

AUTHORS' GUIDELINES

Papers for publication in CLUIJODS should be prepared in line with the **structure** and **format** outlined by the Editorial Board viz:

A) *Structure of Paper*

Paper submitted for review should generally be structured as follows:

Abstract

1.0 Introduction

2.0 Review of Related Literature (Conceptual, Theoretical and Empirical Reviews)

3.0 Methodology (Materials and Methods)

4.0 Results and Discussions

5.0 Conclusion and Recommendations

Acknowledgements (If any)

References

Note: The Abstract should be a single paragraph of not more than 200 words. It should be concise and informative; containing briefly the aim and how the work was done, the major results, conclusion and recommendations of the paper. Provide at the end of the Abstract, a maximum of 6 most relevant keywords/terms (separated by a semi-colon) to be used for cross-referencing indexing.

B) *Format of Paper*

Papers for publication in CLUIJODS should be prepared in the format given below:

1. *Length, Line spacing and Margin*

The paper should not be more than 15 A-4 pages (including references and tables) with 1.5 line spacing. A 1" margin should be maintained all round. Title must reflect the content of the manuscript and must not be more than 25 words. The first page of the manuscript should contain the Title of the Article, Name(s) and relevant particulars of the author(s), and an Abstract of the Article, not exceeding 200 words (*italicized*). The Abstract is MANDATORY. The main text should start on page 2 below the Title of the paper. The name(s) of the author(s) should NOT be put on this page or anywhere else in the text to preserve anonymity in the review process.

2. Font Size and Style

- i. *Paper Title*: Title case, Size 16, Bold, Times New Roman
- ii. *Author Name and Affiliations*: Title case, Size 13, Times New Roman
- iii. *Main headings*: Title case, Size 12, Bold, Times New Roman
- iv. *Sub headings*: Title case, Size 12, Times New Roman
- v. *Document Text (Body of Paper)*: Sentence case, Size 12, justified, Times New Roman
- vi. *Text within Tables*: Sentence case, Size 10, italic, Times New Roman
- vii. *Notes to Tables*: Sentence case, Size 10, italic, Times New Roman
- viii. *Tables & Figures Heading*: Title case, Size 12, Times New Roman
- ix. *Text within figures*: Sentence or Title case, Size 10, Times New Roman

3. Acronyms

The use of acronyms is allowed everywhere in the paper EXCEPT in the Title and Abstract. Acronyms should be defined when first used in the paper.

4. Tables

Tables should be placed in the text as you wish them to appear and in conjunction with the corresponding discussion. Tables must have a title and be numbered with Arabic numerals (1, 2, 3, etc.) and consecutively in the order of their mention in the text; e.g. "Table 1: Description" and so forth. The title must appear on the top outside the table. Titles for tables should be in title case in a Times New Roman Font size 12. Tables must be black and white only. Do not use colour in tables. Define all variables in your table within the table or in the note to the table and in the text of the document.

5. Figures

Place figures in the text as you wish them to appear and in conjunction with the corresponding discussion. Figures must contain brief title shown below them and numbered consecutively in the order of their mention in the text e.g. "Figure 1: Description" and so forth. Use the word "Figure" as the label. Titles for figures should be separate from the figure itself and in title case, in a Times New Roman Font size 12. Use a Times New Roman font size 10 for text within figures.

6. Equations

Equations should be created using the Microsoft Word Equation Tool. Number equations consecutively on the right margin. For example:

$$Y = B_0 + B_1X_1 + B_2X_2 + B_3X_3 + \mu \quad (1)$$

7. References

All reference works cited in the paper must appear in a list of references that follow the formatting requirements of CLUIJODS with multi-disciplinary outlook. Accordingly, *In-Text Citations* and the *Reference Lists* at the end of the paper should be in accordance with:

- a) American Psychological Association (APA) style, 7th Edition for manuscripts in Education, Social and Management Sciences, Humanities, Library and Information

Sciences, Computer and ICT Development, and Basic Medical Sciences as specified within research areas 1) to 9) in the *Call for Papers*.

- b) University of Chicago (CHICAGO) and Indexing Styles for manuscripts in Basic and Applied Sciences as specified within research areas 10) to 11) in the *Call for Papers*.
- c) Nigerian Association of Law Teachers (NALT) style for manuscripts within research area 12) in the *Call for Papers*.

Note: Do not mix referencing styles within on piece of writing. References not cited in the text should not be listed. For *Reference Lists* at the end of the paper, include a single space between each reference. Do not indent references. References should appear in alphabetical order of the surnames of the corresponding authors.

8. Peer Review Process

CLUIJODS adopts a rigorous peer-review process to maintain high quality publication based on a fair, objective, and anonymous assessment by our editors backed by the cogent decisions by the Editorial Board. As a quality control mechanism, all papers submitted to CLUIJODS are subject to double blind peer-review process by a team of experts. The manuscript is first checked by our editors who specialize in the relevant field of the paper. Thereafter, the paper is sent to two independent external reviewers for in-depth constructive evaluation/assessment. The reports/comments of the external reviewers guide the Editorial Board in reaching informed decision on the quality of the paper.

9. General Statement

All manuscripts should be written in English. Manuscript submitted to this Journal must neither be published nor submitted for publication elsewhere either in part or whole. The Editorial office of CLUIJODS shall make every effort to ensure that no misleading information or statement appears in the Journal. It is however, the sole responsibility of the author(s) to ensure that all data and information provided in the paper are accurate. The Editorial Board and its agents shall accept no responsibility or liability whatsoever for the consequences of any misleading data and/or information provided by the author(s) and published in CLUIJODS.