

Format for Preparing Articles

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The Corresponding Author is responsible for ensuring that all figures, tables, text, and supporting materials are properly cited and, when necessary, obtaining permission for reprinting copyrighted material.

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Submission of Paper for Review

A. Structure of Paper

Paper submitted for review should generally be structured in the format given below:

Abstract

1.0 Introduction

2.0 Materials and Methods

3.0. Results and Discussion

4.0 Conclusions

Acknowledgments (If any)

References

NOTE: The abstract should be a single paragraph of not more than 300 words and summarizes the content of the paper. At the end of the abstract, 5 – 7 keywords should be provided for indexing purpose.

B. Paper/Article Format

Papers accepted for publication in NIJEST, will be required to be prepared in the format for publication according to NIJEST guidelines given below:

1. Author Affiliations

Do not abbreviate institution names. Do not use designations such as MBA, CPA or Ph.D.

2. Font Size and Style

- i) Paper Title: Title case, Size 16, Bold, Times New Roman
- ii) Authors Name and Affiliations: Title case, Size 12, Times New Roman
- iii) Main headings: Title case, Size 11, Bold, Times New Roman
- iv) Sub headings: Title case, Size 11, Times New Roman
- v) Document Text (Body of paper): Sentence case, Size 11, justified, Times New Roman
- vi) Text within tables: Sentence case, Size 8, Times New Roman
- vii) Notes to tables: Sentence case, Size 8, italic, Times New Roman
- viii) Tables & Figures Heading: Title case, Size 11, Times New Roman
- ix) Text within figures: Sentence or Title case, Size 8, Arial

3. Acronyms

The use of acronyms is allowed everywhere in the paper EXCEPT in the title or abstract. Acronyms should be defined when first used in the paper.

4. Tables

Place tables in the text as you wish them to appear and in conjunction with the corresponding discussion. Tables must include a title and be numbered consecutively as “Table 1: Description” and so forth. The title must appear outside the table. Titles for tables should be in title case in a Times New Roman Font of 11. 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 be numbered consecutively as “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 of 11. Use an Arial font of 8 for text within figures.

6. Equations

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

$$y = A + Bx_1 + Cx_2 + Dx_3 \quad (1)$$

7. References

All reference works cited in the paper must appear in a list of references that follow the formatting requirements of NIJEST given below. References not cited should not be listed. Citing and Listing of references should be according to the following:

Citing references in the body of the paper

- i) For citations with one author, include author's name and year e.g. (Osamuyi, 2016).
For two authors, include both authors' names e.g. (Ehiorobo and Izinyon, 2015).
For citations with three or more authors, list only the first author's name followed by *et al.* e.g. (Osamuyi *et al.*, 2014)
- ii) Cite references chronologically e.g. (Osamuyi *et al.* 2014; Ehiorobo and Iznyon, 2015; Osamuyi, 2016)
- iii) For multiple citations with the same first author, list single-author entries by year using 2014a, 2014b, etc. For example: (Osamuyi *et al.*, 1996a).

Listing of References

In the reference section at the end of the document, include a single space between each reference. Do not indent references. For journal articles, be sure to include, author names, year of publication, article title, Journal Name, volume number, issue number and page numbers. References should appear according to the following:

- i) List references with three or more authors only by year and without regard to number of authors or alphabetical rank of authors beyond the first.
- ii) For articles with more than five authors, list the first five names and then *et al.*
- iii) For multiple citations with the same first author published in the same year, list entries by year using 1996a, 1996b, etc. Alphabetize by second author.

iv) Sample journal article citation:

Izinyon, O.C. and Ehiorobo, J.O., (2014). L-moments approach for flood frequency analysis of river Okhuwan in Benin-Owena River basin in Nigeria. *Nigerian Journal of Technology*, 33(1), pp.10-19

v) Sample book citation:

Bond, W.R., Smith, J.T., Brown, K.L. & George, M., (1996). *Management of small firms*, McGraw-Hill, Sydney.

vi) Sample chapter-in-book citation:

Beadle, G. W., (1957). The role of the nucleus in heredity, pp. 3-22 in *The Chemical Basis of Heredity*, edited by W. D. McElroy and B. Glass. Johns Hopkins Press, Baltimore.

vii) Sample website citation:

Ehiorobo, J. (2014). *Fire Safety Engineering*. [online] Engineering Safety. Available at: <http://www.firesafetyengineering.com/ehiorobo> [Accessed 12 Nov. 2016].