



## **Guidelines for Journal Publication**

### **Preparing the Manuscript**

Author of manuscripts for consideration should pay attention to the following:

1. Manuscripts submitted for publication must not be previously published; neither should they be under simultaneous review elsewhere.
2. While theoretical and conceptual debates are encouraged, authors are expected to suggest policy and strategy outcomes from these as well as provide options for implementation.
3. Papers for publication should be typed double spaced on A4 size paper, leaving 2 margins on the top, bottom and on both sides of the page. The ideal length for essays is between 15 and 20 pages or about 4000 words.
4. Each manuscript should have a detachable cover page indicating the title, full names and institutional affiliation of the author, including telephone numbers and email. The first page of the essay should carry the title but without the author's name. Two hard copies of the manuscript as well as an electronic copy in MS Word, 12-point Font size and Times New Roman type face should be submitted to the editor. All manuscripts received will be acknowledged within one week of receipt.
5. All authors actually cited should be integrated into the text and documented in References at the end of the article in conformity with NIPSS Style Manual. This Style Manual requires all cited authors to be worked into the text by the author's surname, year of publication and page(s) as appropriate. For example: It has been observed that since the return of democracy in Nigeria in 1999, too many ethnic conflicts have occurred (Egwu 2001:25).
  - a. All references should be listed alphabetically at the end of the essay as follows:

### **Books**

Books should be listed by author(s) surname and initial(s), date of publication in brackets, title of the book in italics, place of publication, comma and publisher. Here are some examples:

Egwu, S. (2001), *Ethnicity and Religious Violence in Nigeria*, Abuja: Afrigov

Kukah, M. (1999), *Democracy and Civil Society in Nigeria*, Ibadan: Spectrum Books Ltd.

### **Journal**

Journal articles should be listed by author's surname, initials, year article was published in brackets, title of article in parenthesis, the title of the journal in italics; the volume; then number in bracket; then followed by the pages of the article. Example:

Alubo S.O. (2001), "The Promise and the Limits of Private Medicine: Dilemmas in Health Policy Options in Nigeria," *Health Policy and Planning*, 16 (3) 313:321

Ibeanu, O.O. (1999), "Exiles in Their Own Homes: Conflicts and Internal Population Displacement in Nigeria" *Journal of Refugee Studies* 12(2) 161-179

### **Newspapers/Magazines**



This should be listed basically like journal articles, for example:

Abati, R (2001) "The Odification of Tivland," *The Guardian*, October 28, 14-20

*Tables:* All tables should be clearly indicated where they fit in the text. Tables should be numbered consecutively.

*Graphs and Figures* should be professionally prepared and submitted in camera-ready forms.

*Style and Language:* Authors should avoid unnecessary academic jargon but write in straightforward language although not compromising logic and professional standards.

### **Submission of Manuscripts**

Although the journal is published twice a year, June and December, contributors may send their papers all year round. All manuscripts should be accompanied by a formal letter addressed to:

The Editor  
Nigerian Journal of Policy and Strategy  
National Institute for Policy and Strategic Studies Kuru,  
PMB 2024, Bukuru, Plateau State, Nigeria.  
Email: nipsskuru@yahoo.com