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## Guidelines for Authors

### ❏ Manuscript Preparation Guidelines

#### Manuscript /Article file format and basic structure

A file should process preferably using Microsoft Office applications (word, power point, excel) in English and the main file should be saved as .doc/.docx format. **Times New Roman, 11 font size should be used to prepare the manuscript body text throughout with [single] spacing except otherwise mentioned.** Article should be typed on one side of A<sub>4</sub> sized paper having margins of at least 25 mm around. The article should be divided into clearly defined sections such as I. Introduction, II. Materials and Methods, III. Results and Discussion, IV. Conclusion etc. The manuscript must have segments and or sub-sections as 'Abstract', 'Introduction', 'Materials and Method', 'Results and Discussion', 'Summary/Conclusion', 'Acknowledgements' and 'References'. Manuscript should be spell-checked and grammar-checked properly. A manuscript should be limited to 10 pages; but it could be maximum of 15 pages if necessary.

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## First Page and Title

The first page of a manuscript should contain the (a) **Title (Times New Roman, 14 font size with bold)**, full name of the (b) **Author and Co-authors (Times New Roman, 13 font size)** along with the (c) **affiliation/postal address** of institution (**Times New Roman, 12 font size**) where the work was carried out. The (d) **email of corresponding author** should be mentioned (**Times New Roman, 11 font size & email id in italic form**). Also, provide corresponding author phone or mobile number in affiliation section. Email address of each author is preferable. Title should be concise and informative as titles are often used in information-retrieval systems and represent scientific findings of an article. A title should be understandable to non-specialist readers; it should not be more than three simplified and short lines.

## Abstract and Keywords

A concise and factual **Abstract (Times New Roman, 11 font size & in italic form)** is required (maximum length 1250 words if necessary, but preferably limited to 750 words only). The abstract should state clearly purpose/background of the research, the principal results and major conclusions; it should convey the concept to non-specialist readers. Also, non-standard or uncommon abbreviations should be avoided, if essential must be defined within the abstract first. An abstract is often presented separately from the article, so it must be able to stand alone. The authors should provide **5-7 keywords** below the abstract, these words should not be from title.

## Abbreviations

Non-standard and uncommon abbreviations should be defined clearly in parenthesis (brackets, dashes or commas) when it used first time in an article text. Avoid putting abbreviation definition in footer. Ensure consistency of abbreviation throughout the article.

## **Introduction**

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results. Only essential and related information should be presented systematically as if you are starting a story of science with adequate background and justification behind it.

## **Materials and Methods**

This segment should be brief but contain adequate details so that the work could be reproduced. It should include the materials used & studied, period of study, instruments used, procedures, chemicals and their sources, and related experimental details. Methods already published could be indicated by reference.

## **Results and Discussion (or Results / Discussion separately)**

Results should be clear and concise. This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate but not always. Avoid extensive citations and discussion of published literature.

## **Conclusion/Summary/Concluding Remarks/Findings**

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section and or the author could integrate it during discussion if suitable and justified. Manuscript should have preferably a relevant conclusion (**limit of 350**) and should reflect the importance and future scope.

## **Acknowledgements**

Place acknowledgements end of your article, including information on grants received, parties or personnel involved, before the references, in a separate section, and not as a footnote on the title page. List individuals who help you during your research work; be generous include people who helped you in laboratory, literature proofing, helped with data, English & grammar correction or any other assistance during your research.

## **Glossary (if necessary)**

Please supply, as a separate list, the definition of field specific terms used in an article of you.

## **Tables and Appendices**

Add tables in your text which are editable and not as images. Tables can be placed next to relevant page or in a separate page as necessary or even in separate page (s) at the end. Number tables consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters of 10 font size. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables and or figures do not duplicate results described elsewhere in the article.

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (1), Eq. (2), etc.; in a subsequent appendix, Eq. (1) and so on. Similarly for tables and figures: Table 1.; Figure 1., etc.

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Authors should ensure that each illustration has a caption. Supply captions separately, where necessary attached to the figure. A caption should comprise a brief title (not on the figure itself, unless very necessary) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

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Journal article, one author, accessed online

Ku, G. (2008). Learning to de-escalate: The effects of regret in escalation of commitment. *Organizational Behavior and Human Decision Processes* 105(2), 221-232. doi: [10.1016/j.obhdp.2007.08.002](https://doi.org/10.1016/j.obhdp.2007.08.002)

Journal article, two authors, accessed online

Sanchez, D. & King-Toler, E. (2007). Addressing disparities consultation and outreach strategies for university settings. *Consulting Psychology Journal: Practice and Research* 59(4), 286-295. doi: [10.1037/1065-9293.59.4.286](https://doi.org/10.1037/1065-9293.59.4.286)

Journal article, more than two authors, accessed online

Van Vugt, M., Hogan, R. & Kaiser, R. B. (2008). Leadership, followership, and evolution: Some lessons from the past. *American Psychologist*, 63(3), 182-196. doi:10.1037/0003-066X.63.3.182

Book

Frank, R. H. & Bernanke, B. (2007). *Principles of macro-economics* (3rd ed.). Boston, MA: McGraw-Hill/Irwin.

Edited book

Gibbs, J. T. & Huang, L. N. (Eds.). (2001). *Children of color: Psychological interventions with culturally diverse youth*. San Francisco, CA: Jossey-Bass.

Dissertation, accessed online

Young, R. F. (2007). *Crossing boundaries in urban ecology: Pathways to sustainable cities* (Doctoral dissertation). Available from ProQuest Dissertations & Theses database. (UMI No. 327681)

Essays or chapters in edited books

Hammond, K. R. & Adelman, L. (1986). Science, values and human judgment. In H. R. Arkes & K. R. Hammond (Eds.), *Judgment and decision*

making: An interdisciplinary reader (pp. 127-143). Cambridge, England: Cambridge University Press.

Technical and/or research reports, accessed online

Deming, D. & Dynarski, S. (2008). The lengthening of childhood (NBER Working Paper 14124). Cambridge, MA: National Bureau of Economic Research.

Retrieved July 21, 2008, from <http://www.nber.org/papers/w14124>.

Reference from proceedings and workshop

Wudiri, B. B. & Ftoba, I. O. (1992). Cereals in the Food Economy of Nigeria. In Proc. of Workshop on Recent Dev. in Cereal Prod. in Nigeria. Kaduna, 2-4 Sept. 1991. Organised by IITA Ibadan, Nigeria. pp: 13-32.

Saheed, S. M. (1992). Soil Survey: perspective and strategies for the 21st century. In J. A. Zinck, Editor, An International Workshop for Heads of National Soil Survey Organizations, ITC publication, No. 21, pp. 55-60, The Netherlands.

**NOTE:** Referencing is done as Publication Manual of the American Psychological Association [APA]. Read more and create APA style reference from here; these are additional external sources only for authors: <http://apareferencing.ukessays.com/> and authors can read more about APA from here: <https://www.library.cornell.edu/research/citation/apa>.

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- Manuscript image/graph/picture has sufficient resolution
- 5-7 Keywords
- All tables, including title, description and footnote
- All figure captions
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