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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
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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:

\[ y = A + Bx_1 + Cx_2 + Dx_3 \]  \( (1) \)

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 \textit{et al.} e.g. (Osamuyi \textit{et al.}, 2014)

ii) Cite references chronologically e.g. (Osamuyi \textit{et al.} 2014; Ehiorobo and Iznyon, 2015; Osamuyi, 2016)

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Listing of References
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vi) **Sample chapter-in-book citation:**

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