

## Author Guidelines

The publishing language of the journal is English.

Manuscripts submitted for publication should be neither published in any journal before nor submitted simultaneously to another journal. Master or Doctoral Thesis previously shared with the public may be published if rewritten in an article format.

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## Publication Process/Peer-Review Processing

### 1) Pre-submission requirements

Please submit your manuscript using the **online manuscript submission system**. In the unlikely event that you have problems, please email the submission to the **editorial office** of the journal.

As part of the submission process, authors are required to check their submission's compliance with all of the following items, and submissions may be returned to authors who do not adhere to these guidelines.

- a) The submission must be original, not previously published, and not under for publication by any other journal (any exceptions should be explained in the Comments to journal editors).
- b) Manuscripts must be sent in the format of “Word” document (e.g., .doc, .docx, .rtf, etc.).
- c) The text of manuscripts must be well-organized with clearly labeled sections and subsections.
- d) Visual materials (e.g., figures and photographs) must be sent as Bitmap images (e.g., .JPEG, .TIFF, .GIF, etc.) with a resolution of 300 dpi at least. Each figure must contain a brief caption of no more than one sentence placed under the figure. If required, a legend for charts and graphs should be added to the figure or in the figure caption.
- e) Each table must contain a brief caption of no more than one sentence placed above the table. The legend and annotation should be placed below the table. Annotation may be used to explain abbreviations, footnotes, etc. All Tables submitted must be cell-based, editable, and short. Avoid using color shades in the Table. The usage of special characters such as asterisks must be denoted below with the text explaining the denotation. Do not use any hyperlinked text in the tables.
- f) Charts and tables must be used sparingly. It is redundant to repeat in the table information that has been already provided in a chart, or vice versa.

- g) It is important that numerical equations are prepared using Microsoft equations or MathType. and tables in the manuscript are submitted in Word (.doc), Excel (.xls), or PPT formats only, not as images.

## **2) After you submit:**

### **a) Plagiarism screening policy**

The editorial office utilizes a web-based software program (**iThenticate**) to identify potential plagiarism by comparing documents and highlighting similarities. A "similarity rate" of 25% or less is acceptable. If a manuscript has a similarity rate exceeding 25%, the author will be asked to make corrections. This also applies to situations where the identified rate is below 25% but there are excerpts directly copied from other sources in the submission.

### **b) Peer-review**

All submitted papers will first be pre-evaluated by the editorial board through a "peer review" system in electronic environment; later the papers will be sent to advisory board members. Manuscripts deemed suitable for the journal will then be sent to three reviewers in a **double-blind** process. If necessary, authors may be asked to address certain questions or correct specific issues. The possible outcomes of this review process are acceptance, minor revision, major revision, rejection in the current form, or outright rejection.

### **c) If your manuscript is accepted: Next Steps**

Upon submission acceptance, you will receive a form containing a copyright agreement along with a request for payment for article publication. Once the payment is processed, your article will move to the copyediting stage where all information and data are thoroughly reviewed and verified. A galley proof of the article, as it will appear in the journal, will then be sent to the authors for proofreading and corrections. After receiving the corrected proofs from the corresponding author, the final paginated and citable articles are published, followed by a publication notification sent to the author.

## Manuscript Formatting Guidelines/Template

### Obligatory segments of the manuscript:

**1. Title:** Title must be concise, self-explanatory, and brief. It's advisable to avoid using abbreviations as much as possible. If a title is too long, please add a running title.

#### *Example of Title:*

Investigating Effect of the Mandatory Three-Month Maternity Leave on Working Mothers and their Infants at the University of Education, Winneba

#### *Example of Short Running Title:*

Investigating Effect of the Mandatory Three-Month Maternity Leave

**2. Author Information** includes complete information about the author(s) with their affiliations in order of their contribution. The author names should be written in the format: Name Middle Name SURNAME. For example, Andrea Garcia SANTES. If the author does not have a middle name, this part can be skipped. Affiliation should be written in the format: Department, Faculty, University, Country. Besides this, complete contact information of the corresponding author must be added, which should include the author's name, affiliation, and email address for future communication. Authors with an ORCID account may indicate their number in this section after the email address.

#### *Example of Author names:*

Shohana PARVIN <sup>1,\*</sup>, Anika REZA <sup>2</sup>, Sridebi DAS <sup>1</sup>, Md. Main UDDIN MIAH <sup>1</sup>, and Sanjida KARIM <sup>1</sup>

#### *Example of Affiliation Format:*

<sup>1</sup>Department of Animal Science, Faculty of Agricultural Sciences, Ekiti State University, Nigeria

<sup>2</sup>Department of Animal Science, Faculty of Agriculture, University of Ibadan, Nigeria

\* Corresponding author

**3. Abstract:** The abstract should be concise, informative, and self-contained. It must provide a summary of the entire article in a nutshell without any citations. Content should be in bold.

*Example for Abstract:*

This paper investigated effect of the mandatory three-month maternity leave on the health of working mothers and the development of their infants at the University of Education, Winneba (UEW). Bowlby's theory of attachment underpinned the study. Descriptive survey design was used for the study. Purposive sampling was used to select 140 working mothers from the two campuses of the University. A questionnaire made up of structured close-ended questions and few open-ended questions was used as the instrument for data collection. One hundred and twenty-one (121) out of 140 of the questionnaires administered were retrieved for analysis. The Statistical Package for the Social Sciences (SPSS) was used to analyse the data.

**4. Keywords:** All submissions must contain only up to 4 keywords or 4 important phrases from the manuscript separated by commas, and that provide a glimpse of the article. Keywords must be ordered alphabetically.

*Example of Keywords:*

Exclusive breastfeeding, Infants, Maternity leave, Working mothers.

## **5. Body:**

**Introduction:** The introduction should set the tone of the study by clearly stating the purpose of the study, and explaining its significance, aim, and scope by citing relevant research findings and statements as evidence.

**Materials and Methods:** This section should provide a complete overview of the research study, detailing the research techniques applied, the sample size, and the way the experiment is conducted. The data extracted from the study should be presented in the form of tables, figures, images, etc. to make it more meaningful to the readers.

**Findings/Results:** This section draws important findings of the study making comparisons, applying probabilities, and testing the hypothesis to prove or reject the statement made at the beginning of the study.

**Discussion:** The data presented using formulas, equations, charts, tables, etc. should be analyzed thoroughly applying statistical methods to discuss the major observations from the study. This is an important aspect of the study that should extract the entire outcome of the study.

**Conclusions:** Authors summarize the entire study by setting limitations if any such as methods applied, or the sample size or methods employed to conduct this

study. Author/s make specific recommendations to advance research in this area in the future.

**Funding (not mandatory section):** The authors can acknowledge the funding agencies if any in their studies.

**Acknowledgments (not mandatory section):** Author/s can acknowledge all the agencies, institutes, and individuals that supported the study.

**Appendix (not mandatory section):** Questionnaires, Abbreviations, Full form of all the abridged words and the jargon must be elaborated in this section to facilitate readers.

**Conflict of interest:** The authors declare that they do not have any conflict of interest.

**6. Equations:** Equation should be prepared using MathType or Microsoft equation.

**7. Figures, Illustrations and Table Formatting:** Research is communicated effectively only through figures and tables such as graphs, illustrations, diagrams, or other visuals. Images must be submitted only in high-resolution in TIFF, PNG, JPEG or EPS formats. There is no limitation to the number of figures and tables to be included in the manuscript. Composite figures must be labeled A, B, C, etc. Legends are mandatory to explain an image or table that should not exceed 100 words. Each table/figure must contain a brief caption of no more than one sentence. Do not use any hyperlinked text in the tables/figures.

**Tables should not be submitted in image format.**

## 8. References

**Reference Style:** This journal employs the **APA referencing style**. In this style, **references include the author's name and the year of publication**, and **citations within the text should follow the format of name and year**. **References must be alphabetized by the author's last name or title in the reference section.**

### *Example of in-text citation:*

#### - Parenthetical citation

One author: (Smith, 2020)

Two authors: (Smith & Jones, 2020)

Three or more authors: (Smith *et al.*, 2020)

- Narrative citation

One author: Smith (2020)

Two authors: Smith and Jones (2020)

Three or more authors: Smith *et al.* (2020)

- Direct quotations cited in text:

- Parenthetical citation:

(Smith, 2020, p. 6)

(Smith *et al.*, 2020, pp. 24-25)

- Narrative citation:

Smith (2020, p. 6)

Smith *et al.*, (2020, pp. 24-25)

***Example of Journal article, one author:***

Uthman, O. (2007). Environmental factors, neighbourhood deprivation, and under-five mortality in Nigeria: an exploratory spatial data analysis. *The Internet Journal of Pediatrics and Neonatology*, 9(1), 1–9.

Bradford, M. M. (1976). A rapid and sensitive method for the quantitation of microgram quantities of protein utilizing the principle of protein-dye binding. *Analytical Biochemistry*, 72(1–2), 248–254.

***Example of Journal article, two authors:***

Soto, C. J., & John, O. P. (2017). The next big five inventory (BFI-2): Developing and assessing a hierarchical model with 15 facets to enhance bandwidth, fidelity, and predictive power. *Journal of Personality and Social Psychology*, 113(1), 117–143. <http://dx.doi.org/10.1037/pspp0000096>.

**NOTE: Surnames and initials for up to 20 authors should be provided in the reference entry.**

***Example of Journal article, three and more authors:***

Agho, K. E., Dibley, M. J., Odiase, J. I., & Ogbonmwan, S. M. (2011). Determinants of exclusive breastfeeding in Nigeria. *BMC Pregnancy and Childbirth*, 11(2). <http://www.biomedcentral.com/1471-2393/11/2>.

Kumar, R., Kumar, A., Nagpal, R., Sharma, J., & Kumari, A. (2010). A novel and sensitive plate assay for screening of tannaseproducing bacteria. *Annals of Microbiology*, 60(1), 177–179. <https://doi.org/10.1007/s13213010-0022-7>.

***Example of Book:***

Cohen, J., & Manion, L. (1994). *Psychological Time*. American Press.



The Mitchell Group (2003). *Youth workforce development in Nigeria situation analysis*. United States agency for international development Nigeria. [https://pdf.usaid.gov/pdf\\_docs/pnact872.pdf](https://pdf.usaid.gov/pdf_docs/pnact872.pdf).

**Example of Book chapter:**

Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4<sup>th</sup> ed., pp. 115–129). Routledge.

**Example of Report:**

NBS (2018). *2018 Statistical Report on Women and Men in Nigeria* (Report). National Bureau of Statistic. <https://nigerianstat.gov.ng/download/952>.

Federal Republic of Nigeria (2019). *National Youth Policy: Enhancing youth development and participation in the context of sustainable development* (Report). <https://nigerianyouthsdgs.org/wp-content/uploads/2022/03/National-Youth-Policy-2019-2023.pdf>.

**Example of Thesis or Dissertation:**

Ford, L. (2015). *The use of experiential acceptance in psychotherapy with emerging adults* (Publication No. 3731118) [Doctoral dissertation, Pepperdine University]. ProQuest Dissertations and Theses Global.

Smith, J. (2020). *Effects of cognitive behavioral therapy on agoraphobic patients* [Unpublished master's thesis]. University of Amsterdam.

**Example of Conference Paper:**

Duckworth, A. L., Quirk, A., Gallop, R., Hoyle, R. H., Kelly, D. R., & Matthews, M. D. (2019). Cognitive and noncognitive predictors of success. *Proceedings of the National Academy of Sciences, USA*, 116(47), 23499–23504. <https://doi.org/10.1073/pnas.1910510116>

**Example of Articles not in English:**

Guimard, P., & Florin, A. (2007). Les evaluations des enseignants en grande section de maternelle sont-elles predictives des difficultes de lecture au cours preparatoire? [Are teacher ratings in kindergarten predictive of reading difficulties in first grade?]. *Approche Neuropsychologique des Apprentissages chez l'Enfant*, 19, 5-17. <http://doi.org/10.4000/rfp.4219>

Mangelsdorf, J. (2020). *Positive psychologie im coaching: Positive coaching für coaches, berater und therapeuten* [Positive psychology in coaching: Positive coaching for coaches, consultants and therapists]. Springer. <https://doi-org/10.1007/978-3-658-27632-4>

***Example of website:***

For works authored by persons, indicate the names of the authors:

Andriotis, A.-M., & Grant, C. (2024, January 16). *Goldman scores a win with sharply higher earnings*. WSJ. [https://www.wsj.com/finance/banking/goldman-sachs-reports-sharply-higher-earnings-helped-by-asset-and-wealth-management-58b28520?mod=finance\\_lead\\_story](https://www.wsj.com/finance/banking/goldman-sachs-reports-sharply-higher-earnings-helped-by-asset-and-wealth-management-58b28520?mod=finance_lead_story)

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Wall Street Journal. (2024, January 16). Elon Musk Seeks More Sway Over Tesla Ahead of AI Advancements. [https://www.wsj.com/business/autos/elon-musk-seeks-greater-control-over-tesla-ahead-of-ai-advancements-f9139b12?mod=latest\\_headlines](https://www.wsj.com/business/autos/elon-musk-seeks-greater-control-over-tesla-ahead-of-ai-advancements-f9139b12?mod=latest_headlines)