme in 2012. This paper seeks to find out challenges faced by local authorities when delivering services through the Information Communication Technology (ICT). The main aim of this study is

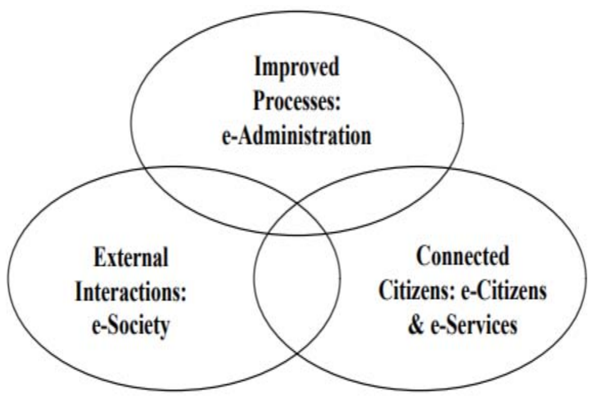
- to find out challenges of e-government at local authorities
- Provide policy implications

b) The arrangement of the paper is as follows

The next section presents, a suggested conceptual e-government adoption model, followed by a methodological approach, then the significance of the local e-government in Botswana. Next section presents benefits and challenges of using e-government in local authorities. Lastly, the paper concludes and makes some recommendations.

Global Journal of Human-Social Science (F) Volume XIX Issue I Version I Year 2019

II. Overlapping Dominance of E-governance Model



Source: Heeks 2002

Figure 1

Although the above three are described separately, these three domains of e-governance are recognized as overlapping as shown in figure 1.

a) E-Administration

E-administration deals with improving the internal workings of the public sector. E-administration includes cutting process costs, improving the input, managing process performance, planning, monitoring and controlling the performance of process resources (human, financial and other). E-administration improves processes, it connects Citizens Building and promote external Interactions with Citizens Customers Communities, Non-Profits Organisations and Other Agencies. E-administration helps in making strategic connections in government. It connects arms, agencies and data stores of government to strengthen the capacity to investigate, develop and implement the strategy and policy that guides government processes. E-administration empowers as it transfers power, authority and resources for processes from their existing locus to new locations (Heeks, 2006).

b) E-Society

E-Society deals more with ensuring that there is a relationship between public agencies, private sector companies, non-profit and community organizations. As with citizen connections, these initiatives may well incorporate some processes of e administration. E-society is there to improve the interaction between government and business. E-society includes, digitizing procurement from and services to business to improve their quality, convenience, and cost. E-society also ensures that they build the social and economic capacities and capital of local communities and they build partnerships to strengthen institutional relationships (Heeks, 2001).

c) E-Services/E-Citizen

According to Heeks (2002), e-services/e-citizen deals mainly with the relationship between government and citizens either as voters/stakeholders from whom the African public sector should derive its legitimacy. These initiatives they include talking to citizens, giving citizens details of public sector activities. E-service relates to certain types of accountability like making public servants more accountable for their decisions and actions. E-service/ e-citizen is about listening to citizens increasing the input of citizens into public sector decisions and actions. E-service could be flagged as either democratization or participation. E-services improves public services delivered to members of the public along dimensions such as quality, convenience and cost.

III. Methodological Approach

The paper adopted a qualitative research method. Secondary data sources were used. A critical review of a collection of existing literature on e-government was established. There after followed a systematic review of literature. This was with the help of different databases and academic papers, books, newspaper articles, radio, television discussions and government reports.

a) E-government landscape in Botswana

The Government of Botswana (GoB) launched its first-ever E-Government Strategy in 2012.GoB, in 1997 enshrined in the country's vision of 2016 which advocated for a knowledge-based economy to improve the provision of services through technology (GoB, 1997). Currently, there is a new National Vision 2036 which has four pillars. Of interest to the paper is pillar number one of Sustainable Economic Development, under sustainable economic development there is Information and Communications Technology (ICT) which says it will leverage information communication technology (ICT) as the main contributor to economic growth and employment whilst also enabling an efficient private and public sector (GoB, 2016). The development of ICT is in line with the 2030 Agenda for Sustainable Development sees the importance of technological innovation and contains specific references needed for high quality, timely, reliable and disaggregated data, including on Earth observation and geospatial information. Many of the Agenda's Sustainable Development Goals have targets that are directly or indirectly related to e-government assessment indicators, like what makes improvements in local e-government assessment operate as a catalyst for the achievement of the SDGs.

The Botswana government is making significant progress in the development of the e-government. The progress is shown by government initiatives and the development of government documents like the e-government master plan 2015-2021. The master plan seeks to innovate service delivery through seamless connectivity between government agencies (G2G), improve access to information by reducing the digital divide and improving network speed. Before the master plan there was the 2011- 2016 National e-Government Strategy which outlined the processes for the modernization of government, the enhancement of transparency, accountability and good governance; making the government more result oriented, efficient and customer-centric. The expectation is that E-Government should bring huge benefits to the society. The strategy states that e-government will try improve relations between government and the community, as e-government will allow both the citizen and business community to have access to government services and information at their comfort, and this can only be possible through the use of ICT's (GoB, 2012). GoB, has successfully implemented massive projects like the construction of Kgalagadi Optical Fiber Network, full liberation of the telecommunications sector, establish ICT sector regulatory and institutional framework, policy and setting up IT hub. The Government of Botswana is moving with the trends of the 21st century by emphasising Information and Communication Technologies (ICT) as vital in ensuring that optimal service delivery is achieved.

In 2013 GoB stated that priority should be placed on some of ongoing e-Government initiatives that directly "touch" citizens and have the potential to provide significant, visible improvements in service delivery. These initiatives included ICT-driven service transformation in the following areas;

The National Identity Card – OMANG, Vital Statistics Registration (birth, marriage, death, etc.), Land and Property Registration Business Registration and Licensing, The Passport Office, Motor Vehicle Registration, National Statistics, Government Core Services (HR, Finance, Procurement, Project Management & Knowledge Management).

Evidently, GoB has the interest of the nation at heart, even though these services are often interrupted by power cuts, system failures, no internet connectivity, etc. Despite the challenges, government and private sector involvement in ICT brought good results in 2016 as Botswana came 5thin Africa according to the International Telecommunication Union (ITU), this is ICT Development Index used for measuring the information society across 175 countries in the world (ICT development index, 2017).

IV. Significance of Local Government for E-government in Botswana

According to Madala and Phirinyane (2016), local authorities in Botswana are involved in the rolling out of e-government programme. The updating of the e-government portal is done at the parent ministry, Ministry of Local Government and Rural Development (MLGRD). All local authorities forward their information whenever there are updates to MLGRD.

Botswana has two spheres of governance, the second being local government which is at the forefront of understanding citizen's needs. Local authorities have a responsibility to ensure that there is an improvement of service delivery in the districts. The MLGRD has a slogan "*batho pele"* which simply means people first, this primarily means local authorities and MLGRD they are at forefront of service provision.

The significance of e-government at local level is crucial even though there are financial challenges. However, despite the challenges one of the local authorities Kweneng District Council in Molepolole, the second largest village in Botswana has built One Stop Service Center. One stop service centers are a necessity in communities as they bring all government services to the people in one place. The development of service halls is a demonstration that local authorities have the potential to provide stability and promote good governance.

Improving the local level of e-government is inseparable from achieving the UN Sustainable Development Goals. The development of electronic services and the increase in the number of people participating in decision-making will drastically lead to the achievement of the Development Goals. It will assist in making cities sustainable, improving local communities, making them inclusive safe and resilient.

V. Benefits of E-government in Local Authorities

a) *Increased transparency and accountability of local authority*

Local authorities as services providers to the people have a mandate to ensure that people get the right services. During the 2016/17 national budget speech, the government of Botswana asked youth to own business so that they can have a partnership with government. The public and private partnership was in a bid to improve service delivery (GoB, 2016). Government displays tenders publicly on the websites, government gazette, and newspapers. Despite these, there are always issues of concern for example, corruption in the tender awarding systems; sometimes others feel same people get tenders etc. The use of ICT can improve transparency levels especially when the names of those who won tenders are publicly displayed together with the amount the bided with. Things like uploading of audited local authorities' financial statements, minutes from important meetings like full council can help in ensuring that communities are well informed. Yong (2005) states e-government has a benefit of enhancing transparency and increasing accountability of local authority. E-government is important as it cuts the middle man therefore little or no corruption.

b) *Empowerment of citizens through greater access to local authority information and the ability to interact and participate*.

In Botswana to some extent members of the community have access to some government documents although it can be very frustrating because not everything is uploaded and sometimes they will be no recent document on the websites. Effective use of e-government system in local authorities and sharing of information with various stakeholders results in citizen empowerment through easy and enhanced access to local authority information and the ability to participate in the process of governance (Matimati, 2015). E-government gives the society an opportunity to express their views like in cases where opinions of the people are needed to rate the services of local authorities. E-government also helps in creating a platform where there can be an interaction of politician and citizens this can allow debates between politicians and citizen despite the distance between the two.

c) *Improved and enhanced service delivery*

According to Bryman (2001), the use of e-government system provides improved service delivery. Bryman stated that, using e-government makes things very fast and convenient hence reduces travelling which can be costly to an ordinary citizen. For instance, development of one-stop service centers at Molepolole is a good example, as it services people from one roof saving peoples time and money from going to different government offices in search for assistance.

VI. Challenges of E-government in Local Authorities

a) *Poor infrastructure*

Botswana is sparsely populated. There are sixteen local authorities across the country. Unfortunately, even though the government is trying to stretch to the communities, some areas are far, and there are no resources like electricity as a result internet is poor which makes even cell phone connectivity impossible. Often people complain of service delivery in government institutions as it has become a common norm that the government systems are down most of the time especially during the days where there are many people. Continuous system failure is a clear indication of poor infrastructure, where there is low network connectivity the internet is poor. Developing countries often have a poor IT infrastructure, which constitutes a further obstacle for the implementation of e-government (Tap scott, 1996). Developing countries may not have consistent and reliable electricity, telecommunications, and Internet access (Jaeger & Thompson, 2004). The Botswana 2018/19 national budget proposed a development budget of P461 million for the ICT sector, IT experts in the telecommunication

Global Journal of Human-Social Science (F) Volume XIX Issue I Version I Year 2019

sector complained of little money allocated to this sector. Arguments were that, money was way too little to do any significant improvements to ICT infrastructure to keep up with the current international pace (Botswana Guardian, 2018).

b) Low internet penetration

According to Internet World Statistics (2015), Botswana's internet penetration as of 2015 stood at 28.40%. A report entitled "The Affordability Report" reveals that Botswana is ranked among the highest on the most expensive basic broadband connection on the African continent (Sunday Standard, 2019). Sunday Standard (2015) stated that, Botswana has one of the lowest average internet connection speeds in the world. Consumers have been promised cheap and affordable internet, but still, things have not changed, despite the fact that there is generally high demand for internet in the country (Sunday Standard, 2015).

c) Mishandling of e-government funds by central government

In April 2008, the Auditor General issued a qualified audit opinion on the government's main bank accounts with the Bank of Botswana, transactions running into billions of pula could not be accounted for. Reports of the missing e-government money add to P600 million to billions that in 2018 were reported to be missing (Sunday standard, 2018). E-government projects in developing countries are usually driven by individual government departments that frequently depend upon central government and aid from donors for funding. Once this financing ceases, there is often insufficient funding to continue the project. (Schware & Deane, 2003). Sometimes government departments misuse money, issues of corruption start arising, in the end, it affects the delivery of service. Corruption affects local authorities as they are highly depended on central government for money.

d) Shortage of finances in local authorities

In Botswana, local authorities are empowered by the Local Government Act of 2012 to come up with ways of generating money rather than just relying on central government. Local authorities in Botswana remain challenged due to lack of finances which have crippled their ability to give better services to the people. According to Hamilton (2000), local authorities greatest challenge is that of shortage of finances. (Shackleton & Dawson, 2007), stated that local authorities often lack independent decision-making powers in the area of e-government and tend to heavily rely on funding from central government to implement new initiatives.

e) Language implications

There is a challenge in ensuring that government caters appropriately to its citizens preferably in a language of their choice for service delivery. For instance, most of the local authorities' website information is only presented in English. Language barrier is problematic especially for those who do not know English. Studies indicate that there are benefits of ensuring that e-government services in the language of citizens' choice.

f) Lack of trust

According to Pheko (2009), it is unfortunate for Botswana that, with so many interventions to encourage e-government there are still issues of lack of trust. People do not trust the government nor anyone with their information. Pheko (2009), said this is as a result of lack of promotional and awareness campaigns of e-government.

g) Lack of e-government policy

Already there is the Maitlamo policy which was created to regulate the ICT industry in general. The policy coordinate e-government from the center within the Maitlamo policy framework. The policy is a general ICT policy which does not adequately presents the framework for e-government at a local level as more emphasis is on the central government.

VII. Conclusions

According to (Shackleton & Dawson, 2007) the implementation of e-government has remained problematic and constrained in developing countries. The significance of the local government sector for e-government in Botswana, undoubtedly faces various challenges in delivering services including poor infrastructure; Botswana is sparsely populated. There are still some areas which do not have electricity hence no internet, this is very challenging for an ordinary citizen who is in need of government services and they are far from resources. Low internet penetration is worrisome in the country; this is despite high usage of mobile phones in Botswana. Internet is also reported to be very expensive in Botswana. Local authorities do not have financial autonomy as a result it is always challenging for them to attend their priorities like local e-government. There are issues of lack of trust which could be attributable to that African culture people tend to be secretive about their personal details especially when they are not informed. However, the research identified a number of areas that needs to be looked into with regard to the use of e-government by local authorities in order to improve service delivery.

VIII. Way Forward

1. There is need to build ICT infrastructure that will allow linkage and use of e-government by all local authorities in order to improve service delivery to the people. Things like electricity and internet should be prioritized so that there can be internet connectivity at local communities.

2. There should be provision of funds to support the infrastructure developments such as electricity, internet, service halls and budget should be availed for training of human resource in local authorities to allow smooth daily usage between service providers and service users. Budget should also cater for public education campaigns to make communities informed about e-government as it can help to reduce resistance.
3. There is need to have a standalone policy for e-government.
4. The design of e-government systems should be localized. This will help to avoid a situation where a consultant gets a system from their home country and try make it applicable in a totally different environment.

Disclaimer

The views expressed in this paper are solely of the author and do not reflect the views of Botswana Institute for Development Policy Analysis (BIDPA), where the author is employed. Therefore, all errors and omission remain that of the author.

References Références Referencias

1. Botswana Guardian (2018) Gov't budget on ICT low -Anthony Masunga. [online] Available: http://www.botswanaguardian.co.bw/business/item/3063-gov-t-budget-on-ict-low-anthony-musunga.html.(February 27 2018)
2. Bryman, C. (2001). International Corporate Governance. Juta. New Dehli.
3. Government of Botswana (2012). Ministry of Transport and Communication. Botswana national E governance strategy, 2011-2016
4. Government of Botswana. (1997). *Vision 2016: An educated informed nation*. Gaborone: Lentswe La Lesedi.
5. Government of Botswana. (2016). Budget Speech by the Honourable Minister of Finance to Parliament. February 01, 2016. Gaborone. Government Printer
6. Government of Botswana. (2016). *Vision 2036: Achieving Prosperity for All*. Gaborone: Lentswe La Lesedi.
7. Hamilton, M. (2000). Emarking in business. PrenticeHall. London.
8. Heeks, R. (2002). E government in Africa: Promise and Practice. Information Polity. 7(23) 97-114
9. Heeks, R. (2005). E government as carrier of context. Journal of Public Policy 25(1), 51-74
10. Heeks, R. (2006). E-government for development: Basic definitions Information Services. Ottawa: Public Works and Government Services
11. Internet world statistics (2015). Botswana Internet penetration rate. [online] Available: http://www.economywatch.com/economic-statistics/Botswana/Internet_Penetration_Rate/(March 2015)
12. Irani, Z., Love, P.E & Jones, S. (2008). Learning lessons from evaluating e government: Reflective case experiences that support transformational government. The journal of strategic information systems, 17(2), 155-164
13. Jaeger, P.T. & Thompson, K.M. (2003), "E-government around the world: Lessons, challenges, and future directions", Government Information Quarterly 20, pp. 389–394
14. Nkwe (2012). E-Government: Challenges and Opportunities in Botswana. International Journal of Humanities and Social Science. Vol. 2 No. 17
15. OECD (2003). The e-Government Imperative. [online]. Available https://www.oecd-ilibrary.org/governance/the-e-government-imperative_9789264101197-en (July, 2003)
16. Pheko, T. G. (2009). Botswana Telecommunication Authority. Botswana Country Report to Crasa.
17. Saugata, B. (2007). Conceptualizing E governance. A conceptual Introduction, Oxford University Press.
18. Shackleton, P. and Dawson, L. (2007). *Doing it Tough: Factors impacting on local e-Government maturity*, 20th Bled e-Conference e-Mergence: Merging and Emerging Technologies, Processes, and Institutions, June 4 - 6, Bled, Slovenia.
19. Sunday Standard Newspaper. (2015). Why is our internet still expensive and slow? [online]. Available:http://www.sundaystandard.info/why-our-internet-still-expensive-and-slow
20. Sunday Standard Newspaper. (2018). P600 million e-gov money goes missing. [online] Available: http://www.sundaystandard.info/p600-million-e-gov-money-goes-missing (November, 2018).
21. Sunday Standard Newspaper. (2018) Botswana's broadband costs is the highest in africa – report. [online]. Available:http://www.sundaystandard.info/botswana%E2%80%99s-broadband-costs-highest-africa-report
22. Tapscott, D. (1996), "The Digital Economy", McGraw Hill, New York.
23. Mmeso, P. (2018). Dysfunctional e-Gov gobbles P1 billion. The Patriot on Sunday. [online] Available http://www.thepatriot.co.bw/news/item/6217-dysfunctional-egov-gobbles-p1-billion.html (September 23, 2018).
24. World Bank, LAC PREM –"Issues Note: E-Government and The World Bank". November 5, 2001.
25. Yong, A. (2005). Towards excellence in E governance. Times Media Publications. Singapore

Global Journal of human-social science: F
Political Science
Volume 19 Issue 1 Version 1.0 Year 2019
Type: Double Blind Peer Reviewed International Research Journal
Publisher: Global Journals
Online ISSN: 2249-460X & Print ISSN: 0975-587X

The Politics of Excision: A Study of Ngugi Wa Thiong'O, Flora Nwapa, Jomo Kenyatta, Waris Dirie, Nawal-El-Saadawi, Ayaan Hirsi Ali and Alice Walker's work

By Kiran Yadav
Baba Mastnath University

Introduction- Resilience is at the core of western radicalism, allowing unrelated thoughts and practices to exist together calmly with each other. However, nothing challenges resistance like the act of female circumcision or genital mutilation. Even though that the UN General Assembly received a determination to boycott FGM endeavors to stop this type of victimization ladies are still a long way from widespread and number of ladies, and young girls concern is as yet rising. A test isn't just securing young girls who are as of now in danger additionally guaranteeing that those to be conceived later on will be free from the perils of the training.

World Health Organization (WHO) defines Female Genital Mutilation as a process which refers to a multiple operations on the intimate parts of women and young girls which includes partial or total taking away of external genital organs or any other harm to female genital for a cultural or non-cultural reason. It is the removal of auxiliary sexual parts like Clitoris, labia minor-a, labia major-a. Female Genital Mutilation has a strong ancestral and socio-cultural roots.

GJHSS-F Classification: FOR Code: 160699p

The Politics of Excision: A Study of Ngugi Wa Thiong'O, Flora Nwapa, Jomo Kenyatta, Waris Dirie, Nawal-El-Saadawi, Ayaan Hirsi Ali and Alice Walker's work

Kiran Yadav

I. Introduction

Resilience is at the core of western radicalism, allowing unrelated thoughts and practices to exist together calmly with each other. However, nothing challenges resistance like the act of female circumcision or genital mutilation. Even though that the UN General Assembly received a determination to boycott FGM endeavors to stop this type of victimization ladies are still a long way from widespread and number of ladies, and young girls concern is as yet rising. A test isn't just securing young girls who are as of now in danger additionally guaranteeing that those to be conceived later on will be free from the perils of the training.

World Health Organization (WHO) defines Female Genital Mutilation as a process which refers to a multiple operations on the intimate parts of women and young girls which includes partial or total taking away of external genital organs or any other harm to female genital for a cultural or non-cultural reason. It is the removal of auxiliary sexual parts like Clitoris, labia minor-a, labia major-a. Female Genital Mutilation has a strong ancestral and socio-cultural roots. As indicated by UNICEF data, it has abused, more than 200 million females rights till now. FGM is an extremely multiplex and fragile issue which is hard to comprehend through institutionalizing articulations and geographical boundaries. This practice is done in almost 30 Sub-Saharan African countries, the Middle East, Asia and is predominant among Muslim countries like Sudan, Ethiopia where it is seen as a religious commitment to maintaining virtuousness.

II. Types of FGM/ C based on WHO Classification [WHO 2016]

Type 1: Partial or aggregate evacuation of the clitoris or the expulsion of prepuce that is the crease of the skin encompassing the clitoris.

Author: *Research scholar, Baba Mastnath University Rohtak. e-mail: darshanayadav1994@gmail.com*

Type 2: Partial or aggregate expulsion of the clitoris and labia minor-, with or without extraction of the labia major-a which is called 'excision.'

Type 3: Narrowing of the vaginal hole by cutting and uniting the labia minor-a or the labia major-a to make a kind of seal, with or without extraction of the clitoris. In many cases, the cut edges of the labia are sewed together, which is called infibulations.

Type 4: All other destructive methods to the female genitalia for non-restorative purposes, for instance, pricking, puncturing, chiseling, scratching and so on.

The term female excision has been opposed because male chauvinists contrast it with male circumcision, yet the fatal fact is that females dispossess of an organ which stands for their sexual joy and hence sexuality. Female version is more lethal than man's procedure with deadly outcomes with deep-rooted sick impacts and life-long ill effects. From many areas including medicine, sociology, anthropology, law, the debate around FGM is tremendous, and hot consuming in light of social, ethnicity and sexual orientation issues joined to it.

III. The Politics Behind its Name

Till 1980s, two terms that are female circumcision and male circumcision were utilized. However, the entire situation changed when a few women's activists, human rights activists and the media, raised the issues who see "circumcision" as simple to downplay the issue and to delude females for the sake of culture. From 1980s, ahead, new term turned out to put a solid spotlight on the fatal side of circumcision that is "Female Genital Mutilation.'' It was acquainted all together with feature the infringement of female rights. Mutilation artistic means injuring or maiming that is slicing off to a body some portion of a person which results in deformation and disfigurement. The term itself offers an extension to individuals to expel such a painful customary practice through conduct changes and instruction.

IV. Findings

As per the literature dealing with the practice of FGM, we can broadly classify writers into two categories one as supporters and others as opponents.

Two kinds of gatherings of one who underpins and acknowledge this training for the sake of culture and others who are against this cruel and uncouth custom intentionally forced on ladies' sexuality. Authors who had a place with an African starting point like Ngugi Wa Thiong's and Nwapa accepts and bolsters the act of FGM as a vital piece of African custom and is essential for keeping up arrange in their general public. While, Afro-American scholars and staunch women activists like Alice Walker, Nawal El Sadaawi, Waris Dirie, Ayaan Hirsi Ali see this training as savage and a savagery against females.

The practice has communal significance and brings about communal coherence. The women gather together to support the child and mother throughout the procedure. In the evening visitors stop by with gifts for the girls. It stands as a symbol of group cherished value. Ngugi Wa Thiong'O in *The River Between* underpins this practice in his fills in as unimportant female circumcision and male circumcision. It gives a superior comprehension of this training from inside as a social responsibility from Ngugi's work where she portrays African convictions disposal where ladies' outside genitalia are viewed monstrous and grimy and evacuation of genital parts is viewed as the end of 'manly components'. Flora Nwapa's *Efuru* (1996) manages female circumcision coolly, and very little watchful about how to undermine this training however made a big deal about frontier intercession in African traditions. Lightfoot-Klein one of the prominent researchers on FGM in her broad research endeavors to adjust the socio-social essentialness of the training with its physical and mental consequences for its casualties.

Jomo Kenyatta's *Facing Mount Kenya: The Tribal Life of the Gikuyu* discusses the importance of circumcision to be a part of Gikuyu society. As per him, evacuation of the clitoris is vital to a Gikuyu, woman because it is the very essence in their community and thus not tolerating it implies an infringement of societal code which may result in expulsion and avoidance. For Gikuyu, it is tied to the marriage itself, as it occurs at the time of the marriage agreement and several weeks before the marriage itself, which completes the marking of adulthood for the young women. The revitalizing cry, beginning from Kenyatta, has dependably been that we (Africans) must protect our way of life and customs against expansionism, neocolonialism, and social dominion and against the individuals who will never obscure anything great in our way of life. Elspeth Huxley's *Red Strangers*(1939) was an abstract reaction to Kenyatta's endeavors, regarding the matter of FGM. It is about the rough description of the strategy itself with words like 'slashes,' 'pinned down' etc. so openly used to inspire and make pictures of savagery in the psyches of the pursuer.

While the practice establishes what it means for women to be integral parts of their community many western thinkers see these practices as an oppressive remnant meant to keep women in their place. The second gathering battles for the annihilation of FGM hones which abused female rights as well as the specific pith of womanliness. According to second gathering writers traditions usually blocks us from seeing the pure principles of ethics.

From the vast accumulation of writers against the act of FGM Ayaan Hirsi Ali, Waris Dirie, Nawal-El-Saadawi, Alice Walker have been decided for examination to investigate different measurements of women's accommodation. This determination is finished with due comprehension to the way that these writings covers present-day Era when ladies as an author advances at an extraordinary pace. Besides these books are self-portraying, and every one of these scholars has encountered inside and out loathsomeness and sufferings from youth identified with Female Genital Mutilation.

Alice Walker's *Possessing the Secret of Joy (1992)* emerges as a piece of authors social duty towards battling FGM. Tashi, the fundamental character speaks to the anguish of FGM who out of unwaveringness to her African birthplace (Olinka) experiences an injuring circumcision. She was driven by feelings as opposed to mind. Her battle, mental misery is perfectly spoken to by Walker. FGM changed Tashi's conditions to such a degree, to the point that she, at last, killed M'Lissa, an old lady who disfigured her. "Each night I fingered the razors. I kept concealed in the stuffing of my pillows, fantasizing her bloody demise. I swore I would mutilate her wrinkled body so much that her own God would not much recognize her(195)."

Waris Dirie, a Somalian fashion model and creator, known for her endeavors to dispense with FGM, experienced the most outrageous type of FGM called infibulation without anesthesia at five years old. Her battle from a migrant damaged young lady to a supermodel has been depicted in *The Desert Flower.*

Nawal El Saadawi's *Women at Point Zero* is an intense Egyptian novel about the battle of Firdaus, a casualty for the duration of her life. Neediness, depraved rape, constrained young marriage to a man almost five decades her senior, abusive behavior at home and so on.

Ayan Hirsi Ali in her work *Infidels* describes her life from childhood to becoming a Dutch citizen and an MP. "Infidels" literally means Non-Muslims. Her mother's abusive nature, marrying an old man, running to Netherland is shown in the novel brilliantly.

V. Scope

The point of the proposal is to acquaint FGM with the field of social work as one of the social issues that influence ladies' wellbeing. It additionally goes for building up another sort of approach in the psyche of mutilators with the goal that they can likewise look upon the effect of FGM and its deadly results.

VI. Literary Survey

As far as the critical material on writers is concerned, it is available mainly in the form of articles and research papers scattered through various anthologies and journals and is minimal so this prompts me to explore their creative sensibility and analyze their selected works in the frame of reference to female liberation.

The dynamism of Alice Walker's works twinkles like stars around evening time as right activism, mothers, lesbianism, andrology and so forth. Yet, an appraisal of the sentiment on Walker's treatment of the topic of man lady relationship demonstrates that the part of her faultfinders have tended to take rather extraordinary positions and have neglected to touch base at an adjusted evaluation of her craft Accusing Walker herself of "misconception African culture Gay Wilenz (1993) laments Walker's questioning. Driven by a conviction that not just African ruthless society effectively obstruct ladies' sexuality. Genuine 85 percent of mutilations are unimportant extractions, yet I would battle with Walker that both removal happen for a comparative reason.

Tune Ahan (1994) stresses that negative perspectives on Walkers mediation may ruin the solidarity of ladies over the world who are battling for privileges of ladies.

Efua Dorenkoo lauds Walker "I wrote to Walker You see, FORWARD counsels women like Tashi is so real whose genitals anguish has become unbearable.

Ayan Hirsi Ali for her work Infidels faces demise dangers. William Grimes in his article " No Rest for a Feminist battling Radical Islam" underpins Ali's quality which even in the wake of getting demise dangers has not halted her endeavors to secure ladies' enslavement.

Another critic Tariq Ramadan in his article "A Case of selected hearing" thoroughly restricts Ali's charge on the religion Islam. He says that the voices of Ali's has not been heard in Islamic nations isn't because she brings up unessential issues but since she needs to satisfy the west.

Saddik Gohar in an article entitled "Empowering the Subaltern in Women at Point Zero" (2016) talks about how women have been marginalized by the male. Firdaus suffers from humiliation, rape, incest, and violence (184).

Discussing the idea of prostitution, Neander, Satyabhama and Ali Mustafa in their article "Dismantling Prostitution as an Institution in Nawal-El-Sadaawi's *Women at Point Zero* (2014) says that there has dependably been a negative picture appended to prostitution. They contemplated it by applying the speculations of deconstruction and Foucault's capacity connection to destroy the talk of prostitution as an establishment.

Chantel Zabus in her article "Acquiring Body, Waris Dirie, Infibulation, and New African Female Self Writing" outlines trauma faced by Dirie. Existing artistic studies is brimming with holes, and no full length think about has been done on this theme which can do equity with this barbaric practice.

Works Cited

1. Wilentz, Gay. "Healing the Wounds of Time." Rev. of *Possessing the Secret of Joy* by Alice Walker.
2. Platt, Jessica A. "Female Circumcision: Religious practice v. Human rights Violation." Law and Religion. February 2017.
3. Dorenkenoo, Efua. Cutting the Rose. FGM: The practice and its prevention. London: Minority Right Group, 1994.
4. Grimes, William. "No Rest for a Feminist Fighting Radical Islam." The New York Times, Feb. 14, 2007.
5. Gohar, S. (2016). "Empowering the Subaletrn in Women at Point Zero." Journal of International Women's Studies, 17(4), 174.
6. Mustafa, A. (2014). Dismantling...Litera Kultura, 2(2).
7. Lightfoot-Klein, Hanny. Prisoners of ritual: An odyssey into Female Genital Circumcision in Africa. New York: Harrington Park, 1989.Print.
8. Huxley, Elspeth. Red Strangers: A Novel. London: [1939]. Print.

This page is intentionally left blank

Global Journal of human-social science: F
Political Science
Volume 19 Issue 1 Version 1.0 Year 2019
Type: Double Blind Peer Reviewed International Research Journal
Publisher: Global Journals
Online ISSN: 2249-460X & Print ISSN: 0975-587X

Governance, Local Institutions and Local Governance: A Conceptual Analysis

By Lamidi Kazeem Oyedele & Ajayi Olubusayo Ayooluwa
Obafemi Awolowo University

Abstract- This paper analyzed the trio of governance, local institutions and local governance from conceptual perspectives. It specified the analytic features of governance and local institutions, as well as their conceptual reflections on local governance. Specifically, this paper provides a set of instructions and the ordering of governance, local institutions as well as local governance in social sciences debates. In general, the granularity of these concepts is governed by the needs of the writers/researchers. However, this conceptual analysis has specified them in such a degree of details that displays the interconnections and differences between them. Nonetheless, it does not formalize them in a conceptual framework; rather it simply states the set of instructions for using them as concepts and the kind of problem motivating their applications, as well as a well-known piece of philosophical research.

Keywords: governance, local institutions, local governance, and conceptual analysis.

GJHSS-F Classification: FOR Code: 160606

GOVERNANCELOCALINSTITUTIONSANDLOCALGOVERNANCEACONCEPTUALANALYSIS

Strictly as per the compliance and regulations of:

Governance, Local Institutions and Local Governance: A Conceptual Analysis

Lamidi Kazeem Oyedele [α] & Ajayi Olubusayo Ayooluwa [σ]

Abstract- This paper analyzed the trio of governance, local institutions and local governance from conceptual perspectives. It specified the analytic features of governance and local institutions, as well as their conceptual reflections on local governance. Specifically, this paper provides a set of instructions and the ordering of governance, local institutions as well as local governance in social sciences debates. In general, the granularity of these concepts is governed by the needs of the writers/researchers. However, this conceptual analysis has specified them in such a degree of details that displays the interconnections and differences between them. Nonetheless, it does not formalize them in a conceptual framework; rather it simply states the set of instructions for using them as concepts and the kind of problem motivating their applications, as well as a well-known piece of philosophical research.

Keywords: governance, local institutions, local governance, and conceptual analysis.

I. Introduction

This paper had a central theme focussing on the provision of the analytic tradition of governance at the local level within the purview of residual institutions. Previous efforts appeared to be merely definitional (Lewis, 1970; Lewis, 1994; Strawson, 1992; Bealer, 1998; Jackson, 1998; and Peacocke 1998). However, arguably the most prominent analyses should be of concepts or propositions (Chalmers & Jackson, 2001; Goldman, 2007; Jenkins, 2008; Henderson & Horgan, 2011; and Chalmers, 2012). Conceptual analysis is primarily concerned with the breaking down or analyzing concepts into their constituent parts to gain knowledge or a better understanding of a philosophical issue in which the concept is involved (Beaney, 2003). The method of conceptual analysis tends to approach such a problem by breaking down the key concepts about the problem and seeing how they interact. Thus, this insight becomes discursive within the sphere of the long-standing debate on whether the local institution is compatible with the doctrine of governance.

The task of conceptual analysis is basically about providing the definite description of the governance which is devoid of vagueness, and however, depicting the strong evidence of existentialism in the operations of local institutions; thereby making the concept of local governance understandable. In this regard, a conceptual analysis is one of the main traditional methods in social sciences, arguably dating back to Plato's early dialogues. The basic idea is that questions like 'What is knowledge?', 'What is justice?', or 'What is truth?' can be answered solely based on one's grasp of the relevant concepts. The ideal result of a conceptual analysis would be a definition or analysis of the relevant prerequisite that is typically formulated as necessary conditions for the term in perspective. For example, a typical formulation of the classical analysis of governance tends to justify the standard procedure for testing such an analysis with its counterexamples, typically in the form of hypothetical cases as they are used in thought experiments. A counterexample may speak against the necessity of some of the conditions, or the sufficiency of the conditions. Almost, all the elements of this traditional conception of conceptual analysis are controversial, but it continues to guide a considerable amount of philosophical research.

In contemporary discourse, the rise of conceptual analysis on key social science concepts are not unconnected from the existing debates of G. E. Moore, Bertrand Russell, Gottlob Frege, and Ludwig Wittgenstein. Nonetheless, these philosophers were certainly not the first to provide conceptual analysis (Earl, 2005), nor were they the only ones to perform it (Beaney, 2007), but they explicitly aimed to provide such analyses usable on contemporary treatise. The central role of conceptual analysis on governance and local institutions gave rise to analytic purposes of the subject matters. In this paper, our aim is to specify the conceptual features of governance and local institutions, as well as their conceptual reflections on local governance.

II. Governance

Governance is one of the concepts in social sciences. It is most often elusive due to its widest eclectic relevance in sociology, economics, history, and political science. In contemporary times, there appear to be notable changes and growing awareness of the ways through which humanities are being organized. These changes have eminently been attributed as a transition from "government" to "governance," where government referred to a state-centered, hierarchical, command type

Author α: Department of Local Government Studies, Faculty of Administration, Obafemi Awolowo University, Ile-Ife, Nigeria. e-mails: akandekande@oauife.edu.ng, akandekande@gmail.com
Author σ: Department of Public Administration, Faculty of Administration, Obafemi Awolowo University, Ile-Ife, Nigeria. e-mail: olubusayoajayi@yahoo.com

of governing; and governance implied a flexible, diverse, multi-actor style of steering (Căjvăneanu, 2011). Put simply, "government is one of the actors in governance" (Benson, 2010, p. 126). To understand the basics of this concept, Streeten (2002) presented the succinct meaning of governance from dictionaries. According to him, the American Heritage Dictionary (AHD) defined governance as "the act, process or power of governing"; the Oxford English Dictionary (OED) as "the act or manner of governing, of exercising control or authority over the actions of subjects; a system of regulations."

Governance is a multidimensional concept with varied corollaries. This is consequent upon the fast-changing and interdependent global space. No state can afford to stand aloof and adapt to a bad governance system that is corrupt, expensive, ineffective, outdated, and slow in this globalisation era (Khan, 2003). Rather, the quest of every nation is to facilitate the elements of good governance for standard performance. Governance, though, is increasingly widely used, it is not a new term. It was first used in the fourteenth century. At that time, it was used in two senses. In the first case, it meant action and method of governing; and in the second sense, it included action and manner of governing (Khan, 2006).

In modern times, the purview of public administration has advanced from debates about government towards the concept of governance (Newland, 2002; Sehested, 2003). Government and governance are two (2) concepts with parallel meaning in terms of political involvement of the people, decision-making activities, societal control systems and public problem-solving. These concepts are not extremely diverse in terms. There is still connectivity because the government is a sub-set in the set of governance. For instance, Kamarck (2002) distinguished governance from the government. Governance was defined as "what a government does". The discourse on government is somewhat restrictive, while governance is ever-expanding. Rahman (2016) observed governance as a kinetic exercise of management, policy, and power. Government, on the other hand, is an institution that coordinates the exercise at all levels.

The World Bank (1998), cited in Ijere (2014), defined governance as the approaches in which powers are being exercised towards enhancement and efficient management of socio-economic resources for development. For the World Bank, governance identified three (3) dimensions: the nature of political regimes; the exercise of authority in the management of socio-economic resources; and the government capacities on policy formulation and implementation as well as effective service delivery.

The concept of governance is not an incontestable one. As Johnson (1997) observed that governance is a concept that is extremely susceptible to frequent use by behavioural scientists without a succinct definition. However, numerous definitions of governance could be subsumed into two broad categories. On one hand, some scholars have viewed governance in a technical sense. In this case, the governance draws directly from its practice in the corporate world. It infers the effectual management of public institutions. Governance emphasises the issues of public accountability, rule of law, natural justice, social security, public sector management and transparency in government procedure. This is the restricted view of governance adopted by the (World Bank, 2004). The essence of this governance is to synergise government and other institutions for economic, social and political purposes.

On the other side, governance as a conceptual perspective seems to be a holistic one which surpasses the state and its apparatus. Governance is seen as the process of piloting state and societal groups towards the actualisation of collective goals. It highlights the dynamic, most often contradictory and problematic relationship between the society and state (Pierre & Peters, 2004). Furthermore, the United Nations Economic Commission for Africa (UNECA), cited in Achimugu, Ata-Agboni and Aliyu (2013), viewed governance as a development of social commitment between government and the governed in the political community. Its component parts comprise standard settings, decisions making, as well as, management of regime structures, methods of social interactions and systemic evaluation of outcomes.

The United Nations Development Programmes (UNDP) (2010, p.13) viewed governance "as the totality of the exercise of authority in the management of a country's affairs, comprising the process, complex mechanisms and institutions, through which citizens and groups articulate their interest, exercise their legal rights and mediate their difference". It encompasses the political, legal, economic, social and judicial administrative authority. In practical terms, it is interplay among the government, the informal sector and the society. While there are divergences in this holistic perspective of governance, there is a general agreement on the main actors or agencies of the governance project.

Governance has been one of the mostly quoted by other scholars due to its explicit nature. It is seen as the process through which state agents and citizens interact to express their preferences, reconcile their differences, exercise their rights and obligations, and cooperate to produce public goods and services (Adebayo, 2006; Benson, 2010; Enuka, 2008; Ijere, 2014; Adeyeye, 2016). It is the task of making the society a better place. It aims at producing the collective goods and services upon which people are socially interdependent. Besides, these goods and services cannot be provided or utilised individually.

The list of collective goods and services include: security of lives and properties; provision of public roads, schools and hospitals; control on epidemic diseases among other health challenges; efforts to encourage people to invest in productive assets and enterprise; a functioning and effective judicial and police/penal system; technological initiatives; measures to combat domestic violence; ecological control; cash transfer programmes for the poor; and many other ways in which public authorities set out to achieve for general interest. Governance, therefore, is the various actions and inactions of the state and civic groups through their institutional frameworks within which collective goods and services are pursued.

III. Local Institutions

Local institutions are very diverse but could be classified based on their membership (such as religious, ethnic, castes, gender, services provision) or objectives (simple or multiple). A careful review of existing works on local institutions revealed three (3) of its most important attributes, such as localised nature or micro-constitutionality; accountability to their membership; and involvement in development activities (Olowu, Ayo & Akande, 1991; Olowu & Erero, 1997; Okunade, 2007).

Moreover, local institution has most often been noted with dual classification: it could either be formal or informal. As clarified by Olowu, *et. al* (1991) and Amin (1999), those institutions created by government at one level; and the others are, on the one hand, regarded as formal or official. On the other hand, those organisations which are run by the people themselves and which do not involve government intervention are tagged informal or non-official. Local institutions, as described by Ellis (2000), represent mechanisms of both dynamism in the societies and culture continuity. They are means through which individuals can socialise and adapt to changes in degrees of social coherence and continuity.

Irrespective of their classifications, Olowu and Erero, (1997), Okunade (2007) and Pike (2010) concomitantly eulogised that local institutions exist for governance purpose in clans and villages within respective African communities. These institutions are established in various forms. They are either traditional (i.e. carry-overs from pre-colonial times) or relatively recent indigenous responses to the limitations of the post-colonial state institutions. These include political/administrative institutions which revolved around newly created chiefs, age-grade groups, trade and professional guilds, town/village unions, community development associations, women's groups as well as social and religious organisations.

The above eulogy of local institutions appears very explicit and lucid for the discourse in this research. More recently, Olaleye (2016) averred that the above-mentioned institutions at the local level play significant roles in the administration of justice, peace-making, maintenance of law and order, peace-keeping, conflict resolution and provision of security. Furthermore, series of research conducted by research groups on local institutions in Nigeria have placed a high premium on the significant roles of local institutions in the provision of socio-economic services. Some examples are: building of schools and health facilities, constructions of roads and bridges, management of markets, community banks, construction of police stations, revenue generation, as well as, court houses and labour mobilisation for community projects and for mutual aid and welfare (Olowu & Erero, 1997; Albert, 2001; Oladoyin, 2001; Layder, 2014).

The institutional landscape of local institutions is likewise a variable and constantly dynamic. This is consequent upon the influx of countless factors and mechanisms that determine citizens' relationships with their localities. Local institutions are inwardly contested and highly flexible across cultures. Its elasticity remains adaptable to reactions of both environmental and social changes. For instance, the role of local institutions in the Sahel had, at a time, been redirected towards the non-climate drivers and severe droughts in the 1970s and 1980s (Crane, 2013).

The variability is also evident in the establishment of new institutions for decentralisation policies, prominent change in kinship, and growing recognition of youth organisations as well as women's groups (Batterbury & Warren, 2001). Similarly, in the *Borana* zone of Ethiopia, local institutions have swung into mediation of land and water use, as well as, social order. These institutions are vulnerable to transformation owing to intersecting climatic, social and political events (Watson 2003; Kamara, Swallow & Kirk, 2004).

For the purposes of this paper, local institutions were operationalised for specific means. It covers formal organisations, such as local councils and traditional institutions; informal organisations, such as professional and occupational groups; as well as semi-formal organisations, such as community bodies, religious associations and social groups, and their regularised social practices on issues of gendered divisions of labour and customary tenure. All of these are also included in the concept of local institutions (Angassa & Oba, 2008; Howard, 2012).

Furthermore, local institutions are regarded as groups with two characters; namely, accountability and legitimacy. They are primarily established at the village or local levels where they operate. This puts them in contrast to external institutions, such as higher levels of governments or International Non-Governmental Organisations (INGOs), which are established beyond the scope of the villages and regions where they often operate (Kamara, *et. al* 2004; Agrawal, 2008; Crane, 2013). While the distinction between these two (2) institutions is partly illogical and overly simple, it is also experimental for alluding to power differences between actors.

Local institutions are, at first, humanly created. In recent decades, it was categorised as formal and informal groups that shape behaviour, interactions and social expectations of the people (Ostrom, 1990; North, 1990; Bates, 1981 cited in Agrawal, 2008). Succinctly, therefore, local institutions stand for either formal or informal local groups. It is largely informal, which aimed at strengthening the formal organisations on numerous activities of governance at the local level and sustaining the socio-economic developmental pace as well as political stability and social tolerance among community residents.

IV. Local Governance

The concept of local governance has its roots deep-seated in the history of human race. Recently, this has generated extensive discourse in the academic and current literature. However, the concept is indispensable and yet to be fully incorporated by social works. Local governance has a longstanding tradition in the quest for community development. The technical focus is more on the institutional environment that is either facilitating or retarding cooperation, conflict and competition among individual networks and group norms that drive public interest in the local areas (Shah & Shah, 2006).

Much academic literature has offered so many definitions to this concept with none found to be irrelevant, but with a variety of proclamations on the subject matter. This becomes possible as a result of its multi-dimensional nature. However, UNDP (2004) asserted that local governance encompasses a set of institutional processes and mechanisms through which individuals and groups express their interests, exercise their rights, articulate their human needs, mediate their differences and needs, mediate their differences and perform their obligations at the local level. Furthermore, UNDP (2009) emphasised:

> local governance as a collective action towards improving social service delivery as well as deliver high-quality services. It also works to deepen and strengthen democratic participation by providing platforms for the engagement of marginalised groups and local leaders to promote inclusion, accountability, transparency, and participation, as well as the citizens' representation across strata. (p.19)

Few scholars, Rhodes (1997); Bailey (1999); Stoker (1999); Dollery and Wallis (2001), have recently argued that local governance enjoys the presence of vast institutional networks beyond government. This, however, makes it implausible to interrogate governance activities as responsibilities of a single entity (Goss, 2001). It is moreover important to put into consideration the broader elements of governance to develop a framework for local governance with essential features. This includes providing local services that are in tandem with citizens' preferences. In practice, institutions of governance emphasise accountability, cost economy, and effectiveness. However, Shah and Shah (2006) argued that the institutional characters appear to be in contrast with the traditional role of local institutions.

Local governance is of global concern, it is a universal phenomenon. In broad terms, it is defined as the formulation and execution of collective action at the local level. Thus, it comprises the dual directive roles of formal local institutions and government hierarchies, as well as the roles of informal groups, networks, community organisations and neighbourhood associations. These collaborations and integrations aim at pursuing collective action and defining a clear framework for citizen-citizen and citizen-state interactions, collective policy and decision making, and local public services delivery (Shah & Shah, 2006; Adeyeye, 2016; Rahman, 2016).

Local governance, therefore, encompasses the varied objectives of living in vibrant working, and environmentally preserved self-governing communities (UNDP, 2010). Specifically, this is not only about providing a range of local services, but also about preserving the life and properties of the citizens. This concept is however central to the creation of space for civic dialogue and democratic participation. It, however, supports the economic pace and sustainable local development agenda. These trends facilitate results that enhance the social quality of citizens' life. From its operational point of view, local governance is basically a process by which stakeholders' interest are articulated, ideas are cross-fertilised, policy decisions are made and executed, and the decision makers are held accountable (Bakker, 2003 cited in Aminuzzaman & Sharmin, 2006).

Local governance might be a way of creating binding decisions for a collective entity, which implies that governance practice can be understood in terms of a political order or a political system. Through the co-operation and co-production of several actors or organisations, the collective decision-making that takes place is, in essence, a political decision-making on the allocation of public goods or public values for a community (Fenger & Bekkers, 2007). Its inquiries are mainly into the legitimacy of these governance arrangements. For instance, who is responsible for the quality of this decision-making process and its output and outcomes in these governance arrangements? Or, who has access to these 'new' decision-making processes that go beyond the established decision-making processes of the traditional institutions of representative democracy?

Global Journal of Human-Social Science (F) Volume XIX Issue I Version I Year 2019

It becomes obvious that the local governance has, over the years, garnered academic momentum and quest for a wider meaning. This is not far apart from being an instrument to public affairs management. It is a gauge of political development. Hence, local governance is, thus, a useful mechanism to facilitate inclusiveness, engender support and public legitimacy (Pierre, 2000). More lucidly, local governance broadly deals with the political process that attempts to raise the living standard of the people to create an environment for them to enjoy the benefits of freedom equally. The political philosophy and objectives of different governments, the economic policies, the internal and external security of the nation and the relationships with other nations are important aspects that shape the type of governance (Gunapala, 2000).

Rahman (2016) demonstrated that the operation of the concept incorporates every group, association and lineage in the society. It transcends from the family to the state, and embraces all societal mechanisms used by societies for the management of local affairs, the exertion of power and distribution of local resources. More so, for clarification purpose, local governance is thus a subset of governance wherein local problems and resources are efficiently managed for an effective response to essential needs of the society.

Local governance places a high emphasis on accountability, popular participation, and transparency. This emphasis gears towards fair promotion of the rule of law as well as equitable principles and effectiveness of public services. Kaufmann, Kraay and Mastruzzi (2005) idealised that local governance provides a platform for understanding the needs, wishes and aspirations of the poorest and the most vulnerable, as well as their representations in policy decision-making over the re-distribution of development resources and prioritisation of economic, social and political agenda.

Three stakeholders are critical for sustaining peaceful co-existence: first, the state creates favourable legal and political environments; second, the private sector provides jobs and generates revenue for government; and third, civil society enables socio-economic and political interactions. Sequel to the economic globalisation trends, there is a dual task for the state: One, it is to find a means of reaping economic gains from transnational market opportunities; and two, the state should domestically safeguard the socio-economic environment (Mehta, 2000; Kumar, 2000; Rahman, 2016).

Local governance, just like any other political and administrative concepts, remains inexhaustible. However, within the context of this study, a watchful integration would be done between what local institutions mean to this study and governance itself. Local governance could, therefore, be understood to be valuable activities and moral roles of both formal and informal local groups in the maintenance of law and order, administration of justice, peace-making and peace-keeping, provision of security and conflict resolution at the local level.

V. Conclusion

The method of analysis is somewhat characteristic of the conceptual terms. Its status continues to be a source of great controversy even among analytic social scientists. Furthermore, the analytic method seems to rely on some sort of definitional structure of concepts, so that one can give necessary and sufficient conditions for the application of the concept. But one might worry that the 'proclaimed' necessary and sufficient conditions do not apply in every case. Wittgenstein, for instance, argues that language (i.e., concept) is used for various purposes and in an indefinite number of ways. Wittgenstein's famous thesis states that meaning is determined by use. This means that, in each case, the meaning of concept is determined by its use in a context. So, if it can be shown that the word means different things across different contexts of use, then cases where its meaning cannot be essentially defined as seem to constitute counterexamples to this method of analysis. This is just one example of a critique of the analytic method derived from a critique of conceptual analysis. There are several other such critiques (Margolis & Laurence 2006). This criticism is often said to have originated primarily with Wittgenstein's Philosophical Investigations.

Above all, various kinds of problems solvable by conceptual analysis include gaining better knowledge of the language (governance, local institutions and local governance) we use. It remains an enablement for knowing all its parts or having a complete correct theory of those languages. Specifically, it provides a set of instructions and the ordering of governance, local institutions as well as local governance in social sciences debates. In general, the granularity of these concepts are governed by the needs of the writers/researchers. For many purposes, this conceptual analysis has specified them in such a degree of detail that displays the differences between them. For each of the three concepts, this paper discusses the kinds of problems in which they are used, as well as the respective kinds of backgrounds. However, it does not formalise them in a conceptual framework, rather it simply states the set of instructions for using them as concepts and the kind of problem motivating their applications, as well as well known piece of philosophical research dealing with an instance of that kind.

References Références Referencias

1. Achimungu, H, Ata-Agboni, U. J. & Aliyu, A. (2013). Ethnicity, Ethnic Crisis, and Good Governance in

Nigeria: Implications for Sustainable National Development. *Public Policy and Administration Research,* Vol. 3, No. 12, pp 46-60
2. Adebayo, A. (2006), "Ethnic Conflicts and Nigerian's Democracy and Development (1999-2004)" in Hassan S. et' al (eds) *Democracy and Development in Nigeria* (Vol. 3), Social Issues & External Relations, Lagos. Concept Publication Limited.
3. Adeyeye, M. O. (2016). Governing the Localities: Lessons (Un) Learnt. Being an Inaugural Lecture Delivered at Oduduwa Hall, Obafemi Awolowo University, Ile-Ife, Nigeria, on Tuesday, 22nd March 2016.
4. Agrawal, A. (2008). *The Role of Local Institutions in Adaptation to Climate Change*. Washington DC: World Bank.
5. Albert, I. O. (2001) "Epochs and Lessons of Nigeria's Participation in International Peace Support Operations" in A. Ogomudia, (ed). *Peace Support Operations, Command and Professionalism: Challenges for the Nigerian Armed Forces in the 21st Century and Beyond.* Ibadan: Gold Press Limited
6. Amin, A. (1999). An institutionalist perspective on regional development. *International Journal of Urban and Regional Research*, 23: 365–378
7. Aminuzzaman, S. & Sharmin, M. (2006). "Governance and Development: An Overview", in S. Aminuzzaman, (ed.), *Governance and Development: Bangladesh and Regional Experiences*. Dhaka: Shrabon Prokashani.
8. Angassa, A. & Oba, G (2008). Herder Perceptions on Impacts of Range Enclosures, Crop Farming, Fire Ban and Bush Encroachment on the Rangelands of Borana, Southern Ethiopia. *Human Ecology,* Vol. 36, No.2, p 201-215.
9. Bailey, A. (1999). *Peacekeeping in International Politics*. London: Macmillian
10. Bakker, K. (2003). Good Governance in Restructuring Water Supply: A Handbook, Ottawa: Federation of Canadian Municipalities
11. Batterbury, S. & Warren, A. (2001). The African Sahel 25 years after the Great Drought: Assessing Progress and Moving towards New Agenda and Approaches. *Global Environmental Change,* Vol. 11, No.1, p 1-8.
12. Bealer, G. (1998). "Intuition and the Autonomy of Philosophy" in M. DePaul & W. Ramsey (eds.) *Rethinking Intuition: The Psychology of Intuition and Its Role in Philosophical Inquiry*. Rowman & Littlefield pp. 201–239.
13. Benson, K. S. (2010). "Governance and Accountability in Nigeria" in F. Omotosho, A. A. Agagu & O. Abegunde (eds.) *Governance, Politics and Policies in Nigeria: An Essays in Honour of Prof. Dipo Kolawole*. Porto Novo: SONUO d'Afrique (ESAF), Benin Republic, 125-140.
14. Cajvaneanu, E. F. (2011). *Resolving Public Conflict, Transforming Community and Governance.* New York: Manchester University Press.
15. Chalmers, D. (2012). *Constructing the World.* Oxford University Press.
16. Chalmers, D. J. & Jackson, F. (2001). Conceptual Analysis and Reductive Explanations. *Philosophical Review* 110 (3):315-61.
17. Crane, T. D. (2013). *Challenges of Peacebuilding and Governance.* Oxford. Oxford University Press.
18. Dollery, T. & Wallis, S. (2001). Education for Peace: Towards a Millennium of Well-being. Proceedings from International Conference on Culture of Peace and Governance, Mozambique.
19. Ellis, F. (2000). *Rural Livelihoods and Diversity in Developing Countries.* Oxford: Oxford University Press.
20. Enuka, P. P. (2008). Teaching Community Development to Social Work Students: A Critical Reflection. *Community Development Journal*, Vol. 10 (2).
21. Fenger, M. and Bekkers, V. (2007). "The Governance Concept in Public Administration" in Bekkers, Victor; Dijkstra, Geske; Edwards, Arthur; and Fenger, Menno (eds.), *Governance and Democratic Deficit: Assessing the Democratic Legitimacy of Governance Practices*. England: Hampshire Press.
22. Goldman, A. I. (2007). Philosophical Intuitions: their Target, their Source, and their Epistemic Status. *Grazer Philosophische Studien* 74 (1):1-26.
23. Goss, E. (2001). Bringing Peace to the Central City: Forgiveness Education in Milwankee. *Theory into Practice,* Vol. 44, No. 4, p. 319 – 328.
24. Gunapala, G. D. Cyril (2000), "Governance and Administration in Sri Lanka", in Hasnat Abdul Hye (ed.), *Governance: South Asian Perspective*. Dhaka: University Press Ltd.
25. Henderson, D. K. & Horgan, T. (2011). *The Epistemological Spectrum: At the Interface of Cognitive Science and Conceptual Analysis*. Oxford University Press.
26. Howard, R. J. (2012). Local Institutions, External Interventions and Adaptation to Climate Change in Sub-Saharan Africa: Case Study of Southern Mali. A consultancy report to Oxfam America.
27. Ijere, T. C. (2014). The State, Governance and Socioeconomic Development Realities in Nigeria. *Public Policy and Administration Research* Vol. 4, No. 1 pp 46-49.
28. Jackson, F. (1998). *From Metaphysics to Ethics: A Defence of Conceptual Analysis.* Oxford University Press.
29. Jenkins, C. S. (2008). *Grounding Concepts: An Empirical Basis for Arithmetical Knowledge.* Oxford University Press.

30. Johnson, I. (1997). "Redefining the concept of Governance." Canadian International Development Agency.
31. Kamara, A., Swallow, B. & Kirk, M. (2004). Policies, Interventions and Institutional Change in Pastoral Resource Management in Borana, Southern Ethiopia. *Development Policy Review,* Vol 22, No. 4, p 381-403.
32. Kamarack, E. (2002). *Applying 21st Century Government to the Challenges of Homeland Security*. Chicago: Ashgate Don Publishing Limited.
33. Kaufmann, D., Kraay, A. & Mastruzzi, M. (2005). Governance Matters: Governance Indicators for 1996-2004. In World Bank Policy Research Working Paper 3630, June 2005. Washington: World Bank.
34. Khan, M. H. (2006). *Governance, Economic Growth and Development since the 1960s: Background paper for World Economic and Social Survey*. New York, United Nations.
35. Khan, M. M. (2003). "State of Governance in Bangladesh", The Round Table, 370: 391-405, Carfax Publishing.
36. Kumar, G. M. (2000). "Local Government for Good Governance: Experience in Andhra Pradesh", in Hasnat Abdul Hye (ed.), *Governance: South Asian Perspective*. Dhaka: University Press Ltd.
37. Layder, M. (2014). *Preventing and Mitigating Violent Conflicts: A Revised Guide for Practitioners*. New York: Creative Associates International, Inc.
38. Lewis, D. (1970). How to Define Theoretical Terms. *Journal of Philosophy* 67 (13):427-446.
39. Lewis, D. (1994). "Reduction of Mind". In Samuel Guttenplan (ed.), *Companion to the Philosophy of Mind*. Blackwell. pp. 412-431.
40. Mehta, D. (2000). Urban Governance: Lessons From Asia, in Hasnat Abdul Hye (ed.), *Governance: South Asian Perspective*. Dhaka: University Press Ltd.
41. Newland, C. (2002). "Building the Futures of Local Government Politics and Administration", in H. F. J. Nalbandian (ed.), *The Future of Local Government*. Oxford: Oxford University Press.
42. North, D. C. (1990). *Institutions, Institutional Change and Economic Performance*. Cambridge: Cambridge University Press.
43. Oladoyin, A. M. (2001). State and Ethno-communal Violence in Nigeria: The Case of Ife-Modakeke. *African Development,* Vol. 26, p. 195–223.
44. Olaleye, I. O. (2016). Traditional Institutions and Conflict Management in Ekiti State. Being a Thesis Submitted to the Department of Public Administration, Faculty of Administration, in Partial Fulfilment of the Requirements for the Award of Master of Science (M.Sc.) Degree in Public Administration, Obafemi Awolowo University, Ile-Ife, Nigeria.
45. Olowu, D. & Erero, J. (1997). *Indigenous Governance Systems in Nigeria.* Ile-Ife: Anchor Print Ltd.
46. Olowu, D., Ayo, S. B., & Akande, B. (eds.) (1991). *Local Institutions and National Development in Nigeria.* Ile-Ife: Obafemi Awolowo University Press.
47. Ostrom, E. (1990). *Governing the Commons: The Evolution of Institutions for Collective Action*. Cambridge: Cambridge University Press.
48. Peacocke, C. (1998). Implicit Conceptions, Understanding and Rationality. *Philosophical Issues* 9:43-88.
49. Pierre, J. & Peters, B. G. (2000). *Governance, Politics and the State, Political Analysis Series*. London: Palgrave MacMillan.
50. Pierre, J. (2000). "Introduction: Understanding Governance", in J. Pierre (Ed.), *Debating Governance*. Oxford: Oxford University Press.
51. Pike, A. (2010). *Understanding and Measuring the Governance of Local Development Policy*. Paris: OECD.
52. Rahman, M. L. (2016). Governance and Good Governance: A Theoretical Framework. *Public Policy and Administration Research,* Vol. 6, No. 10, 1-11.
53. Rhodes, R. A. W. (1997). *Understanding Governance*. Buckingham: Open University Press.
54. Sehested, K. (2003). "Cross-Sector Partnerships as a New Form of Governance", in L. Kjaer (Series Ed.), *Local Partnerships in Europe: An Action Research Project*. Copenhagen: The Copenhagen Center.
55. Shah, A. & Shah, M. (2006). Local Governance in Developing Countries: Public Sector Governance and Accountability Series. The World Bank Herndon, VA, USA as Panacea for Service Delivery. *International Journal of Business and Social Science.* Vol. 2, No. 16, p. 76- 89.
56. Strawson, P. F. (1992). *Analysis and Metaphysics: An Introduction to Philosophy.* Oxford University Press.
57. Streeten, H. (2002). *Creating Order: The Image of the Homestead in Mpondo Social Life*. Johnnes burg: Witwatr and University Press.
58. UNDP (2009). Public Administration and Local Governance in Post-conflict Environments, A UN Discussion Paper on the Approach to Public Administration, Local governance and Financial Transparency and Accountability in Post-Conflict Peace building operations.
59. UNDP (2010). Governance for Sustainable Human Development Policy Paper. Available at: http://magnet.undp.org/policy/chapter1.htm#b.
60. Watson, E. E. (2003). Examining the Potential of Indigenous Institutions for Development: A Perspective from Borana, Ethiopia. *Development and Change,* Vol. 34, No. 2, p 287-310.

61. World Bank (2004). Nigeria: Country Brief. Retrieved from www.google.com/ng/search?q=population+08+nigeria Downloaded on March 7, 2012.

Global Journal of human-social science: F
Political Science
Volume 19 Issue 1 Version 1.0 Year 2019
Type: Double Blind Peer Reviewed International Research Journal
Publisher: Global Journals
Online ISSN: 2249-460X & Print ISSN: 0975-587X

Policy-Making based on the AEP Protocol (Appropriate Assessment of Hospitalization) in Order to Rationalize Health Insurance Costs in Meshginshahr Hospital

By Reza Jalali & Mostafa Piri
Islamic Azad University

Abstract- Background and Aim: In policy-making and identifying the extent of misuse of health services in hospitalization sectionthe first stepin implementing health control and health monitoring programs is to protect the quality of these services. This study is conducted in Valiasr State Hospital of Meshginshahr City with the aim of assessing the acceptability and unannounced hospitalization of health insurance.

Methods: This study is a descriptive and applied study. A total of 660 hospitalized patients were evaluated in internal and surgical departments of the hospital. To determine the admissions and inappropriate hospitalization days the Appropriateness Evaluation Protocol (AEP: Appropriateness) have been applied.

Keywords: appropriate assessment protocol (APE), inappropriate admission, unnecessary admission days.

GJHSS-F Classification: FOR Code: 369999

Strictly as per the compliance and regulations of:

Policy-Making based on the AEP Protocol (Appropriate Assessment of Hospitalization) in Order to Rationalize Health Insurance Costs in Meshginshahr Hospital

Reza Jalali [α] & Mostafa Piri [σ]

Abstract- Background and Aim: In policy-making and identifying the extent of misuse of health services in hospitalization sectionthe first stepin implementing health control and health monitoring programs is to protect the quality of these services. This study is conducted in Valiasr State Hospital of Meshginshahr City with the aim of assessing the acceptability and unannounced hospitalization of health insurance.

Methods: This study is a descriptive and applied study. A total of 660 hospitalized patients were evaluated in internal and surgical departments of the hospital. To determine the admissions and inappropriate hospitalization days the Appropriateness Evaluation Protocol (AEP: Appropriateness) have been applied. Descriptive statistics (percentage, mean, and dispersion criteria) were used to describe the data and determine the admission and inappropriate hospitalization days.

Results: Out of 660 hospital admissions, 177 cases (26.8%) were considered as inappropriate admissions. The highest unconfirmed admission rate was in the internal sector with 36% and the lowest uncontrolled admission rate in the surgical ward was 12%. Out of 2158 days of admission, 600 days (27.8%) were unnecessary. Unnecessary hospital stay in the internal ward was the highest with 35.4% and in the surgical ward with 11.7% was the lowest. For every bed fee of 660 unnecessary admission days, an amount of 841,595,400 Rials wasted for the health insurance organization in three sections of this 115 bet hospital.

Findings: A significant percentage of hospital admissions and hospitalization days are unnecessary. The high costs of this phenomenon necessitate the attention of healthcare managers and health care providers to interact with hospitals and adopt an operational strategy for the proper use of hospital facilities and the management of hospital costs.

Keywords: appropriate assessment protocol (APE), inappropriate admission, unnecessary admission days.

I. Introduction

In the context of policy-making in the health system, an assessment of the effectiveness of health services provider units is one of the main goals and activities. Part of this assessment focuses on the economic dimensions, the improvement of methods for using financial resources, and the prevention of the creation and spending of unrealistic costs and the avoidance of unnecessary financial and human depreciation. In addition to these factors, the effectiveness of diagnostic and therapeutic and health care interventions to promote community health has made health services, especially in hospital and hospital settings, a complex process. Of course, the marginal influences include restrictions on financial resources and increased chronic diseases, and the reduction of age at the onset of certain diseases, along with the development of new technologies in the field of diagnosis and treatment, and the increasing use of these tools, increases the cost of health care expenditures incidence in the hospital and adds to the complexity of the process.

Restriction of resources in the healthcare system is the most important reason for health care providers in most countries of the world to bring about the appropriate use of facilities in all areas of health care provision. At the same time, hospitals, with the provision of various diagnostic services and nursing care, have high costs for the health system of the country and insurance companies.

Hospital services, as the most expensive part of the modern healthcare system, affect the health system of the country and, consequently, the main insurer organizations that are the main payer of health care costs. Statistics from the Health Insurance Company which is one of the country's largest and most comprehensive insurance companies, show that more than 60 percent of the costs are for hospitalization services. On the other hand, hospitals have a great potential for attracting financial and human resources, and therefore, the increase or decrease of health care costs and subsequently the costs of basic insurance companies in the country play an important role.

Therefore, having the correct and documented information on objective evidence and then taking necessary interventions to improve the quality of hospital services, and avoiding unnecessary hospitalization days, can be of cost management and cost control for the health system of the country and

Author α σ: Department of Political sciences, Central Tehran Branch, Islamic Azad University, Tehran, Iran. e-mails: dr_rezajalali@yahoo.co, mostafa.piri1351@gmail.com

insurance organizations. In this way, improving the efficiency of hospital services by reducing costs and proper use of the potential capacity of hospitals to provide appropriate services to people leads to improve the efficiency of the health system of the country.

The fundamental question is how much to provide hospital services to…

1. Patients who are in need of hospitalization without undue delay receive the necessary services.
2. To avoid unnecessary use of physical and hospital facilities and capacities.
3. Improved hospital productivity and ensure the lowest cost (while maintaining the quality) for the health system and insurance and user organizations.

Accepting and accommodating a patient in a hospital is a condition in which the patient needs to carry out diagnostic and ongoing medical and surgical treatment and provide continuous nursing care in such a way that doing this in any place other than the hospital (such as limited surgical centers or clinics or outpatient clinics or homes or care centers) would not be possible.

On the other hand, inappropriate use of hospital services is a condition in which hospital resources are used for patients who do not benefit from it and do not recover, or treatment with the same benefits and quality could be done out of the hospital. This inappropriate use happened in two forms of unnecessary admission and in the form of unnecessary hospitalization days.

Unnecessary admissions and unnecessary hospitalization days have several complications and consequences for patients and are based on the health system of the country and the insurance organizations, including:

1. Increases patient costs and basic insurance organizations.
2. Reduces available resources for critical situations.
3. Loss of resources and depreciation of hospital equipment.
4. Loss of energy and depreciation of human resources, especially the paramedical staff of the hospital.
5. Exposes patients to complicated consequences of hospital stay such as hospital infections or blood clots in the veins.

And of course, this is apart from the psychological, social and economic consequences of being away from the patient's home and community and profession.

A survey conducted in the information networks and articles in the scientific literature shows that in the various countries of the world proper use of the hospital bed is one of the priorities of the economic evaluation of the supply services in the hospital sector. In this regard, numerous studies have been conducted on the admission resources and patient hospitalization. In these studies, unnecessary admissions or unnecessary hospitalization days with the AEP tool have been evaluated.

Table 1: Show that the number of unnecessary hospitalization days in some studies in different countries ranged from 11% to 75%.

Percentage of unnecessary hospitalization days	Year	Country	Researchers	Row
11	2001	North korea	Kim CS, Hart AL, Paretti RF, Kuhn L, Dowling AE,Benkeser JL, et al	1
13/5	2005	England	Carey M R, Sheth H, Braithwaite R S	2
20	2003	India	Panis LJ, Gooskens M, Verheggen FWS	3
22	2001	Turkey	Celik Y, Celik SS, Bulut HD, Khan M, Kisa A	4
14	2011	South korea	Hwang J, Kim J, Jang W, Park JW	5
24/6	2011	Italy	Fontaine P, Jacquesb J, Gillain D, Sermeusc W,KolhaPh, Gillet P	6
29	2011	Hong kong	Leung LP, Cheng YW, Fan KL	7
Surgical section28 : Internal section33	2002	Germany	Sangha O, Schneeweiss S, Wildner M, Cook EF, Brennan TA, Witte J, et al	8
18/1	2003	Italy	Carnessale G, Staniscia T, Matarrese D, Seccia G, Schioppa F, Di Giovanni P, et al	9
45/2	2007	Mexico	Tamames S, Perez Rubio A, CastrodezaSanz J, Canton Alvarez MB, Luquero FJ, et al	10
75/7	2004	Italy	Pileggi C, Bianco A, Di Stasio SM, Angelillo IF	11
37	2002	Italy	Castaldi S, Ferrari MR, Sabatino G, Trisolini R, Auxilia F	12
35/5	2001	Spain	Attena F, Agozzino E, Troisi MR, Granito C, Del Prete U	13

Table 2: Data, in Iran, similar non-specific hospitalization days were between 2% and 39.4%.

Number of admitted admission days	Year	Researchers	Row
% 5/9 – 8/9	2007	Hatam et al. (Shiraz Hospitals Study)	1
% 8/6	2008	Pourreza et al. (Tehran Hospital study)	2
%/6	2007	BakhtariAghdam et al. (Imam Tabriz Hospital Study)	3
% 6/2	2009	Fakkari et al (AaliNasab Hospital of Tabriz)	4
% 2	2011	Maskani et al. (Sabzevar Hospital Study)	5
% 39/4	2015	Tavakoli et al. (Sina Hospital in Tehran)	6
%9	2012	Khosravi (Afzalipour Kerman Hospital)	7
% 6	2012	Mohebi et al. (Urmia hospitals)	8

Table 3: Shows that according to some studies conducted in other countries, non-critical acceptances were in the range of 4.3 to 55 percent.

Unnecessary Admission Percentage	Year	Country	Researchers	Row
% 4/8	2002	Turkey	Demir C , Teke K, Fedi T, Kenav L, Bilgic H, Sen D	1
% 55 Pediatrics	2004	Italy	Pileggi C, Bianco A, Di Stasio SM, Angelillo IF	2
% 31/5	2002	Italy	Castaldi S, Ferrari MR, Sabatino G, Trisolini R, Auxilia F	3
Pediatrics % 55	2002	Sweden	Bianco A, Trani F, Angelillo IF	4
23	2004	Danmark	Thollander J, Gertow O, Hansen S, Carlsson B, Hallert C	5

Table 4: Shows that in similar studies conducted in Iran, the range of unconfirmed admissions was between 6% and 31.5%.

Unnecessary AdmissionPercentage	Year	Researchers	Row
14/5 – 31/5	2007	Hatam et al. (Shiraz Hospitals Study)	1
22/8%	2008	Pourreza et al. (Tehran Hospitals Study)	2
6%	2007	BakhtariAghdam et al.(Imam Tabriz Hospital study)	3
7%	2009	Fakkari et al. (AaliNasab Hospital ,Tabriz)	4
11/4 – 29/1%	2011	Maskani et al. (Sabzevar Hospital Study)	5
16/2%	2015	Tavakoli et al. (Sina Hospital, Tehran)	6
6/7%	2012	Khosravi (Afzalipour Hospital Kerman)	7

In any case, the extensive effects of inappropriate use of physical facilities, as well as manpower employed in different parts of the hospital, are of paramount importance, which puts the attention of healthcare owners and caregivers to the awareness of the inappropriate use of the bed Hospitalized by itself. The present study is aimed at determining, firstly, the number of admissions and inappropriate hospitalization days in a 115-bed university hospital and, secondly, determining the amount of costs incurred by the health system and the health insurance organization that occurs with this phenomenon.

II. Method

This study is an analytical and applied descriptive study. The insured persons covered by the Health Insurance Organization from all of the funds accepted at Valiasr Hospital in Meshginshahr in July 2012 were the statistical population of this study. This number includes a total of 1364 insured.

The sample size was 246 patients in this study, which was calculated according to the following formula.

$$N= \frac{Z^2 \neq \_ {}_{a\ a\ 2} * p * (1-p)}{d^2}$$

According to studies conducted in other countries, as well as some limited studies in Iran, which reported an unacceptable acceptance rate of 10 to 40 percent, and with an average of 20 percent, in this study, to determine the sample size P of 20 percent Was considered. Considering d = 0.05 and a = 0.05 sample size was considered 246 people. By selecting 3 independent internal, surgical and pediatric wards, to increase the accuracy of the study, the number of samples increased to 660 items. Sampling was done randomly and serially from the beginning of August 2012 simultaneously in all three parts of the internal and surgical and pediatric hospitals, and the sampled work continued to complete 220 items in each of the three sections.

For collecting the statistical data required by the field method, the checklist tool called the AEP protocol was used.

Appropriateness Evaluation Protocol this protocol was published in the United States in 1981 by estuccia and Gertman and is a criterion valid for all sections of the hospital excluding maternity, obstetrics, and maternal toxicity. The criteria of this protocol are designed to keep the researcher away from personal observance (1 and 2). This check list was approved in 1982 by the (Professional Standards Review Organization). Validity and validity has been confirmed frequently in studies conducted in European and American countries (21, 22, 23, 24).

This protocol was reviewed by a researcher in Tehran University of Medical Sciences in 1394 in a detailed study and adapted to the health and nursing care system of the country (3). In this study, to assess the admission and admission days The patient has been used in the surgical and internal and pediatric wards of this edition.

This checklist has two separate tables. The first table is designed to determine appropriate and inappropriate admissions and includes 24 criteria. According to these criteria, if the patient accepts one or more than one of the 24 cases in Table 1, his admission is deemed appropriate, otherwise the admission of the patient will be inappropriate. The second table is designed to determine the appropriate or inappropriate nature of hospitalization days and includes 30 criteria. If the patient has one or more of the 30 criteria in this table, then the day of admission is deemed appropriate, otherwise the admission of that day will be considered inappropriate.

a) *Unnecessary Admission*

Table A of the AEP protocol is an admission that the patient could receive the medical or nursing services without admission to hospital or outpatient. Therefore, this admission is deemed to be inappropriate.

b) *Unnecessary Patient Stays*

According to table 2 of the AEP protocol, the day of admission to hospital is a patient who has no medical or diagnostic or nursing care that requires hospitalization, and the patient could have been discharged or received these services and services outpatient. This day is considered to be inappropriate.

The data and information necessary to conduct the study with direct referral of the patients to the clinic of hospitalized patients and direct questions from the patient, as well as the reference to the contents of his case, are extracted and recorded in the data collection checklist. In cases where the information recorded in the case or the patient's response was not transparent and convincing to record the information in the AEP tables, the physician received a question and answer.

The method of work was that from the beginning of August, 2017, each newly admitted patient in the first part was evaluated using table AEP protocol, and if necessary, he / she was admitted to the hospital on the checklist. During the following days, the patients were evaluated on the basis of the AEP Table 2 and the results were recorded on the checklist by referring to the bedside of the patients whose admission was evaluated. Similarly, in each working day, the patient was examined for new admissions and old patients, and each patient was examined until he was admitted to the hospital, and when he left the study, he was discharged or died or transferred to another center. This work continued until completion of the sample of 220 cases in each of the three sections of the hospital.

Using the Excel software, data collected from Master shit was transferred to the computer. Descriptive statistics (percentage, mean and dispersion criteria and central) were used to describe the data and determine the percentage of admission and inappropriate hospitalization days.

III. Findings of the Study

55% of the insured (363 people) were male and 45% were insured (297) women. 132 (20%) patients were electronically and 528 (80%) were admitted in an emergency. The mean hospitalization days for elective patients was 3.4 days and for emergency patients was 3.14 days.

The insured, whose case file included a global hearing, had an average day of hospitalization of 2.48 days, which was 3.31 days for ordinary insured persons. The average days of hospitalization in the surgery department were 2.81 days, in the internal part 3.75 days and in the pediatric department was 3.27 days. The average of hospitalization days in hospitalized patients was 3.19 days in three parts.

Table 5: Descriptive table of unnecessary admission in three parts of the hospital

Section name	Total number of admissions	Necessary admission		Unnecessary admission	
		Number	Percentage	Number	Percentage
Internal	220	141	64	79	36
Surgery	220	194	88	26	12
pediatrics	220	148	67	72	33
total	660	483	73.2	177	26.8

Table 6: Descriptive-analytic table of unnecessary hospitalization days in three parts of the hospital

Section name	Total number of admissions	Necessary Days of hospitalization		Unnecessary Days of hospitalization	
		Number	Percentage	Number	Percentage
Internal	820	530	6/64	290	4/35
Surgery	619	547	3/88	72	7/11
pediatrics	719	481	9/66	238	1/33
total	2158	1558	72.2	600	27.8

Among the 660 evaluated admissions, 177 cases (36%) were unnecessary. The highest unconfirmed admission rate was in the domestic sector with 36% and the lowest uncontrolled admission rate in the surgical ward was 12%.

Among the 2158 admission days, 600 days (27.8%) were unnecessary. Uninhabited days in the internal sector were the highest with 35.4% and the lowest in the surgical sector with 11.7%. Considering that, this hospital is unique in the region and there is no other hospital (public or private), it can be seen that the phenomenon of admission and unnecessary hospitalization days is relatively common in most hospitals in the country. Especially in cities and areas where there are enough hospital beds and doctors and there is competition to attract more patients.

In the economic evaluation, the findings can be estimated from the amount of health insurance funds spent due to unnecessary admissions and inpatient residences in the hospital.

Considering the first grade of hospital accreditation and the cost of bed day and 6% of nursing costs for a flat fee for admission at 660 admissions, the amount is equal to 841,595,400 Rials. The financial loss for the health insurance organization in the three sections mentioned in this hospital is 115 non-hospital beds. Educational has been created. If this number is generalized, it will be determined by the number of admissions throughout the year, the inappropriate use of hospital resources, and the illogical use of health care resources.

IV. Discussion

Unnecessary acceptance rate in Khosravi 2012 study was 6.7% (31). In Tavakoli study (2015), was 16.2% (25). In Fakari study (2009), was 7% (19). In Pourers' (2008) study was 22.9% (17). In the study of West Bengal (2007), 6% (18) did not match the results of this study.

In the present study, the rate of unnecessary admission in all of the three sections was 26.8%, which was reported by Hatam et al. In Shiraz hospitals 2007, which reported an unnecessary admission rate ranging from 1.19 to 31.1%, as well as with the study of Maskani (2011) this amount is consistent with the reported 11.4% and 29.1% (20). (16).

The unnecessary acceptance rate for the Thollander study 2004 is 23% (28). This rate was reported in the 2002 by Demir study 8.4%, which is not consistent with the results of the present study. (5). in the Castaldi study (2002), unnecessary admission was 31.5%, which is consistent with the results of the present study (26). In the study, the unnecessary admission rate in the pediatric ward was 33%. This result is not consistent with the results of the Bianco (2004) and the Pileggi C study (2004), which reported an unnecessary admission rate of 55% in the pediatric ward (15.27).

The amount of unnecessary admission days in the present study was comprised of three sections: internal, surgical, and pediatric, 27.8% of the total hospitalization days. This study reported 39.4% in the Tukwil study in (2015).

In the study by Hatam et al. (2007), This rate was reported in the range of 5.9% to 8.9% (16). In Pourreza et al. (2008) (8.6%) mentioned this issue (17). In addition, in the study by Mohebbi et al. (2012), This figure is 6% (32). In addition, in the Bakhtari's study, this rate was 6.8% (18), and in the study of Maskani, this was 11.4% (20) and in the Factor study (6.2%) (19), which is not consistent with the results of the present study.

Results from studies conducted in other countries have reported unnecessary hospitalization days in the range of 11.7-75.7%. unnecessary admission days were 37 percent in the 2002 Castaldi study and 31.5 percent in the Attena F study of (2001), which is not consistent with the results of the present study (30, 26). unnecessary admission days were 45.2% in the Tamames S study (2007) and 75.7% in the Pileggi C study (2004), which shows an increase in the number of unnecessary admission days in the study (14, 15). In other studies, the percentage of unnecessary admission has been in the range of 11% to 33% (row 1 to 9 of Table 1)

There is a significant difference in the rate of unnecessary admission in these studies, but this difference may be attributed to the difference in admission procedures in different educational centers and the occupancy rates of different beds in the centers. Of course, payment methods to healthcare providers, especially physicians, are even more important. Because there is no financial incentive for more hospitalization in the DRG method of paying doctors or interns working in the hospital. However, in Fee for Service and pay-per-day admission methods, there are strong financial incentives for physicians to receive more admissions and more hospitalized days.

In various studies abroad, there are no mechanisms for paying doctors working in the hospital. In Iran, for doctors specializing in hospitalization, a combination of wages (for faculty and full-time care) and in some cases for each day of admission and visitation or relative value of the codes for services included in patients' files. These issues, coupled with a significant increase in tariffs in the book of relative values and the two-fold factor of the value of the visit of some professional physicians, can create positive financial incentives for admissions or uncompromising days of admission. In this study, it was found that the average days of hospitalization in patients with global cases (2.84 days) were less than the average days of admission to patients with normal cases (3.31 days). This suggests that in the absence of financial incentives for a visit or more income resulting from long-term sick leave at a hospital for a physician, the average patient's hospital days should also be reduced.

V. Conclusion

Many countries, including our country, are faced with growing weaknesses in proper use of hospital resources. These weaknesses, especially in admissions and days of unnecessary admission, are a factor in imposing huge costs on the health system and insurer organizations. In the meantime, recognizing and differentiating between admissions and necessary days of admission unnecessary admission days and attempts to reduce this phenomenon is one of the most effective ways of managing hospital resources and facilities for patients.

Desirable conditions, the use of existing beds with maximum efficacy means the patient's admission only if it is indicative and avoiding or minimizing the patient's admission periods. For the health insurance organization, determining the extent of unnecessary admissions (non-disclosure) as well as unnecessary hospitalization days in hospitals can be an important step towards interacting with the authorities of the country's health system in order to properly and efficiently use hospital facilities and manage and control costs in hospitalization section.

Currently, the Health Insurance Organization and other basic insurance organizations do not have credible and reliable information about the number of admissions and unnecessary residence days of insured persons in hospitals. The lack of familiarity with and use of scientific and valid instruments such as AEP to differentiate and determine admissions and days of hospitalization, and on the other hand, the lack of legal criteria for not accepting and paying for unnecessary admissions and days of residence has led to virtually no effective influence over the performance of hospitals and part of hospitalization in insurance companies.

The results of this study indicate that a significant percentage of admissions and admission days are unnecessary. The high costs of this phenomenon require that the basic insurer interacting with the strategic goal of cost management and control, and preventing the loss of funds. The health system of the country's health system interacts with the university's health authorities and hospital managers and uses the AEP protocol as a tool. Supervision and feedback on its results will provide a framework for monitoring and managing the logical use of hospital beds.

VI. Acknowledgments

This article is part of an applied study under the same heading that was developed for the Health Insurance Organization. The authors express their gratitude and gratitude to the deputy director of the Directorate General for Insurance Studies and Compensation of the Health Insurance Organization.

References Références Referencias

1. M, E.C., Adaptation of hospitalization in patients the unnecessariness evaluation protocol criteria, Factors related the unnecessariness. Rev Clin ESP, 2004. 204(4): p. 185-190
2. Sánchez-García S, J.-C.T., Mould-Quevedo JF, García-, C.-H.I. González JJ, Espinel-Bermudez MC, Hernández-, and G.-E.J. Hernández DM, García-Peña C, The hospital unnecessariness evaluation protocol in elderly patients: a technique to evaluate admission and hospital stay. Scand J Caring Sci, 2008. 22: p. 306-313
3. Esmail Anvar, Ravaghi Hamid, Seyedin Hsam and Salehi, Msoud. unnecessariness Evaluation Protocol for Public Hospitals in Iran. Iran Red Crescent Med J. 2015 Mar; 17(3): e19030 Published online 2015 Mar 1
4. Panis L J, Kolbach D N, Hamulyak K, Prins M H, identifying unnecessary hospital stay in patients with thromboembolism, Eur J Intern Med, 2004, 15(1): 39-44.
5. Demir C, Teke K, Fedi T, Kenav L, Bilgic H, Sen D, Investigation of the correlation between unnecessary hospitalization stay rate: an application in medicine clinics of a military hospital, Mil Med, 2002; 167(10): 817-20.
6. Kim CS, Hart AL, Paretti RF, Kuhn L, Dowling AE, Benkeser JL, et al. Excess hospitalization days in an academic medical center: perceptions of hospitalists and discharge planners. Am J Manag Care 2011;17(2): e34-e42
7. Carey M R, Sheth H, Braithwaite R S. a Prospective study of reasons for prolonged hospitalizations on a

general medicine teaching service. J Gen Intern Med 2005; 20:108-15

8. Panis LJ, Gooskens M, Verheggen FWS. Predictors of unnecessary hospital stay: a clinical study. Int J Qual Health Care 2003; 15(1):57-65.
9. Celik Y, Celik SS, Bulut HD, Khan M, Kisa A. Unnecessary use of hospital beds: a case study of university hospitals in Turkey. World Hosp Health Serv 2001; 37(1):6-13, 33-4.
10. Hwang J, Kim J, Jang W, Park JW. Unnecessary hospitalization days in Korean Oriental Medicine hospitals. Int J Quality Health Care 2011; 23(4): 437-44.
11. Fontaine P, Jacquesb J, Gillain D, Sermeusc W, KolhaPh, Gillet P. Assessing the causes inducing lengthening of hospital stays by means of the unnecessariness Evaluation Protocol. Health Policy 2011; 99: 66-71.
12. Leung LP, Cheng YW, Fan KL. Evaluation of the unnecessariness of acute hospitalizations in Hong Kong. Hong Kong J Emerge Med 2011; 18(5): 277- 81.
13. Sangha O, Schneeweiss S, Wildner M, Cook EF, Brennan TA, Witte J, et al. Metric properties of the Necessaryness Evaluation Protocol and predictors of unnecessary hospital use in Germany: an approach using longitudinal patient data. Int J Qual Health Care 2002; 14:483-92.
14. Tamames S, Perez Rubio A, CastrodezaSanz J, Canton Alvarez MB, Luquero FJ, et al. Factors associated with the necessary use of preparatory hospital stays: historical cohort study. BMC Health Serv Res 2007; 7:187.
15. Pileggi C, Bianco A, Di Stasio SM, Angelillo IF. Unnecessary hospital use by patients needing urgent medical attention in Italy. Public Health 2004; 118:284-91.
16. Hatam N, Askarian M, Sarikhani Y. Necessity of admissions in selected teaching university affiliated and private hospitals during 2007 in Shiraz, Iran. Arch Iran Med 2010; 13(3):230-4.
17. Pourreza A, Kavosi Z, Khabiri R, Salimzadeh H. Unnecessary admission and hospitalization in teaching hospitals of Tehran University of medical Sciences, Iran. Pakistan J Med Sci 2008; 24(2): 301- 5.
18. Bakhtari A, Vahidi R, Noorizade R., Mohammad poorasl A, Kavoosi Z. Unnecessary admissions and impatience in Imam Khomeini Hospital of Tabriz University of Medical Sciences. Res J Biol Sci 2007; 2 (4): 468-71. (Persian)
19. Fekari A, Ghiasi A, Ezzati M, Pakdaman M, Khalafi A. The assessing of unnecessary admissions and hospitalization based on necessary evaluation protocol in Alinasab hospital in Tabriz. Hospital J 2009; 9: 39-43. (Persian)
20. Maskani. kazem ,Akaberi. arash, Shahabipour fatemeh. Et al. The Rate of Unnecessary Admissions and Staying of Patients in Hospitals of Sabzevar on the basis of the Necessaryness Evaluation Protocols. Sabzevar University of Medical Sciences hospitals.
21. Leung LP, Fan KL. Who should be admitted to hospital? Evaluation of a screening tool. Hong Kong Med J. 2008; 14(4):273–7. [PubMed]
22. Kaya S, Vural G, Eroglu K, Sain G, Mersin H, Karabeyoglu M, et al. Liability and validity of the Necessaryness Evaluation Protocol in Turkey. Int J Qual Health Care. 2000; 12(4):325–9. [PubMed]
23. Paille-Ricolleau C, Leux C, Guile R, Abbey H, Lombrail P, Moret L. Causes of unnecessary hospital days: development and validation of a French assessment tool for rehabilitation centres. Int J Qual Health Care. 2012;24 (2):121–8. doi: 10.1093/intqhc/mzr089. [PubMed] [Cross Ref]
24. Hammond CL, Phillips MF, Pinnington LL, Pearson BJ, Fakis A. Necessaryness of acute admissions and last in-patient day for patients with long term neurological conditions. BMC Health Serv Res. 2009; 9:40. doi: 10.1186/1472-6963-9-40. [PMC free article] [PubMed]
25. Tavakoli N, HoseiniKasnaviyeh M, Yasinzadeh MR, Amini M, MahmoudiNejad M. Evaluation of necessary and unnecessary admission and hospitalization days according to necessaryness evaluation protocol (AEP). Arch Iran Med. 2015; 18(7): 430 – 434.
26. Castaldi S, Ferrari MR, Sabatino G, Trisolini R, Auxilia F. Evaluation of the necessaryness of hospital use: the case of IRCCS Ospedale Maggiore di Milano, Italy. Ann Ig. 2002; 14(5): e399 – e408
27. Bianco A, Trani F, Angelillo IF. Necessary and unnecessary use of day–hospital care in Italy. Public Health. 2002; 116(6): 368 – 373.
28. Thollander J, Gertow O, Hansen S, Carlsson B, Hallert C. To assess unnecessary acute admissions to hospital; a study of 566 consecutive acute admissions to three departments of internal medicine. Lakartidningen. 2004; 101: 888 – 892.
29. Carnessale G, Staniscia T, Matarrese D, Seccia G, Schioppa F, Di Giovanni P, et al. Unnecessariness of hospitalization in the teaching hospital of Chieti using the PRUO approach. Ann Ig. 2003; 15: 117 – 122.
30. Attena F, Agozzino E, Troisi MR, Granito C, Del Prete U. unnecessariness of admission and hospitalization days in a specialist hospital. Ann Ig. 2001; 13: 121 – 127.
31. Kosravi Sajad, Economic and managerial analysis of Unnecessary Admission and Hospitalization based on Necessary Evaluation protocol(AEP) IN Afzalipour Hospital in Kerman 2012, Kerman University of Medical Science 2012.

32. Nabilu B, Mohebbi I, Alinezhad H. Productivity of Hospital Beds: Evaluation of Inpatient Bed Days in the West Azerbaijan Selected Hospitals. J Urmia Nurs Midwifery Fac. 2012; 10 (4): 571-565.

Global Journals Guidelines Handbook 2019

www.GlobalJournals.org

Fellows

FELLOW OF ASSOCIATION OF RESEARCH SOCIETY IN HUMAN SCIENCE (FARSHS)

Global Journals Incorporate (USA) is accredited by Open Association of Research Society (OARS), U.S.A and in turn, awards “FARSHS” title to individuals. The 'FARSHS' title is accorded to a selected professional after the approval of the Editor-in-Chief/Editorial Board Members/Dean.

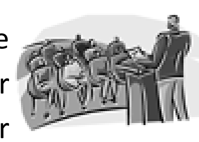
- The “FARSHS” is a dignified title which is accorded to a person’s name viz. Dr. John E. Hall, Ph.D., FARSS or William Walldroff, M.S., FARSHS.

FARSHS accrediting is an honor. It authenticates your research activities. After recognition as FARSHS, you can add 'FARSHS' title with your name as you use this recognition as additional suffix to your status. This will definitely enhance and add more value and repute to your name. You may use it on your professional Counseling Materials such as CV, Resume, and Visiting Card etc.

The following benefits can be availed by you only for next three years from the date of certification:

FARSHS designated members are entitled to avail a 40% discount while publishing their research papers (of a single author) with Global Journals Incorporation (USA), if the same is accepted by Editorial Board/Peer Reviewers. If you are a main author or co-author in case of multiple authors, you will be entitled to avail discount of 10%.

Once FARSHS title is accorded, the Fellow is authorized to organize symposium/seminar/conference on behalf of Global Journal Incorporation (USA). The Fellow can also participate in conference/seminar/symposium organized by another institution as representative of Global Journal. In both the cases, it is mandatory for him to discuss with us and obtain our consent.

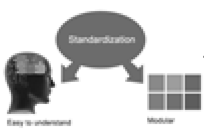


You may join as member of the Editorial Board of Global Journals Incorporation (USA) after successful completion of three years as Fellow and as Peer Reviewer. In addition, it is also desirable that you should organize seminar/symposium/conference at least once.

We shall provide you intimation regarding launching of e-version of journal of your stream time to time.This may be utilized in your library for the enrichment of knowledge of your students as well as it can also be helpful for the concerned faculty members.

The FARSHS can go through standards of OARS. You can also play vital role if you have any suggestions so that proper amendment can take place to improve the same for the benefit of entire research community.

As FARSHS, you will be given a renowned, secure and free professional email address with 100 GB of space e.g. johnhall@globaljournals.org. This will include Webmail, Spam Assassin, Email Forwarders,Auto-Responders, Email Delivery Route tracing, etc.



The FARSHS will be eligible for a free application of standardization of their researches. Standardization of research will be subject to acceptability within stipulated norms as the next step after publishing in a journal. We shall depute a team of specialized research professionals who will render their services for elevating your researches to next higher level, which is worldwide open standardization.

The FARSHS member can apply for grading and certification of standards of the educational and Institutional Degrees to Open Association of Research, Society U.S.A. Once you are designated as FARSHS, you may send us a scanned copy of all of your credentials. OARS will verify, grade and certify them. This will be based on your academic records, quality of research papers published by you, and some more criteria. After certification of all your credentials by OARS, they will be published on your Fellow Profile link on website https://associationofresearch.org which will be helpful to upgrade the dignity.

The FARSHS members can avail the benefits of free research podcasting in Global Research Radio with their research documents. After publishing the work, (including published elsewhere worldwide with proper authorization) you can upload your research paper with your recorded voice or you can utilize chargeable services of our professional RJs to record your paper in their voice on request.

The FARSHS member also entitled to get the benefits of free research podcasting of their research documents through video clips. We can also streamline your conference videos and display your slides/ online slides and online research video clips at reasonable charges, on request.

The FARSHS is eligible to earn from sales proceeds of his/her researches/reference/review Books or literature, while publishing with Global Journals. The FARSHS can decide whether he/she would like to publish his/her research in a closed manner. In this case, whenever readers purchase that individual research paper for reading, maximum 60% of its profit earned as royalty by Global Journals, will be credited to his/her bank account. The entire entitled amount will be credited to his/her bank account exceeding limit of minimum fixed balance. There is no minimum time limit for collection. The FARSS member can decide its price and we can help in making the right decision.

The FARSHS member is eligible to join as a paid peer reviewer at Global Journals Incorporation (USA) and can get remuneration of 15% of author fees, taken from the author of a respective paper. After reviewing 5 or more papers you can request to transfer the amount to your bank account.

MEMBER OF ASSOCIATION OF RESEARCH SOCIETY IN HUMAN SCIENCE (MARSHS)

The ' MARSHS ' title is accorded to a selected professional after the approval of the Editor-in-Chief / Editorial Board Members/Dean.

The “MARSHS” is a dignified ornament which is accorded to a person’s name viz. Dr John E. Hall, Ph.D., MARSHS or William Walldroff, M.S., MARSHS.

MARSHS accrediting is an honor. It authenticates your research activities. Afterbecoming MARSHS, you can add 'MARSHS' title with your name as you use this recognition as additional suffix to your status. This will definitely enhance and add more value and repute to your name. You may use it on your professional Counseling Materials such as CV, Resume, Visiting Card and Name Plate etc.

The following benefitscan be availed by you only for next three years from the date of certification.

MARSHS designated members are entitled to avail a 25% discount while publishing their research papers (of a single author) in Global Journals Inc., if the same is accepted by our Editorial Board and Peer Reviewers. If you are a main author or co-author of a group of authors, you will get discount of 10%.

As MARSHS, you willbe given a renowned, secure and free professional email address with 30 GB of space e.g. johnhall@globaljournals.org. This will include Webmail, Spam Assassin, Email Forwarders,Auto-Responders, Email Delivery Route tracing, etc.

We shall provide you intimation regarding launching of e-version of journal of your stream time to time.This may be utilized in your library for the enrichment of knowledge of your students as well as it can also be helpful for the concerned faculty members.

The MARSHS member can apply for approval, grading and certification of standards of their educational and Institutional Degrees to Open Association of Research, Society U.S.A.

Once you are designated as MARSHS, you may send us a scanned copy of all of your credentials. OARS will verify, grade and certify them. This will be based on your academic records, quality of research papers published by you, and some more criteria.

It is mandatory to read all terms and conditions carefully.

Auxiliary Memberships

Institutional Fellow of Open Association of Research Society (USA) - OARS (USA)

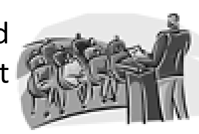
Global Journals Incorporation (USA) is accredited by Open Association of Research Society, U.S.A (OARS) and in turn, affiliates research institutions as “Institutional Fellow of Open Association of Research Society” (IFOARS).

The “FARSC” is a dignified title which is accorded to a person’s name viz. Dr. John E. Hall, Ph.D., FARSC or William Walldroff, M.S., FARSC.

The IFOARS institution is entitled to form a Board comprised of one Chairperson and three to five board members preferably from different streams. The Board will be recognized as “Institutional Board of Open Association of Research Society”-(IBOARS).

The Institute will be entitled to following benefits:

The IBOARS can initially review research papers of their institute and recommend them to publish with respective journal of Global Journals. It can also review the papers of other institutions after obtaining our consent. The second review will be done by peer reviewer of Global Journals Incorporation (USA)
The Board is at liberty to appoint a peer reviewer with the approval of chairperson after consulting us.
The author fees of such paper may be waived off up to 40%.



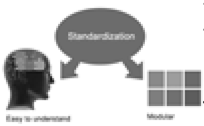
The Global Journals Incorporation (USA) at its discretion can also refer double blind peer reviewed paper at their end to the board for the verification and to get recommendation for final stage of acceptance of publication.

The IBOARS can organize symposium/seminar/conference in their country on behalf of Global Journals Incorporation (USA)-OARS (USA). The terms and conditions can be discussed separately.

The Board can also play vital role by exploring and giving valuable suggestions regarding the Standards of “Open Association of Research Society, U.S.A (OARS)” so that proper amendment can take place for the benefit of entire research community. We shall provide details of particular standard only on receipt of request from the Board.

The board members can also join us as Individual Fellow with 40% discount on total fees applicable to Individual Fellow. They will be entitled to avail all the benefits as declared. Please visit Individual Fellow-sub menu of GlobalJournals.org to have more relevant details.

We shall provide you intimation regarding launching of e-version of journal of your stream time to time. This may be utilized in your library for the enrichment of knowledge of your students as well as it can also be helpful for the concerned faculty members.



After nomination of your institution as “Institutional Fellow” and constantly functioning successfully for one year, we can consider giving recognition to your institute to function as Regional/Zonal office on our behalf.
The board can also take up the additional allied activities for betterment after our consultation.

The following entitlements are applicable to individual Fellows:

Open Association of Research Society, U.S.A (OARS) By-laws states that an individual Fellow may use the designations as applicable, or the corresponding initials. The Credentials of individual Fellow and Associate designations signify that the individual has gained knowledge of the fundamental concepts. One is magnanimous and proficient in an expertise course covering the professional code of conduct, and follows recognized standards of practice.

Open Association of Research Society (US)/ Global Journals Incorporation (USA), as described in Corporate Statements, are educational, research publishing and professional membership organizations. Achieving our individual Fellow or Associate status is based mainly on meeting stated educational research requirements.

Disbursement of 40% Royalty earned through Global Journals : Researcher = 50%, Peer Reviewer = 37.50%, Institution = 12.50% E.g. Out of 40%, the 20% benefit should be passed on to researcher, 15 % benefit towards remuneration should be given to a reviewer and remaining 5% is to be retained by the institution.

We shall provide print version of 12 issues of any three journals [as per your requirement] out of our 38 journals worth $ 2376 USD.

Other:

The individual Fellow and Associate designations accredited by Open Association of Research Society (US) credentials signify guarantees following achievements:

- The professional accredited with Fellow honor, is entitled to various benefits viz. name, fame, honor, regular flow of income, secured bright future, social status etc.

- In addition to above, if one is single author, then entitled to 40% discount on publishing research paper and can get 10%discount if one is co-author or main author among group of authors.
- The Fellow can organize symposium/seminar/conference on behalf of Global Journals Incorporation (USA) and he/she can also attend the same organized by other institutes on behalf of Global Journals.
- The Fellow can become member of Editorial Board Member after completing 3yrs.
- The Fellow can earn 60% of sales proceeds from the sale of reference/review books/literature/publishing of research paper.
- Fellow can also join as paid peer reviewer and earn 15% remuneration of author charges and can also get an opportunity to join as member of the Editorial Board of Global Journals Incorporation (USA)
- • This individual has learned the basic methods of applying those concepts and techniques to common challenging situations. This individual has further demonstrated an in–depth understanding of the application of suitable techniques to a particular area of research practice.

Note :

"

- In future, if the board feels the necessity to change any board member, the same can be done with the consent of the chairperson along with anyone board member without our approval.
- In case, the chairperson needs to be replaced then consent of 2/3rd board members are required and they are also required to jointly pass the resolution copy of which should be sent to us. In such case, it will be compulsory to obtain our approval before replacement.
- In case of "Difference of Opinion [if any]" among the Board members, our decision will be final and binding to everyone. "

Preferred Author Guidelines

We accept the manuscript submissions in any standard (generic) format.

We typeset manuscripts using advanced typesetting tools like Adobe In Design, CorelDraw, TeXnicCenter, and TeXStudio. We usually recommend authors submit their research using any standard format they are comfortable with, and let Global Journals do the rest.

Alternatively, you can download our basic template from https://globaljournals.org/Template.zip

Authors should submit their complete paper/article, including text illustrations, graphics, conclusions, artwork, and tables. Authors who are not able to submit manuscript using the form above can email the manuscript department at submit@globaljournals.org or get in touch with chiefeditor@globaljournals.org if they wish to send the abstract before submission.

Before and during Submission

Authors must ensure the information provided during the submission of a paper is authentic. Please go through the following checklist before submitting:

1. Authors must go through the complete author guideline and understand and *agree to Global Journals' ethics and code of conduct,* along with author responsibilities.
2. Authors must accept the privacy policy, terms, and conditions of Global Journals.
3. Ensure corresponding author's email address and postal address are accurate and reachable.
4. Manuscript to be submitted must include keywords, an abstract, a paper title, co-author(s') names and details (email address, name, phone number, and institution), figures and illustrations in vector format including appropriate captions, tables, including titles and footnotes, a conclusion, results, acknowledgments and references.
5. Authors should submit paper in a ZIP archive if any supplementary files are required along with the paper.
6. Proper permissions must be acquired for the use of any copyrighted material.
7. Manuscript submitted *must not have been submitted or published elsewhere* and all authors must be aware of the submission.

Declaration of Conflicts of Interest

It is required for authors to declare all financial, institutional, and personal relationships with other individuals and organizations that could influence (bias) their research.

Policy on Plagiarism

Plagiarism is not acceptable in Global Journals submissions at all.

Plagiarized content will not be considered for publication. We reserve the right to inform authors' institutions about plagiarism detected either before or after publication. If plagiarism is identified, we will follow COPE guidelines:

Authors are solely responsible for all the plagiarism that is found. The author must not fabricate, falsify or plagiarize existing research data. The following, if copied, will be considered plagiarism:

- Words (language)
- Ideas
- Findings
- Writings
- Diagrams
- Graphs
- Illustrations
- Lectures

- Printed material
- Graphic representations
- Computer programs
- Electronic material
- Any other original work

Authorship Policies

Global Journals follows the definition of authorship set up by the Open Association of Research Society, USA. According to its guidelines, authorship criteria must be based on:

1. Substantial contributions to the conception and acquisition of data, analysis, and interpretation of findings.
2. Drafting the paper and revising it critically regarding important academic content.
3. Final approval of the version of the paper to be published.

Changes in Authorship

The corresponding author should mention the name and complete details of all co-authors during submission and in manuscript. We support addition, rearrangement, manipulation, and deletions in authors list till the early view publication of the journal. We expect that corresponding author will notify all co-authors of submission. We follow COPE guidelines for changes in authorship.

Copyright

During submission of the manuscript, the author is confirming an exclusive license agreement with Global Journals which gives Global Journals the authority to reproduce, reuse, and republish authors' research. We also believe in flexible copyright terms where copyright may remain with authors/employers/institutions as well. Contact your editor after acceptance to choose your copyright policy. You may follow this form for copyright transfers.

Appealing Decisions

Unless specified in the notification, the Editorial Board's decision on publication of the paper is final and cannot be appealed before making the major change in the manuscript.

Acknowledgments

Contributors to the research other than authors credited should be mentioned in Acknowledgments. The source of funding for the research can be included. Suppliers of resources may be mentioned along with their addresses.

Declaration of funding sources

Global Journals is in partnership with various universities, laboratories, and other institutions worldwide in the research domain. Authors are requested to disclose their source of funding during every stage of their research, such as making analysis, performing laboratory operations, computing data, and using institutional resources, from writing an article to its submission. This will also help authors to get reimbursements by requesting an open access publication letter from Global Journals and submitting to the respective funding source.

Preparing your Manuscript

Authors can submit papers and articles in an acceptable file format: MS Word (doc, docx), LaTeX (.tex, .zip or .rar including all of your files), Adobe PDF (.pdf), rich text format (.rtf), simple text document (.txt), Open Document Text (.odt), and Apple Pages (.pages). Our professional layout editors will format the entire paper according to our official guidelines. This is one of the highlights of publishing with Global Journals—authors should not be concerned about the formatting of their paper. Global Journals accepts articles and manuscripts in every major language, be it Spanish, Chinese, Japanese, Portuguese, Russian, French, German, Dutch, Italian, Greek, or any other national language, but the title, subtitle, and abstract should be in English. This will facilitate indexing and the pre-peer review process.

The following is the official style and template developed for publication of a research paper. Authors are not required to follow this style during the submission of the paper. It is just for reference purposes.

Manuscript Style Instruction (Optional)

- Microsoft Word Document Setting Instructions.
- Font type of all text should be Swis721 Lt BT.
- Page size: 8.27" x 11'", left margin: 0.65, right margin: 0.65, bottom margin: 0.75.
- Paper title should be in one column of font size 24.
- Author name in font size of 11 in one column.
- Abstract: font size 9 with the word "Abstract" in bold italics.
- Main text: font size 10 with two justified columns.
- Two columns with equal column width of 3.38 and spacing of 0.2.
- First character must be three lines drop-capped.
- The paragraph before spacing of 1 pt and after of 0 pt.
- Line spacing of 1 pt.
- Large images must be in one column.
- The names of first main headings (Heading 1) must be in Roman font, capital letters, and font size of 10.
- The names of second main headings (Heading 2) must not include numbers and must be in italics with a font size of 10.

Structure and Format of Manuscript

The recommended size of an original research paper is under 15,000 words and review papers under 7,000 words. Research articles should be less than 10,000 words. Research papers are usually longer than review papers. Review papers are reports of significant research (typically less than 7,000 words, including tables, figures, and references)

A research paper must include:

a) A title which should be relevant to the theme of the paper.
b) A summary, known as an abstract (less than 150 words), containing the major results and conclusions.
c) Up to 10 keywords that precisely identify the paper's subject, purpose, and focus.
d) An introduction, giving fundamental background objectives.
e) Resources and techniques with sufficient complete experimental details (wherever possible by reference) to permit repetition, sources of information must be given, and numerical methods must be specified by reference.
f) Results which should be presented concisely by well-designed tables and figures.
g) Suitable statistical data should also be given.
h) All data must have been gathered with attention to numerical detail in the planning stage.

Design has been recognized to be essential to experiments for a considerable time, and the editor has decided that any paper that appears not to have adequate numerical treatments of the data will be returned unrefereed.

i) Discussion should cover implications and consequences and not just recapitulate the results; conclusions should also be summarized.
j) There should be brief acknowledgments.
k) There ought to be references in the conventional format. Global Journals recommends APA format.

Authors should carefully consider the preparation of papers to ensure that they communicate effectively. Papers are much more likely to be accepted if they are carefully designed and laid out, contain few or no errors, are summarizing, and follow instructions. They will also be published with much fewer delays than those that require much technical and editorial correction.

The Editorial Board reserves the right to make literary corrections and suggestions to improve brevity.

Format Structure

It is necessary that authors take care in submitting a manuscript that is written in simple language and adheres to published guidelines.

All manuscripts submitted to Global Journals should include:

Title

The title page must carry an informative title that reflects the content, a running title (less than 45 characters together with spaces), names of the authors and co-authors, and the place(s) where the work was carried out.

Author details

The full postal address of any related author(s) must be specified.

Abstract

The abstract is the foundation of the research paper. It should be clear and concise and must contain the objective of the paper and inferences drawn. It is advised to not include big mathematical equations or complicated jargon.

Many researchers searching for information online will use search engines such as Google, Yahoo or others. By optimizing your paper for search engines, you will amplify the chance of someone finding it. In turn, this will make it more likely to be viewed and cited in further works. Global Journals has compiled these guidelines to facilitate you to maximize the web-friendliness of the most public part of your paper.

Keywords

A major lynchpin of research work for the writing of research papers is the keyword search, which one will employ to find both library and internet resources. Up to eleven keywords or very brief phrases have to be given to help data retrieval, mining, and indexing.

One must be persistent and creative in using keywords. An effective keyword search requires a strategy: planning of a list of possible keywords and phrases to try.

Choice of the main keywords is the first tool of writing a research paper. Research paper writing is an art. Keyword search should be as strategic as possible.

One should start brainstorming lists of potential keywords before even beginning searching. Think about the most important concepts related to research work. Ask, "What words would a source have to include to be truly valuable in a research paper?" Then consider synonyms for the important words.

It may take the discovery of only one important paper to steer in the right keyword direction because, in most databases, the keywords under which a research paper is abstracted are listed with the paper.

Numerical Methods

Numerical methods used should be transparent and, where appropriate, supported by references.

Abbreviations

Authors must list all the abbreviations used in the paper at the end of the paper or in a separate table before using them.

Formulas and equations

Authors are advised to submit any mathematical equation using either MathJax, KaTeX, or LaTeX, or in a very high-quality image.

Tables, Figures, and Figure Legends

Tables: Tables should be cautiously designed, uncrowned, and include only essential data. Each must have an Arabic number, e.g., Table 4, a self-explanatory caption, and be on a separate sheet. Authors must submit tables in an editable format and not as images. References to these tables (if any) must be mentioned accurately.

Figures

Figures are supposed to be submitted as separate files. Always include a citation in the text for each figure using Arabic numbers, e.g., Fig. 4. Artwork must be submitted online in vector electronic form or by emailing it.

Preparation of Eletronic Figures for Publication

Although low-quality images are sufficient for review purposes, print publication requires high-quality images to prevent the final product being blurred or fuzzy. Submit (possibly by e-mail) EPS (line art) or TIFF (halftone/ photographs) files only. MS PowerPoint and Word Graphics are unsuitable for printed pictures. Avoid using pixel-oriented software. Scans (TIFF only) should have a resolution of at least 350 dpi (halftone) or 700 to 1100 dpi (line drawings). Please give the data for figures in black and white or submit a Color Work Agreement form. EPS files must be saved with fonts embedded (and with a TIFF preview, if possible).

For scanned images, the scanning resolution at final image size ought to be as follows to ensure good reproduction: line art: >650 dpi; halftones (including gel photographs): >350 dpi; figures containing both halftone and line images: >650 dpi.

Color charges: Authors are advised to pay the full cost for the reproduction of their color artwork. Hence, please note that if there is color artwork in your manuscript when it is accepted for publication, we would require you to complete and return a Color Work Agreement form before your paper can be published. Also, you can email your editor to remove the color fee after acceptance of the paper.

Tips for writing a good quality Social Science Research Paper

Techniques for writing a good quality homan social science research paper:

1. Choosing the topic: In most cases, the topic is selected by the interests of the author, but it can also be suggested by the guides. You can have several topics, and then judge which you are most comfortable with. This may be done by asking several questions of yourself, like "Will I be able to carry out a search in this area? Will I find all necessary resources to accomplish the search? Will I be able to find all information in this field area?" If the answer to this type of question is "yes," then you ought to choose that topic. In most cases, you may have to conduct surveys and visit several places. Also, you might have to do a lot of work to find all the rises and falls of the various data on that subject. Sometimes, detailed information plays a vital role, instead of short information. Evaluators are human: The first thing to remember is that evaluators are also human beings. They are not only meant for rejecting a paper. They are here to evaluate your paper. So present your best aspect.

2. Think like evaluators: If you are in confusion or getting demotivated because your paper may not be accepted by the evaluators, then think, and try to evaluate your paper like an evaluator. Try to understand what an evaluator wants in your research paper, and you will automatically have your answer. Make blueprints of paper: The outline is the plan or framework that will help you to arrange your thoughts. It will make your paper logical. But remember that all points of your outline must be related to the topic you have chosen.

3. Ask your guides: If you are having any difficulty with your research, then do not hesitate to share your difficulty with your guide (if you have one). They will surely help you out and resolve your doubts. If you can't clarify what exactly you require for your work, then ask your supervisor to help you with an alternative. He or she might also provide you with a list of essential readings.

4. Use of computer is recommended: As you are doing research in the field of homan social science then this point is quite obvious. Use right software: Always use good quality software packages. If you are not capable of judging good software, then you can lose the quality of your paper unknowingly. There are various programs available to help you which you can get through the internet.

5. Use the internet for help: An excellent start for your paper is using Google. It is a wondrous search engine, where you can have your doubts resolved. You may also read some answers for the frequent question of how to write your research paper or find a model research paper. You can download books from the internet. If you have all the required books, place importance on reading, selecting, and analyzing the specified information. Then sketch out your research paper. Use big pictures: You may use encyclopedias like Wikipedia to get pictures with the best resolution. At Global Journals, you should strictly follow here.

6. Bookmarks are useful: When you read any book or magazine, you generally use bookmarks, right? It is a good habit which helps to not lose your continuity. You should always use bookmarks while searching on the internet also, which will make your search easier.

7. Revise what you wrote: When you write anything, always read it, summarize it, and then finalize it.

8. Make every effort: Make every effort to mention what you are going to write in your paper. That means always have a good start. Try to mention everything in the introduction—what is the need for a particular research paper. Polish your work with good writing skills and always give an evaluator what he wants. Make backups: When you are going to do any important thing like making a research paper, you should always have backup copies of it either on your computer or on paper. This protects you from losing any portion of your important data.

9. Produce good diagrams of your own: Always try to include good charts or diagrams in your paper to improve quality. Using several unnecessary diagrams will degrade the quality of your paper by creating a hodgepodge. So always try to include diagrams which were made by you to improve the readability of your paper. Use of direct quotes: When you do research relevant to literature, history, or current affairs, then use of quotes becomes essential, but if the study is relevant to science, use of quotes is not preferable.

10. Use proper verb tense: Use proper verb tenses in your paper. Use past tense to present those events that have happened. Use present tense to indicate events that are going on. Use future tense to indicate events that will happen in the future. Use of wrong tenses will confuse the evaluator. Avoid sentences that are incomplete.

11. Pick a good study spot: Always try to pick a spot for your research which is quiet. Not every spot is good for studying.

12. Know what you know: Always try to know what you know by making objectives, otherwise you will be confused and unable to achieve your target.

13. Use good grammar: Always use good grammar and words that will have a positive impact on the evaluator; use of good vocabulary does not mean using tough words which the evaluator has to find in a dictionary. Do not fragment sentences. Eliminate one-word sentences. Do not ever use a big word when a smaller one would suffice.

Verbs have to be in agreement with their subjects. In a research paper, do not start sentences with conjunctions or finish them with prepositions. When writing formally, it is advisable to never split an infinitive because someone will (wrongly) complain. Avoid clichés like a disease. Always shun irritating alliteration. Use language which is simple and straightforward. Put together a neat summary.

14. Arrangement of information: Each section of the main body should start with an opening sentence, and there should be a changeover at the end of the section. Give only valid and powerful arguments for your topic. You may also maintain your arguments with records.

15. Never start at the last minute: Always allow enough time for research work. Leaving everything to the last minute will degrade your paper and spoil your work.

16. Multitasking in research is not good: Doing several things at the same time is a bad habit in the case of research activity. Research is an area where everything has a particular time slot. Divide your research work into parts, and do a particular part in a particular time slot.

17. Never copy others' work: Never copy others' work and give it your name because if the evaluator has seen it anywhere, you will be in trouble. Take proper rest and food: No matter how many hours you spend on your research activity, if you are not taking care of your health, then all your efforts will have been in vain. For quality research, take proper rest and food.

18. Go to seminars: Attend seminars if the topic is relevant to your research area. Utilize all your resources.
Refresh your mind after intervals: Try to give your mind a rest by listening to soft music or sleeping in intervals. This will also improve your memory. Acquire colleagues: Always try to acquire colleagues. No matter how sharp you are, if you acquire colleagues, they can give you ideas which will be helpful to your research.

19. Think technically: Always think technically. If anything happens, search for its reasons, benefits, and demerits. Think and then print: When you go to print your paper, check that tables are not split, headings are not detached from their descriptions, and page sequence is maintained.

20. Adding unnecessary information: Do not add unnecessary information like "I have used MS Excel to draw graphs." Irrelevant and inappropriate material is superfluous. Foreign terminology and phrases are not apropos. One should never take a broad view. Analogy is like feathers on a snake. Use words properly, regardless of how others use them. Remove quotations. Puns are for kids, not grunt readers. Never oversimplify: When adding material to your research paper, never go for oversimplification; this will definitely irritate the evaluator. Be specific. Never use rhythmic redundancies. Contractions shouldn't be used in a research paper. Comparisons are as terrible as clichés. Give up ampersands, abbreviations, and so on. Remove commas that are not necessary. Parenthetical words should be between brackets or commas. Understatement is always the best way to put forward earth-shaking thoughts. Give a detailed literary review.

21. Report concluded results: Use concluded results. From raw data, filter the results, and then conclude your studies based on measurements and observations taken. An appropriate number of decimal places should be used. Parenthetical remarks are prohibited here. Proofread carefully at the final stage. At the end, give an outline to your arguments. Spot perspectives of further study of the subject. Justify your conclusion at the bottom sufficiently, which will probably include examples.

22. Upon conclusion: Once you have concluded your research, the next most important step is to present your findings. Presentation is extremely important as it is the definite medium though which your research is going to be in print for the rest of the crowd. Care should be taken to categorize your thoughts well and present them in a logical and neat manner. A good quality research paper format is essential because it serves to highlight your research paper and bring to light all necessary aspects of your research.

.

Informal Guidelines of Research Paper Writing

Key points to remember:

- Submit all work in its final form.
- Write your paper in the form which is presented in the guidelines using the template.
- Please note the criteria peer reviewers will use for grading the final paper.

Final points:

One purpose of organizing a research paper is to let people interpret your efforts selectively. The journal requires the following sections, submitted in the order listed, with each section starting on a new page:

The introduction: This will be compiled from reference matter and reflect the design processes or outline of basis that directed you to make a study. As you carry out the process of study, the method and process section will be constructed like that. The results segment will show related statistics in nearly sequential order and direct reviewers to similar intellectual paths throughout the data that you gathered to carry out your study.

The discussion section:

This will provide understanding of the data and projections as to the implications of the results. The use of good quality references throughout the paper will give the effort trustworthiness by representing an alertness to prior workings.

Writing a research paper is not an easy job, no matter how trouble-free the actual research or concept. Practice, excellent preparation, and controlled record-keeping are the only means to make straightforward progression.

General style:

Specific editorial column necessities for compliance of a manuscript will always take over from directions in these general guidelines.

To make a paper clear: Adhere to recommended page limits.

Mistakes to avoid:

- Insertion of a title at the foot of a page with subsequent text on the next page.
- Separating a table, chart, or figure—confine each to a single page.
- Submitting a manuscript with pages out of sequence.
- In every section of your document, use standard writing style, including articles ("a" and "the").
- Keep paying attention to the topic of the paper.
- Use paragraphs to split each significant point (excluding the abstract).
- Align the primary line of each section.
- Present your points in sound order.
- Use present tense to report well-accepted matters.
- Use past tense to describe specific results.
- Do not use familiar wording; don't address the reviewer directly. Don't use slang or superlatives.
- Avoid use of extra pictures—include only those figures essential to presenting results.

Title page:

Choose a revealing title. It should be short and include the name(s) and address(es) of all authors. It should not have acronyms or abbreviations or exceed two printed lines.

Abstract: This summary should be two hundred words or less. It should clearly and briefly explain the key findings reported in the manuscript and must have precise statistics. It should not have acronyms or abbreviations. It should be logical in itself. Do not cite references at this point.

An abstract is a brief, distinct paragraph summary of finished work or work in development. In a minute or less, a reviewer can be taught the foundation behind the study, common approaches to the problem, relevant results, and significant conclusions or new questions.

Write your summary when your paper is completed because how can you write the summary of anything which is not yet written? Wealth of terminology is very essential in abstract. Use comprehensive sentences, and do not sacrifice readability for brevity; you can maintain it succinctly by phrasing sentences so that they provide more than a lone rationale. The author can at this moment go straight to shortening the outcome. Sum up the study with the subsequent elements in any summary. Try to limit the initial two items to no more than one line each.

Reason for writing the article—theory, overall issue, purpose.

- Fundamental goal.
- To-the-point depiction of the research.
- Consequences, including definite statistics—if the consequences are quantitative in nature, account for this; results of any numerical analysis should be reported. Significant conclusions or questions that emerge from the research.

Approach:

- o Single section and succinct.
- o An outline of the job done is always written in past tense.
- o Concentrate on shortening results—limit background information to a verdict or two.
- o Exact spelling, clarity of sentences and phrases, and appropriate reporting of quantities (proper units, important statistics) are just as significant in an abstract as they are anywhere else.

Introduction:

The introduction should "introduce" the manuscript. The reviewer should be presented with sufficient background information to be capable of comprehending and calculating the purpose of your study without having to refer to other works. The basis for the study should be offered. Give the most important references, but avoid making a comprehensive appraisal of the topic. Describe the problem visibly. If the problem is not acknowledged in a logical, reasonable way, the reviewer will give no attention to your results. Speak in common terms about techniques used to explain the problem, if needed, but do not present any particulars about the protocols here.

The following approach can create a valuable beginning:

- Explain the value (significance) of the study.
- Defend the model—why did you employ this particular system or method? What is its compensation? Remark upon its appropriateness from an abstract point of view as well as pointing out sensible reasons for using it.
- Present a justification. State your particular theory(-ies) or aim(s), and describe the logic that led you to choose them.
- Briefly explain the study's tentative purpose and how it meets the declared objectives.

Approach:

Use past tense except for when referring to recognized facts. After all, the manuscript will be submitted after the entire job is done. Sort out your thoughts; manufacture one key point for every section. If you make the four points listed above, you will need at least four paragraphs. Present surrounding information only when it is necessary to support a situation. The reviewer does not desire to read everything you know about a topic. Shape the theory specifically—do not take a broad view.

As always, give awareness to spelling, simplicity, and correctness of sentences and phrases.

Procedures (methods and materials):

This part is supposed to be the easiest to carve if you have good skills. A soundly written procedures segment allows a capable scientist to replicate your results. Present precise information about your supplies. The suppliers and clarity of reagents can be helpful bits of information. Present methods in sequential order, but linked methodologies can be grouped as a segment. Be concise when relating the protocols. Attempt to give the least amount of information that would permit another capable scientist to replicate your outcome, but be cautious that vital information is integrated. The use of subheadings is suggested and ought to be synchronized with the results section.

When a technique is used that has been well-described in another section, mention the specific item describing the way, but draw the basic principle while stating the situation. The purpose is to show all particular resources and broad procedures so that another person may use some or all of the methods in one more study or referee the scientific value of your work. It is not to be a step-by-step report of the whole thing you did, nor is a methods section a set of orders.

Materials:

Materials may be reported in part of a section or else they may be recognized along with your measures.

Methods:

- Report the method and not the particulars of each process that engaged the same methodology.
- Describe the method entirely.
- To be succinct, present methods under headings dedicated to specific dealings or groups of measures.
- Simplify—detail how procedures were completed, not how they were performed on a particular day.
- If well-known procedures were used, account for the procedure by name, possibly with a reference, and that's all.

Approach:

It is embarrassing to use vigorous voice when documenting methods without using first person, which would focus the reviewer's interest on the researcher rather than the job. As a result, when writing up the methods, most authors use third person passive voice.

Use standard style in this and every other part of the paper—avoid familiar lists, and use full sentences.

What to keep away from:

- Resources and methods are not a set of information.
- Skip all descriptive information and surroundings—save it for the argument.
- Leave out information that is immaterial to a third party.

Results:

The principle of a results segment is to present and demonstrate your conclusion. Create this part as entirely objective details of the outcome, and save all understanding for the discussion.

The page length of this segment is set by the sum and types of data to be reported. Use statistics and tables, if suitable, to present consequences most efficiently.

You must clearly differentiate material which would usually be incorporated in a study editorial from any unprocessed data or additional appendix matter that would not be available. In fact, such matters should not be submitted at all except if requested by the instructor.

Content:

- Sum up your conclusions in text and demonstrate them, if suitable, with figures and tables.
- In the manuscript, explain each of your consequences, and point the reader to remarks that are most appropriate.
- Present a background, such as by describing the question that was addressed by creation of an exacting study.
- Explain results of control experiments and give remarks that are not accessible in a prescribed figure or table, if appropriate.
- Examine your data, then prepare the analyzed (transformed) data in the form of a figure (graph), table, or manuscript.

What to stay away from:

- Do not discuss or infer your outcome, report surrounding information, or try to explain anything.
- Do not include raw data or intermediate calculations in a research manuscript.
- Do not present similar data more than once.
- A manuscript should complement any figures or tables, not duplicate information.
- Never confuse figures with tables—there is a difference.

Approach:

As always, use past tense when you submit your results, and put the whole thing in a reasonable order.

Put figures and tables, appropriately numbered, in order at the end of the report.

If you desire, you may place your figures and tables properly within the text of your results section.

Figures and tables:

If you put figures and tables at the end of some details, make certain that they are visibly distinguished from any attached appendix materials, such as raw facts. Whatever the position, each table must be titled, numbered one after the other, and include a heading. All figures and tables must be divided from the text.

Discussion:

The discussion is expected to be the trickiest segment to write. A lot of papers submitted to the journal are discarded based on problems with the discussion. There is no rule for how long an argument should be.

Position your understanding of the outcome visibly to lead the reviewer through your conclusions, and then finish the paper with a summing up of the implications of the study. The purpose here is to offer an understanding of your results and support all of your conclusions, using facts from your research and generally accepted information, if suitable. The implication of results should be fully described.

Infer your data in the conversation in suitable depth. This means that when you clarify an observable fact, you must explain mechanisms that may account for the observation. If your results vary from your prospect, make clear why that may have happened. If your results agree, then explain the theory that the proof supported. It is never suitable to just state that the data approved the prospect, and let it drop at that. Make a decision as to whether each premise is supported or discarded or if you cannot make a conclusion with assurance. Do not just dismiss a study or part of a study as "uncertain."

Research papers are not acknowledged if the work is imperfect. Draw what conclusions you can based upon the results that you have, and take care of the study as a finished work.

- You may propose future guidelines, such as how an experiment might be personalized to accomplish a new idea.
- Give details of all of your remarks as much as possible, focusing on mechanisms.
- Make a decision as to whether the tentative design sufficiently addressed the theory and whether or not it was correctly restricted. Try to present substitute explanations if they are sensible alternatives.
- One piece of research will not counter an overall question, so maintain the large picture in mind. Where do you go next? The best studies unlock new avenues of study. What questions remain?
- Recommendations for detailed papers will offer supplementary suggestions.

Approach:

When you refer to information, differentiate data generated by your own studies from other available information. Present work done by specific persons (including you) in past tense.

Describe generally acknowledged facts and main beliefs in present tense.

The Administration Rules

Administration Rules to Be Strictly Followed before Submitting Your Research Paper to Global Journals Inc.

Please read the following rules and regulations carefully before submitting your research paper to Global Journals Inc. to avoid rejection.

Segment draft and final research paper: You have to strictly follow the template of a research paper, failing which your paper may get rejected. You are expected to write each part of the paper wholly on your own. The peer reviewers need to identify your own perspective of the concepts in your own terms. Please do not extract straight from any other source, and do not rephrase someone else's analysis. Do not allow anyone else to proofread your manuscript.

Written material: You may discuss this with your guides and key sources. Do not copy anyone else's paper, even if this is only imitation, otherwise it will be rejected on the grounds of plagiarism, which is illegal. Various methods to avoid plagiarism are strictly applied by us to every paper, and, if found guilty, you may be blacklisted, which could affect your career adversely. To guard yourself and others from possible illegal use, please do not permit anyone to use or even read your paper and file.

Criterion for Grading a Research Paper (Compilation) by Global Journals

Please note that following table is only a Grading of "Paper Compilation" and not on "Performed/Stated Research" whose grading solely depends on Individual Assigned Peer Reviewer and Editorial Board Member. These can be available only on request and after decision of Paper. This report will be the property of Global Journals

Topics	Grades		
	A-B	**C-D**	**E-F**
Abstract	Clear and concise with appropriate content, Correct format. 200 words or below	Unclear summary and no specific data, Incorrect form Above 200 words	No specific data with ambiguous information Above 250 words
Introduction	Containing all background details with clear goal and appropriate details, flow specification, no grammar and spelling mistake, well organized sentence and paragraph, reference cited	Unclear and confusing data, appropriate format, grammar and spelling errors with unorganized matter	Out of place depth and content, hazy format
Methods and Procedures	Clear and to the point with well arranged paragraph, precision and accuracy of facts and figures, well organized subheads	Difficult to comprehend with embarrassed text, too much explanation but completed	Incorrect and unorganized structure with hazy meaning
Result	Well organized, Clear and specific, Correct units with precision, correct data, well structuring of paragraph, no grammar and spelling mistake	Complete and embarrassed text, difficult to comprehend	Irregular format with wrong facts and figures
Discussion	Well organized, meaningful specification, sound conclusion, logical and concise explanation, highly structured paragraph reference cited	Wordy, unclear conclusion, spurious	Conclusion is not cited, unorganized, difficult to comprehend
References	Complete and correct format, well organized	Beside the point, Incomplete	Wrong format and structuring

INDEX

A

Accreditation · 30

C

Coherence · 11, 18
Collegially · 36
Complexity · 26
Concretizing · 35
Criterion · 29

E

Emancipator · 36
Enshrined · 3, 35
Excision · 9, 13

G

Granularity · 15, 22

I

Infibulation · 13
Intercession · 11

L

Legitimacy · 2, 18, 19, 21

M

Marginalised · 19
Modicum · 35

O

Obstetrics · 29

P

Penetration · 5, 6, 7
Predilection · 38
Proclamation · 34, 40

R

Regrettably · 40, 43

S

Succinctly · 19

T

Therapeutic · 26

save our planet

Global Journal of Human Social Science

Visit us on the Web at www.GlobalJournals.org | www.SocialScienceResearch.org
or email us at helpdesk@globaljournals.org

ISSN 975587