



OPEN JOURNALS NIGERIA

STEPS TO GENERAL FORMATTING

Manuscript Page Setup

- Margin: Normal: (1,1,1,1)
- Gutter position: Left
- Line spacing: 1.5
- Paragraph: Indent (1 inch)
- Text align: Justify
- Paragraph (body) text size: 10
- Font type: Times New Roman
- Header, Footer, Page Number, Footnote: None (should be remove)

The manuscript should be in the order

- Title
- Abstract
- Keywords
- Introduction
- Background of Literature (*mandatory for Review articles*)
- Materials and Methods (*mandatory for Research articles*)
- Results (*mandatory for Research articles*)
- Discussion (*mandatory for Research articles*)
- Conclusion
- Conflict of Interest
- Acknowledgement
- References

How to Submit

- Before submitting, the author(s) should have paid the mandatory Handling Fee (N3,000 or \$10) and have the payment receipt (proof) scanned using the link below:
https://www.openjournalsnigeria.org.ng/journals/index.php/index/authors_contribution
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Manuscript Word Count

1. Total Article Word Count:

Your entire article including its Abstract, Introduction, Main body of the article, Conclusion and Reference List:

- a. **Should not** exceed Three Thousand (3,000) Words for Research Articles
- b. **Should not** exceed Four Thousand (4,000) Words for Review Articles

2. Title Word Count:

Your Article Title **should not** exceed Twenty (20) Words.

3. Abstract Word Count:

Your Abstract alone **should not** exceed Two Hundred and Fifty (250) Words.

FIRST PAGE: COVER LETTER

COVER LETTER FORMAT: Your cover letter should take the first page of your Manuscript

Designation/Full Names

Department Name
University Name
City, State.

Email

Phone Number
Day, Month, Year

The Chief Editor,
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Edo University Iyamho, Edo State, Nigeria.

Dear Editor,

Please find enclosed a manuscript titled: "**Title**" which I am submitting exclusively for your review and possible publication as an article in **Name of Journal**. I am sending this manuscript for review as it:

- State clearly the reason why your study is important and relevant to the journal's readership or field.
- State clearly the *questions your research answers*.
- State clearly the *methods* used.
- State clearly the *major* experimental results and overall findings.
- State clearly the *most important* conclusions that can be drawn from your research.
- A statement that the manuscript has not been published and is not under consideration for publication in any other journal
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As such this paper should be of interest to a broad readership including those interested in: [**what kind of research, topics, techniques etc**]. Knowledgeable external reviewers for this paper might include:

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Declaration:

1. I on behalf of the co-authors of this work, do hereby declare that this manuscript has not been submitted for review or published elsewhere and I (we) do agree to proceed with the OJN review process until Editorial decision is made
2. That I (we) acknowledge the journals' manuscript handling charges and publication fees and, willing to provide same.

Best regards,
Full Names
Highest Academic Qualification (Msc. | Phd.)
Signature

SECOND PAGE: ARTICLE

MANUSCRIPT FORMAT:

OPEN JOURNALS NIGERIA MANUSCRIPT FORMATTING GUIDELINE

(Title = Case: uppercase; font-size: 16; Align: Center; Line-spacing: 1 face: bold; Word count: 20)

***¹Yoruba, A. I., ²Hausa, C. I., & ³Igbo, R. C.**

(Authors = Case: sentence; font-size: 14; Align: Center; Line-spacing: 1; face: bold ;)

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**Corresponding Author Email: yoruba@uni.edu.ng Phone: +2348010000100*

(Authors Details = Case: sentence; font-size: 9; Align: Left; Line-spacing: 1.5)

ABSTRACT

A research papers' abstract should contain the following in 3-5 short sentences: (1) a brief introduction that reflects the justification of the research (2) a brief of the research methodology employed (3) a brief of the research findings (4) a brief recommendation and/or conclusion from the findings the research. Similarly, a review papers' abstract should contain the following in 3-5 short sentences: (1) a brief introduction to the subject of discuss (2) a brief of the review method employed (e.g., this article employs a - narrative, evidence or systematic review. The review data were obtained from xyz...) (3) a brief recommendation and/or conclusion from the review. The abstract should start on a new page after the cover letter page. It should not be more than 250 words. Abstracts must be in a single paragraph and should not be referenced, similarly, citations are now allowed in abstracts. The use of abbreviations should be minimized and spelt out when first used.

(Abstract= Case: sentence; font-size: 11; Align: justify; Line-spacing: 1.5; Word count: 250)

Keywords: Abstract should be followed by at least 6 keywords, provided by the authors and separated by a 'coma'. (e.g. academic papers, authors, free publication, journals, Nigeria, open access, research articles.)

(Keywords= Case: sentence; font-size: 10; Align: left; Line-spacing: 1.5; At least 5 keywords; arranged alphabetically)

SECTION HEADINGS (*Section Title= font size: 12; Case: Uppercase; Align: Left*)

A referenced introduction should set the work in context. The introduction should be kept to a minimum length and relevant to the research described. It should state the rationale, justifications and objectives of the research. Detailed descriptions of routine experimental procedures should be avoided.

- Aim and Objectives
- Purpose of Research
- Research Justification
- Hypothesis etc

should come under the introduction section as sub-sections.

SUB-SECTION HEADINGS (*Subsection Title= font size: 10; Case: Uppercase; Align: Left*)

Authors may use this Microsoft (MS) Word template by employing the relevant styles from the Styles and Formatting list (which is accessed from the Format menu). Care must be exercised in using the styles to obtain the desired format. To view which style is being used in any part of this document, place the cursor on the line and look in the style list.

Further Subsections (*Further subsection Title= font size: 10; Case: Sentence case; Align: Left*)

Authors are strongly encouraged to follow the principles of sound technical writing, as found in Ref. 1, for example. In addition, good English usage is essential. Authors whose native language is not English may wish to collaborate with a colleague whose English skills are more advanced. A spell checker can be helpful to discover misspelled words, but authors should also proofread their papers carefully prior to submission. Manuscripts that do not meet acceptable English standards or lack clarity may be rejected.

MATERIALS AND METHODS

Authors should provide sufficient experimental details to allow others to reproduce the findings presented, but where necessary, synthetic and bioassay protocols should refer to published procedures by literature citation of the original method and any later modifications used. Spectroscopic data for characterization of new compounds should be described in sufficient detail. Plants must be properly identified and authenticated by a taxonomist or experienced botanist and specimen must be deposited in recognized herbarium and voucher number must be stated. Where possible, supporting Information can be useful for presenting experimental details while limiting the size of the main document. This should be divided into subsections if several methods are described.

ETHICAL CONSIDERATION ON USE OF EXPERIMENTAL ANIMALS AND HUMAN SUBJECTS

Experiments involving the use of live animals must include a statement of approval by an ethical committee and certifying that such experiments were performed in accordance with all international guidelines and regulations. For experiments involving humans or tissue samples, a statement that informed consent was obtained from the subject or from the next of kin must be included.

RESULTS AND DISCUSSION

The Results and Discussion may be combined into a single section or presented separately. They may also be broken into subsections with short, informative headings. Authors should present their data in a clear and interpretative manner. Presentation of data should not be duplicated. Discussion should interpret the results and relate them to existing knowledge in the field (with relevant literature). Supporting information can be used if this help to make the result clearer. All results presented in tabular form or graphical form should be comprehensively described in this section.

TABLES

Table 3: The government integrated financial management information system can ensure accountability and transparency in government public fund management.

Responses	Frequency	Percentage
Agree	164	82
Disagree	36	18
Undecided	-	-
Total	200	100%

Source: Yoruba *et al.* (2014). *(when not from the study)*

(Tables= font size: 10; Case: Sentence; Align: Left; Tables should be in the center of the page)

Tables are numbered in the order in which they referred to. They should appear in the document in numerical order and as close as possible to their first reference in the text. It is preferable to have tables appear at the top or bottom of the page, if possible. Table captions are handled identically to those for figures, except that they appear above the table. See Table 1 for an example.

FIGURES

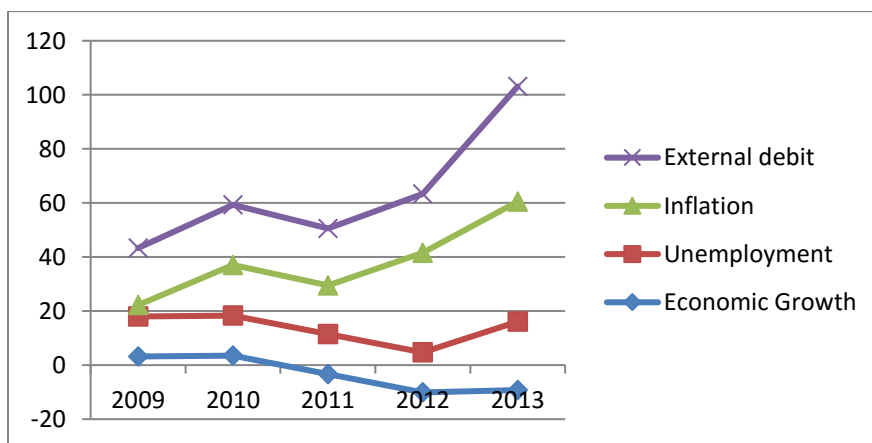


Figure 1: Economic Indicators 2009-2013

Source: Igbo *et al.* (2014). *(when not from the study)*

(Figure= font size: 10; Case: Sentence; Align: Center; Figures should be in the center of the page)

Figures are numbered in the order in which they are called out in the text. They should appear in the document in numerical order and as close as possible to their first reference in the text. It may be necessary to move figures or tables around to enhance readability

Figures, along with their captions, should be separated from the main text by 0.2 in and centered. Figure captions are centered below the figure or graph. Figure captions start with the abbreviation “Fig.” in front of the figure number, followed by a period, and the text in 10-pt font. See Fig. 1 for an example.

PARAGRAPH AND EQUATIONS

The paragraphs should be in INDENT style i.e indentation at the beginning of every new paragraph except the first paragraph after a heading (1/2 inch). A colon is inserted before an equation is presented, but there is no punctuation following the equation. All equations are numbered and referred to in the text solely by a number enclosed in a round bracket (i.e., (3) reads as "equation 3"). Ensure that any miscellaneous numbering system you use in your paper cannot be confused with a reference [4] or an equation (3) designation. Page Numbering and Foot notes are not acceptable.

$$2a = \frac{(b+1)}{3c} \quad (3)$$

CONCLUSION

Authors should state their conclusions or the significance of their findings following the discussion of results. Conclusions should also be summarized in the abstract in order to place the authors’ research in proper perspective.

CONFLICT-OF-INTEREST DISCLOSURE

A statement describing any financial conflicts of interest or lack thereof is published with each manuscript. During the submission process, the corresponding author must provide this statement on behalf of all authors of the manuscript.

ACKNOWLEDGEMENTS

Funding body and all those who assisted in the work but may not qualify as an author should be acknowledged.

REFERENCES

References should be indicated by giving (in parentheses) the author’s name followed by the date of the paper or book; or with the date in parentheses, as suggested by Yuksel (2015)’. In the text, use the form Brunero *et al.* (2015) where there are more than one author and (Yuksel, 2015; Maxwell and Jame, 2015; Brunero *et al.*, 2015) where several authors in different publication holds the same opinion. In all, you must list all authors in the reference section. References should be listed, as follows, in one alphabetical sequence at the end of the text.

OJN Referencing and Citation:

OJN is very specific with its Referencing and Citation style. Please note that total compliance is mandatory.

OJN adopts the [APA Reference style](#) with emphasis on the following:

1. Name of Journals in reference list **must be** spelt in full and italicized. E.g. *Open Journal of Bioscience Research* Not **Open J. Biosci. Res.**
2. OJN **will not** accept purely URL Links or Webpage or Website address as sole reference. E.g. Sun News (2018). IGP okays independent inspection of SARS' cells. Retrieved on 1st May, 2018 from: <http://sunnewsonline.com/igp-okays-independent-inspection-of-sars-cells/>
3. All Journals **must have** Volume, Issue and Page Numbers specified. E.g. 4(2): 8-36.
4. All Books **must have** Edition, Page Numbers, Publisher Name and City specified. E.g. (2nd ed., pp. 205-252). New York, NY: Routledge.
5. Retrieved date **must be** same year in which the article was submitted for publication

Journal Article with DOI Number Example

Example - Pages Continue from Issue to Issue:

Yuksel, I. (2015). The role of renewables in meeting Turkey's energy demand. *Energy Sources Part A: Recovery, Utilization & Environmental Effects*, 31(1): 1915-1925. doi:10.1080/15567030802462911

Example - Pages Begin with Page 1 each Issue:

Gibson, T. M., & Kirkwood, P. E. (2014). A purchase-on-demand pilot project at the University of Arkansas, for the Proceedings of the Materials Research Society Symposiums. *Journal of Interlibrary Loan, Document Delivery, and Electronic Reserve*, 19(1): 47-56. doi:10.1080/10723030802533853

Journal Example without DOI Example

Brunero, S., Cowan, D., & Fairbrother, G. (2015). Reducing emotional distress in nurses using cognitive behavioral therapy: A preliminary program evaluation. *Journal of Nursing Science*, 5(2): 109-115.

Online Journal Article Without DOI Number Example

Ballard, S. D., March, G., & Sand, J. K. (2015). Creation of a research community in a K-12 school research and evidence-based practice. *Evidence Based Library and Information Practice*, 4(2): 8-36. Retrieved on 1st May, 2018 from: <http://ejournals.library.ualberta.ca/index.php/EBLIP/index> (Note: Retrieved date must be same year in which the article was submitted for publication)

Full Text from Database Example

DOI Example:

Ramchandani, P., Wiggs, L., & Stores, G. (2008). A systematic review of treatments for settling problems and night waking in young children. *British Medical Journal*. 320(1): 209-213. doi:10.1136/bmj.320.7229.209

No DOI Example:

Ballard, S. D., March, G., & Sand, J. K. (2009). Creation of a research community in a K-12 school research and evidence based practice. *Evidence Based Library and Information Practice*, 4(2): 8-36.

Book Format:

Author's last name, first initial. (Date). Title of Book. Edition Chapter, Pages. City of publication: Publishing company.

Book Example

Talty, S. (2009). *The illustrious dead: The terrifying story of how typhus killed Napoleon's greatest army*. New York, NY: Crown.

Book Chapter Example

Mehrotra, C. M., & Wagner, L. S. (2009). Informal and formal care for older persons. In *Aging and diversity: An active learning experience* (2nd ed., pp. 205-252). New York, NY: Routledge.

Chapter Example from Edited Book

Vye, C. (2007). Managing anxiety and related conditions: Solutions and effective approaches. In S. F. Smith, D. J. Duell, & B. C. Marting (Eds.), *Underpressure and overwhelmed: Coping with anxiety in college* (1st ed., pp. 53-67). New York, NY: Praeger.

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