



# **AUTHOR's GUIDE**

## **For**

# **International Journal for Leadership, Education, & Business Studies (IJLEBS)**

### 1. Organization of the Manuscript

Manuscripts must be written in English; grammar and spelling checks must be performed. Full, single manuscripts are encouraged, and multiple-part papers are discouraged. Manuscripts must include the sections listed below in the order they are presented. The entire text should be **single-spaced**, typed in 12 pt. Times New Roman. Submitting an incomplete manuscript or a manuscript that does not adhere to the word limits will cause a delay in the review process.

### 2. General Manuscript Requirements

**2.1 Format:** Submit files as a Word document first; after the paper has been reviewed and returned to the authors, the final corrected paper must be proofread to eliminate typos. Page layout of the text must be 10" by 7", all margins should be 1". *Return the final document as a Word document.* Paragraph edges must be uniformly aligned as seen in this author's guide.

**2.2 Article Length:** The word limit for the manuscript is 3500- 5000 words, including citations and references. The article should not be more than 10 single-spaced pages of 10" by 7", not the usual 11" by 8".

**2.3 Article Title:** Title should be **no more than 15 words**, bold, sentence case, 14 pt. font size.

**2.4 Title Page:** Should include the following.

(a) *Author Details* (Full name of author(s), affiliation, and e-mail address of corresponding author only). Indicate the corresponding author with an asterisk as a superscript before the surname.

(b) Acknowledgments (if any)

(c) *Author Biographies (optional)*: not more than half a page, to be submitted separately from the manuscript

(d) Abstract with a maximum of 250 words. Do not include citations, diagrams, or equations in the abstract.

(e) *Keywords*: Provide up to 10 keywords in alphabetical order below the Abstract

(f) *Article Classification*: Classify your paper on the Article Title Page, under one of these classifications: Research paper, Viewpoint, Technical paper, Conceptual paper, Case study, Literature review, General review, Position paper.

(g) *Journal Section*: Describe the article under one of these categories: Leadership, Education, Science, Technology, Engineering, Mathematics, and Others.

**2.5 Article Subdivisions:** Divide article into clearly defined and numbered sections. All article sections Introduction, Materials and Methods, Literature Review, Results/Findings, Discussion, Conclusion and Acknowledgement(s) must be bold and small font, capitalizing each word. These should be numbered in Roman numerals. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, etc.), 1.2, etc. (References and abstracts are not included in section numbering). Do not underline any of the headings, or add dashes, colons, semi-colons etc.



### **3. Acknowledgments**

This section should be used to acknowledge the intellectual, technical, or other assistance that does not warrant authorship as well as to identify all funding sources. Individuals should be informed before the publication of any such acknowledgments and given the opportunity to decline the recognition. Promotional statements are not permitted.

### **4. Abstract (250 words maximum)**

The Abstract should be clear, precise, and comprehensible. It should provide a concise summary of the study that includes the following: Purpose (mandatory), Design/methodology/approach (mandatory), Findings (mandatory), Research limitations/implications (if applicable), Practical implications (if applicable), Social implications (if applicable), and Originality/value (mandatory). It should be written in complete sentences, without subheadings, and paragraphs.

### **5. Introduction (450 words maximum)**

The Introduction should briefly indicate the purpose of the study and provide sufficient background information to clarify why the research was undertaken and what hypotheses or theories were tested.

### **6. Materials and Methods**

Materials and Methods section should be sufficient to allow other investigators to replicate the research. The methodology should be clearly stated, whether quantitative, qualitative, or mixed method. References should comply with published models and procedures adopted. All companies from which materials were obtained should be listed. If materials were obtained from an individual, an affiliation for that individual should be listed.

### **7. Literature Review**

The Literature Review section should include adequate coverage of prior research on the subject matter, if available. Outside sources such as scholarly research and peer-reviewed articles are encouraged to validate the study.

### **8. Findings/Results**

The Findings (you may choose to use Results) section should be clear and precise. Only the vital results that establish the main points of the study should be included. Numerical data should be analyzed using appropriate statistical tests.

### **9. Conclusion (1250 words maximum)**

The conclusion should be clear and concise to summarize the entire paper. The conclusion section must include a brief statement of the principal findings, discussion of the validity of the observations, discussion of the findings in light of other published work dealing with the same or closely related subjects, and a statement of the possible significance of the work. This section should include the study limitations in terms of generalizations, areas for future research, and other related factors.



## 10. References

The References section indicates adequate credit to authors cited in the research. APA 6th ed. Guidelines should be followed in overall formatting and referencing within the paper. References must be listed in alphabetical order. About 40% of the references should be within 5-year time frame to ensure current sources validate the research.

### Example:

Strayhorn, T. L. (2010): Undergraduate research participation and STEM graduate degree aspirations among students of color. *New Directions for Institutional Research*, (148), 85-93. Retrieved from ERIC database.

Sudirman, I. (2012): Implementing balanced scorecard in higher education management. *International Journal of Business and Social Science*, 3(18), 199-204.

## 11. Tables

**11.1 Text Citation:** All tables must be numbered independently of figures, multimedia, and 3D models, and cited at the relevant point in the manuscript text, e.g., "Table 1", "Table 2", etc. When referring to a table in the text, no abbreviation is used and the first letter of "Table" is capitalized.

**11.2 Table Caption:** A title should appear above the table, in 8 pt. font, flushed to the left, and in lower case font only the first letter capitalized.

### 11.3 Table Format:

The formatting of Tables is required to follow APA 6th edition guidelines. For help with how to format a Table, an example:

Table 3

**Age Group Distribution of Pregnant Women According to Health Facility**

| Age Group | Health Facility |         |           |          |             |
|-----------|-----------------|---------|-----------|----------|-------------|
|           | Ayo Olu<br>%    | GH<br>% | Pota<br>% | TBA<br>% | Unique<br>% |
| 16-20     | 4 (17)          | 4 (17)  | 9 (33)    | 7 (25)   | 2 (8)       |
| 21-25     | 4 (5)           | 15 (16) | 39 (43)   | 24 (26)  | 9 (10)      |
| 26-30     | 19 (9)          | 48 (23) | 79 (38)   | 44 (21)  | 19 (9)      |
| 31-35     | 14 (12)         | 46 (40) | 51 (44)   | 5 (4)    | 0           |
| 36-40     | 0               | 10 (4)  | 2 (2)     | 1 (2)    | 0           |
| 41-45     | 0               | 8 (3)   | 1 (2)     | 0        | 0           |

Chi-square=28.6467,  $df=16$ ,  $p = 0.0264$ . There is a significant association between the ages of the pregnant women and the health facility they attend,  $p < 0.005$ .

## 12. Figures

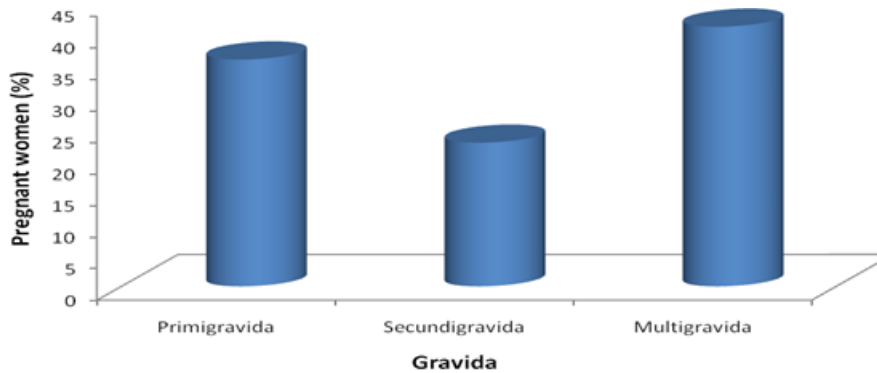
**12.1 Figures:** (charts, reaction schemes, diagrams) must be numbered independently of tables, multimedia, and 3D models and cited at the relevant point in the manuscript text, e.g. "Figure 1", "Figure 2", etc.

**12.2 Figure Caption:** A title should appear below the figure, in 8 pt. font, flushed to the left, and in lower case font only the first letter capitalized, and italicized.

### 12.3 Figure Format:



The formatting of Figures is required to follow APA 6th edition guidelines. For help with how to format a Figure, an example:



*Figure 3. Frequency distribution of the different gravidas.*

### 13. Tables and Figures Size

Tables and Figures must be submitted at the size they are to appear in JOA. They should be the smallest size that will convey the essential scientific information and sized to 1 column (8.5 cm), 1.5 columns (11.6 cm), or 2 columns (17.6 cm).

### 14. Plates

Images must be colored and of high resolution. Images and photographs must be submitted as .jpg or .tif files with distinct characters and symbols at 500 dpi (dots per inch).

#### 15.1 Plate Title

**15.2 Plate Captions:** should appear below the images, in 8 pt. font, flushed to the left, and in lower case font, only the first letter capitalized: "Plate 1 Scanning electron micrographs of formulation."

### 16.1 Format

Initial Submission—figures may be included in a single Microsoft Word file that contains the manuscript and all tables and figures.

Revised Submission—figures may be included in a single Microsoft Word file that contains the manuscript and all tables and figures.



#### **16. Proofs and Reprints**

Electronic proofs of the accepted manuscript will be sent to the corresponding author as a PDF file. Page proofs are regarded to be the final version of the manuscript.

#### **17. Online Submission**

Manuscripts should be submitted online via the International Journal for Leadership, Education, and Business Studies online manuscript submission at <http://www.wafad.org/Publications>

Authors are requested to provide the names, addresses, and current e-mails of two or three well-qualified reviewers. These potential reviewers must not be relatives or friends of the author(s). Please note that the editor reserves the right to decide whether to use the suggested reviewers.

#### **18. Copyright**

A copyright transfer agreement should be signed after acceptance of the article for publication.

#### **Originality Verification**

Manuscripts need to maintain a higher percentage of originality by the author(s) to ensure academic integrity. Authors must give credit for any information that is not their common knowledge or original research. Giving credit involves acknowledging the author in the body of the text and on the reference page. The editorial board review process also involves checking for originality and advising the author(s) accordingly. In APA format, no more than 10% of the paper should be quoted.

#### **19. Author(s) Vetting Fees**

Author(s) are required to pay vetting fees of \$25 to help in the review process and publication of the manuscript. Refer to the website for categories of author fees: <https://waadinc.org/pay-now/>

#### **20. Review Process**

Manuscripts not adhering to journal guidelines will be returned to authors without undergoing any review. Submitted manuscripts adhering to journal guidelines are reviewed by the Editor-in-Chief or Senior or Assistant Editor, who will assign them to reviewers. The Editorial Board prepares a decision letter based on the reviewers' comments and sends it to the corresponding author. All non-reviewed manuscripts are sent back within 21 days. All manuscripts accepted for publication will undergo review by IJLEBS reviewers, after which they are returned to their respective authors within 5 weeks for final corrections. Authors are advised to make the final corrections immediately, adhering to the outlined format above, and return the manuscript within 10 working days or 14 days to be published in the required IJLEBS edition. Authors who delay returning their final corrected papers within the allowable period or fail to correct their papers to meet the requirements for IJLEBS publication will lose the opportunity to publish their manuscript, and IJLEBS will not make any monetary refunds.