



MANUSCRIPT PREPARATION GUIDE

The editorial board of JournalsBank® Publishing advise authors to follow this guide in preparing manuscript in order to facilitate quick review and avoid rejection.

Completed manuscript should be sent to journalsbank@gmail.com using the title of the manuscript as the subject of the message when sending. Also, specify the **journal name and title of manuscript** in the main content of the mail after attaching the manuscript.

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Main Body of the Mail must include:
Journal Name: (name of journal you intend to publish the manuscript)
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LANGUAGE STYLE AND TYPOGRAPHY

The entire manuscript should be prepared and submitted in Microsoft Word format.

Please manuscript should be prepared in clear, concise and grammatically correct ENGLISH (American or British usage is accepted, but not a mixture of these), so that they are intelligible to the professional readers who are not specialist in any particular field and for the extensive usage of the paper by other researchers.

The entire manuscript should be typed as follows:

- Times new Roman font style
- 12 font size
- 1.5 line spacing (CTRL+5)
- Justify the entire text without hyphenating words at line breaks (CTRL+J)
- Capitalize first letter of each word in the title (excluding the non-proper nouns word). This should be centred (CTRL+E).
- The entire title page should be in BOLD form (CTRL+B)
- All pages should be numbered
- Footnotes to text should be appropriate numbered where used
- All equations and scientific models should be written using Microsoft Word Equation editor (INTERT→ OBJECT→MS EQUATION 3.0). Each specified equation should be consecutively numbered as Eq. 1, Eq.2, Eq. 3, ... etc.

- Each figure and table should be numbered as Fig. I, Fig. II, Fig. III, ... etc.; and Table 1, 2.... etc. Respectively.
- Scientific names should be in italic and well spelled.

ARTICLE STRUCTURE

Author(s) willing to publish through JournalsBank® Publishing, should prepare their research article in the following order (there is no pre-defined preparation format for Review, Essay, Report and Research note but it depends on the nature of the write up and author's perception).

Title Page

The title page should contain the:

- ✓ Title (capitalize first letter of each word in the title)
- ✓ Author(s) name (surname or family name first and follow by other names)
- ✓ Author(s) Contact (name of institution/organisation affiliation, postal address, e-mail and telephone number)
- ✓ Corresponding author. Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that telephone and/ fax numbers (with country and area code) are provided in addition to the e-mail address and the complete postal address.

Abstract

The brief and concise summary of the entire article should be provided. This should describe statement problem, justification, scope, methodology, key findings, results implications or conclusions and recommendations. It should not exceed 250 words.

Keywords

At least 3 but not exceeding 5 key words should be provided below the Abstract to assist with indexing of the article.

JEL Classification (Optional for non-economics related manuscript)

The [JEL classification](#) codes for the major keywords of the article must be provided. Please provide up to 3-5 [JEL codes](#). This must be placed below the Keywords. The Abstract, Keywords and JEL classification should be on the same page.

Name of Journal

The journal name where the author(s) intends to publish the manuscript should be specified after the JEL codes. Log on to www.journalsbank.com to get list of journals in the JBank vault.

NOTE: Author(s) may follow the following preparation guide (Introduction, Methodology, Results and Discussion, and Conclusion) depending on the nature of the research or device an outline to suit the entire structure of the manuscript. Either of the way, author(s) must ensure the numbering of each section (as 1. Introduction, 2.....) of the manuscript.

Subdivision - numbered sections

Divide your article into clearly defined and numbered sub-sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, 1.1.3, ...), 1.2, 1.3... etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to "the text". Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Any of the following sections may be broken into sub-sections with short informative headings.

1. **Introduction**
2. **Methodology**
3. **Results and Discussion**
4. **Conclusion**
5. **Acknowledgment (Optional)**
6. **References**

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). The editorial board of JournalsBank® Publishing really take references of cited works serious during peer review. Any references cited in the abstract must be given in full.

Authors are completely responsible for the correctness of cited references, both within the text and at the reference list.

Reference style

Each reference must be numbered using square brace. References should be numbered consecutively using Arabic numerals like [1], [2], [3], ... etc.

Journal Articles:

[1]. Ouyang, D., J. Bartholic and M. O. Emmanuel, 2005. *Economic Analysis of FDI Flow impact on Economic Productivity*. Journal of American Science, 1(2): 14-21.

A Book:

[2]. Durbin, R., S.R. Eddy, A. Krogh and G. Mitchison, 1999. *Biological Sequence Analysis: Probabilistic Models of Proteins and Nucleic Acids*. Cambridge University Press.

A Chapter in a Book:

[3]. Delvix, A.A, 1993. *Impacts of the zebra mussel (Dreissena polymorpha) on water quality and fish spawning reefs of Western Lake Erie*. In *Zebra mussels: biology, impacts and control*, Eds., Nalepa, T. and D. Schloesser. Ann Arbor, MI: Lewis Publishers, pp: 381-397.

A Report:

[4]. Makarewicz, J.C., T. Stewards and P. Bertram, 2010. *Epilimnetic Phytoplankton and Zooplankton biomass and species composition in Lake Michigan, 1983-1992*. U.S. EPA Great Lakes National Program, Chicago, IL. EPA 905-R-95-009.

Conference Proceedings:

[5]. Stock, A., 2004. *Signal Transduction in Bacteria*. In the Proceedings of the 2004 Markey Scholars Conference, pp: 80-89.

A Thesis:

[6]. Strunk, J.L., 1991. *The effect of Macroeconomic Stability on OECD Stock market Performance*, M. Sc. Thesis (Unpublished), Michigan State Univ., East Lansing, MI.

Link/URL:

[7]. Delvix, A. A, 2008. Unemployment in Sub-Saharan Africa. Retrieved December 4, 2008 from <http://undp-report-unemployment-africa.blogspot.com>