



# Manuscript sample showing style and formatting specifications for UJH papers

<sup>1,\*</sup>First Author

<sup>2</sup>Second Author

<sup>1,2</sup>Full Addresses of Affiliation of Authors

*[\\*submission\\_ujh@worldmerit.com.ng](mailto:submission_ujh@worldmerit.com.ng)*

**Abstract:** This document shows the required format and appearance of a manuscript for submission into Universal Journal of Humanities. This journal requires a single paragraph abstract which should be a summary of the paper and not an introduction. It is expected that the abstract may be used in abstracting and indexing databases, therefore it should be self-contained. It should present concisely the objectives, methodology, results obtained, and their significance to both theoretical and applied usage. The number of words should not exceed a maximum of 300 words using justified format.

**Keywords:** *A list of four (4) up to six (6) keywords separated by semi colon and in italics i.e. seminar; presentation; committee; attendants.*

## 1 INTRODUCTION

This document provides details of the scope of the journal, the review process, criteria for assessment and acceptance of the paper as well as expectation of how the journal should look like. It specifies how materials presented for submission to UJH should look like in terms of the Fonts, Formatting, Styles, Numbering and structures of the paper.

## 2 SCOPE OF THE JOURNAL

Universal Journal of Humanities is dedicated to publish original articles in **ALL** areas of **HUMAN** endeavors as it relates to social status, environment, people and events, social and community development, gender issues, law, immigration, social interaction, technology, crime and criminology, among others.

Trends around the globe calls for concerted efforts to consciously utilizing available resources today to predict, forecast, sensitize, advocate and plan for every aspects of our social and economic development. It will offer experts opportunity to bequeath legacies to the coming generation and provide a forum for young and upcoming researchers to publish their original work with ease. We will assist researchers on intricacies of research writing and provide avenue where their original work can compete favorably among comity of researchers within their chosen domain. To achieve this, the review process is designed in a way to help researchers in

**Acknowledgment:** *Full description of acknowledgement*

**Citation:** *Abdulrahman M. K.A. (2021), Necessary and sufficient condition for a positive behaviour in an organized society. UJH, 1(1), 38: p. 93-100.*



areas of research development, research writing and publications to meet international standard. In UJH, the expected number of pages should not exceed fifteen (15) as additional pages attracts additional charges.

### 3 REVIEW PROCESS

UJH wish to make review process comprehensive but simple enough for the author as long as the content has merit in a learned community. The review process will be broad to accommodate not just rejection but reasons for rejection as well as recommendation for resubmission. The review process is highlighted below

#### 3.1 Stages of Review

- i. Submission of original article via [submission\\_ujh@worldmerit.com.ng](mailto:submission_ujh@worldmerit.com.ng) by using our template which can be downloaded at [www.worldmerit.com.ng/UJH-Template](http://www.worldmerit.com.ng/UJH-Template)
- ii. Acknowledgment of submission within 48 hours
- iii. Editorial Board appraisal and recommendation for review
- iv. Appointment of 2 to 4 reviewers
- v. Report of reviewers collected
- vi. The score sheet of the reviewer determines the status of the paper after review
- vii. Communicate the author on the outcome of review
- viii. Payment of processing fees if accepted
- ix. Forward the Gallery Proof to author for final check of the paper
- x. Online publication

#### 3.2 Criteria for Assessment of Submission

To get the best quality for our submission, the reviewer grades the submission based on

- i. Originality
- ii. Use of language
- iii. Title
- iv. Abstract
- v. Conclusion
- vi. Data presentation and analysis
- vii. References and citation
- viii. Presentation of facts
- ix. Formatting
- x. Figures, tables and charts

Each of these items attracts 10 points totaling 100. Where a submission doesn't have any of these items (i.e., item vi or x), the submission will be assessed based on the total number of items available in the submission. The decision for publication from the number of reviewers will be average of the total number of scores received at the time of the decision.



Table 1: Decision Table

PERCENTAGE SCORE	CLASSIFICATION	DECISION	REMARKS
(75-100) %	EXCELLENT	Accept	With or without correction
(51-74) %	VERY GOOD	Accept	With minor or major correction
(41-50) %	GOOD	Accept	Major correction
(31-40) %	POOR	Reject	With recommendations for resubmission
(0-30) %	VERY POOR	Reject	Lack merit in all aspects

#### 4 STRUCTURE OF THE JOURNAL ARTICLE

Authors have preferences as to the sections to be used for the paper. In general, some are numbered while some are not. These sections include

- i. Title
- ii. Authors Name and affiliations
- iii. Abstract
- iv. Keywords
- v. Acknowledgement
- vi. Introduction
- vii. Description of the problem/ Background
- viii. Main result
- ix. Results
- x. Discussion
- xi. Conclusion and references

The items i-v are sections that are not numbered while the sections vi-xi are numbered. The choice of vi-xi is left for the author depending on the level of information in the paper but must sufficiently reflect the basic aspect of research writing.

#### 5 FORMATTING

In this section we provide information on fonts, styles and other section formatting

##### 5.1 Page Setup and Fonts

Top, bottom, left, and right margins should be 1 inch. Use Calibri throughout the manuscript, in the sizes and styles shown in Table 1.

Table 1: Recommended fonts and sizes.

STYLE NAME	BRIEF DESCRIPTION
<b>Article Title</b>	<b>16 pt, bold</b>
<b>Author Names</b>	<b>12 pt, bold</b>
Author Affiliations	10 pt
Abstract	10 pt
Keywords	10 pt

**Citation:** Abdulrahman M. K.A. (2021), *Necessary and sufficient condition for a positive behaviour in an organized society. UJH, 1(1), 38: p. 93-100.*



<b>Heading 1</b>	<b>12 Pt, bold</b>
<i>Heading 2</i>	<i>12 pt, italic</i>
<i>Heading 3</i>	<i>11 pt, italic</i>
Body Text	12 pt
Figure caption	10 pt
Table caption	10 pt

## 5.2 Footnotes

Footnotes should be used only when necessary to present important documentary or explanatory material whose inclusion in the text would be distracting<sup>1</sup>.

## 5.3 Acknowledgement

The details of acknowledgement should be given in the box provided on page 1 of the work

## 5.4 Figures

Figures are numbered in the order in which they are called out in the text. Figures should be embedded in the manuscript and authors should guide against use of application files (e.g., Corel Draw, Microsoft PowerPoint, etc.). All figure parts must be labeled (a), (b), etc. Appropriate caption should be given to all figures used at the bottom of the figure. In order to allow figure to standalone use picture formatting “Top and Bottom” in the Picture Layout



(a)



(b)

Figure 1: Education thought and achievement

## 5.5 Tables

Authors are at liberty to use any table format provided it fits into the entire document. All issues raised in section 5.1 are applicable here. The “Auto fit” option on the format Menu can be used to resize the table either to “content” or to “window”. Where the table goes off margin the landscape option of the layout may be preferred option. The caption of the table is expected to be on top of the table. The examples of tables are shown in Tables 1 and 2.

<sup>1</sup>Footnote should be included if absolutely necessary. To insert a footnote, use the Insert menu, select Reference, then Footnote, change the number format to the style of asterisk, dagger, double-dagger, etc., and click OK.



## 6 REFERENCING AND CITATIONS

### 6.1 Endnotes, Mendeley or other citation manager

These software are specifically useful to organize citation and references. Aside other usefulness it allows author to concentrate on the major work while citation and references are done automatically. The importance of this section supersedes the ability to write since issue of plagiarism is still a serious matter.

### 6.2 References

IJFE uses APA Style for citation and Referencing. In this style, the order of appearance of author in the citation is not relevant as references are arranged in alphabetical order. For example, with EndNote© X7, the citation **(Martien, 1990) is for Journal, (Abdulrahman, Abdulkarim, & Saidu, 2016) for conference proceeding and (John, 1997) for book. Article or chapter in an a report (NFPA, 2003) , Article or Chapter in Edited book, (Vlassios, 2011), article from online magazine (Wallis, 2005) and thesis (James, 1993).** The references of these citations is given below:

Abdulrahman, M. K. A., Abdulkarim, M. S., & Saidu, M. (2016). *Dynamic Sediment Estimation and Useful Life of Retention Pond in a Network for Flood Control*. Paper presented at the 18th National Engineering Conference

James, K. (1993). *A Three-Dimensional Flow Stability Analysis of the Particle Bed Nuclear Reactor*. (Master of Science), Massachusetts Institute of Technology.

John, E. J. (1997). *Introduction to Hydraulic and Hydrology with Application Stormwater Management* (2 ed.): Delmar Thompson Learning.

Martien, A. H. (1990). Short Communication: A sufficient condition for a positive definite configuration tensor in differential models. *Journal of Non-Newtonian Fluid Mech.*, 38, 93-100.

NFPA. (2003 ). *Pump Discharge Pressure Calculations NFPA 1002 Standard the Fire Apparatus Driver/Operator Professional Qualifications*.

Vlassios, H. (2011). Computation of Lake or Reservoir Sedimentation in Terms of Soil Erosion. In J. M. Andrew (Ed.), *Sediment Transport in Aquatic Environments*. Democritus University of Thrace, Greece: IntechOpen.

Wallis, C. (2005, January 09). The new science of happiness. *Time Magazine*. Retrieved from <http://www.time.com/time/magazine/article/0,9171,1015902,00.html>.