

# GUIDE TO AUTHORS

(Journal of Humanities, Social Sciences and Creative Arts)

## GENERAL INSTRUCTIONS

Authors should submit electronic copy of the manuscript to:

**journals@funaab.edu.ng** and  
**unaabasset@yahoo.com**.

Correspondence should be to:

**The Editor-in-Chief, Journal of Humanities, Social Sciences and Creative Arts, Federal University of Agriculture, P.M.B 2240, Abeokuta, Postcode 110001. Ogun State, Nigeria.**

Papers published in the Journal are based on original research or continuation of previous studies that are reproducible. Papers to be published in the Review Section should be authoritative, topical and very current.

Manuscripts should be typed on A4 (216 x 279mm) paper, double spaced with wide margins (2.54cm) and line numbered where possible.

**Text: Should appear in the following order:** Title, Authors' names, Address of Authors, e-mail and Telephone addresses, Abstract, Introduction, Materials and Methods, Results, Discussion, Conclusion, Acknowledgements, References. Tables, Figure Legends and Figures should be embedded in the relevant section of the text. Main section headings should be bold, centralized and upper case letters. Do not underline the title or section headings. Subsections may be included and only the first letter of the subsection should be capitalized. Avoid excessive fragmentation of the paper.

Use SI units of measurement, and italicize all Latin words and scientific names. Use numer-

als before standard units of measurements, e.g., 3g, 9 days; 36 hrs; otherwise use words for numbers one to nine and numerals for larger numbers. For commonly used terms and abbreviations, consult a very good dictionary. Non Standard abbreviations should be avoided, and where used, they should be explained at their first mention.

Footnotes should be avoided in favour of endnotes (and these only where absolutely necessary).

**Title:** Should be brief and reflect the main theme of the paper.

**By-Line:** Authors' names should appear below the title and below which the address should be typed.

**Abstract:** An abstract in English should include key words. Abstracts should be limited to < 200 words, and should contain salient features of the study, briefly indicating method of study, results, and the main conclusion. Single solid lines should separate the by-line material from the Abstract, and the Abstract from the main text. A short running title should be included.

**Six keywords** should follow the Abstract.

**Acknowledgement:** Financial contributors, pre-paper reviewers, etc. should be acknowledged.

**References:** Should be indicated by giving the author's name. If several papers by the same author and from the same year are cited, a, b, c, etc. should be put

after the year of publication. The references should be listed in full at the end of the paper using the APA style.

**Tables and Figures:** Tables and Figures, self – explanatory, without reference to the text or other tables and figures captions, should be brief but adequately describe the contents. “The Tables should be numbered in Arabic numerals and should follow the page in the text where they were referred to. Figure captions should be typed on a separate sheet of paper. In the text, spell out the word Table but abbreviate Figure to Fig. Capitalize the first letter of table column and row headings. Footnotes are designated with superscript lowercase letters.

Graphs should be boxed and ordinates and abscissions marked with index lines. Illustrations should be in black and white and of a size that allows a reduction of up to 50%. If colour prints are necessary, the cost of production will be charged to the authors. Figures should be numbered on the reverse side with authors’ names and shortened title.

**Paper Revision:** An author receiving editorial recommendations for revision should submit the revised manuscript within 3 months; otherwise, papers taking longer time intervals for correction will be treated as new manuscripts submission.

Page (Galley) proofs will normally be sent to the author for correction, if time permits. Authors should indicate their e-mail addresses and phone numbers, please.

**Frequency of publication:** The Journal is published two times a year.

## **FINAL INSTRUCTIONS FOR PREPARATION OF ACCEPTED MANUSCRIPTS (ONLY)**

1. Use *single* spacing and use only Microsoft Word or Microsoft Publisher.
2. In the title page, the title should be capitalized along with authors’ names with initials first.
3. Use *Aerial Narrow font, 10 pts*, for the abstract. Ensure key words are listed below the abstract.
4. Use *Times New Roman* for the rest of the manuscript.
5. Use 12 pts for Introduction to Acknowledgement sections.
6. Capitalize and centralize all major headings, i.e., ABSTRACT, INTRODUCTION, MATERIALS AND METHODS TO REFERENCES and bold.
7. *Italicize and left justify* all sub-headings, which should be in small letters. Avoid numbering of lines or sub-headings.
8. Do not indent the references.
9. Do not put dates or years in brackets in the Reference list.
10. Italicize the journals names only and the titles of books.
11. All tables should be prepared using *the Table Menu* in Microsoft Word or Microsoft Publisher.
12. Scan all figures and enclose only originals of figures.
13. Submit one printed copy of revised manuscript along with CD.

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