Guide for Authors – Nigerian Journal of Technological Research (NJTR)

Introduction to Guide

As an international, multi-disciplinary, peer-refereed journal, *NJTR* provides a platform for the publication of the most advanced scientific research in the areas of science and technology. The journal welcomes original empirical investigations. The papers may represent a variety of theoretical perspectives and different methodological approaches.

Mode of submission
Authors are requested to submit their papers electronically by using the ScholarOne Manuscript platform (https://mc04.manuscriptcentral.com/njtr). This site will guide authors stepwise through the submission process. Authors are requested to submit the text, tables, and artwork in electronic form using this web link.

Submission checklist
You can use this list to carry out a final check of your submission before you send it to NJTR for review. Please check the relevant section in this *Guide for Authors* for more details.

Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:
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• Full postal address

All necessary files have been uploaded:
Manuscript:
• Include keywords
• All figures (include relevant captions)
• All tables (including titles, description, footnotes)
• Ensure all figure and table citations in the text match the files provided
• Indicate clearly if colour should be used for any figures in print

Further considerations
• Manuscript has been 'spell checked' and 'grammar checked'
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• A competing interests statement is provided, even if the authors have no competing interests to declare
• Journal policies detailed in this guide have been reviewed
• Referee suggestions and contact details provided, based on journal requirements

Part I

Ethics in publishing

Authors must ensure journal publication ethics are strictly followed.

Declaration of interest

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Authors must disclose any interests in two places: (a) A summary declaration of interest statement in the title page file (if double-blind) or the manuscript file (if single-blind). If there are no interests to declare then please state this: *'Declarations of interest: none'*. This summary statement will be ultimately published if the article is accepted (b) Detailed disclosures as part of a separate Declaration of Interest form, which forms part of the journal's official records. It is important for potential interests to be declared in both places and that the information matches.

Submission declaration
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All authors must have materially participated in the research and/or article preparation. The statement that all authors have approved the final article should be true and included in the disclosure.

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(b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement.
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Language (usage and editing services)
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Part II

Submission
Submission to this journal proceeds totally online, via https://mc04.manuscriptcentral.com/njtr , and you will be guided stepwise through the creation and uploading of your files. The system automatically converts source files to a single PDF file of the article, which is used in the peer-review process. Please note that even though manuscript source files are converted to PDF files at submission for the review process, these source files are needed for further processing after acceptance. All correspondence, including notification of the Editor-in-Chief's decision and requests for revision, takes place by e-mail removing the need for a paper trail.

Manuscript Preparation
Manuscripts should be between 4500 and 8000 words in length (including references, tables and figures). Only manuscripts with multiple studies can go beyond this length. If your manuscript has multiple studies, please include the text 'This manuscript involves multiple studies, please ignore the word count check' in the cover letter. Word count is not applicable for revised versions and resubmissions.

Peer review
All contributions will be initially assessed by the editor-in-chief for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor-in-Chief's decision is final.

Use of wordprocessing software
It is important that the file be saved in the native format of the wordprocessor used. The text should be in single-column formt. Keep the layout of the text as simple as possible.

Article structure
Manuscripts should be prepared according to APA, 6th ed., except for the additional requirement of numbering the sections, as described below.

Subdivision - numbered sections
Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, 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.

Introduction
State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Results
Results should be clear and concise.

Discussion
This should explore the significance of the results of the work, not repeat them. Avoid extensive citations and discussion of published literature.

Conclusions
The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Appendices
If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

Essential title page information

• ***Title.*** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
• ***Author names and affiliations.*** Please clearly indicate the given name(s) and

family name(s) of each author and check that all names are accurately spelled. You can add your name between parentheses in your own script behind the English transliteration. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the email address of each author.

• *Corresponding author.* Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. This responsibility includes answering any future queries about Methodology and Materials. **Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.**

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Abstract
A concise and factual abstract is required (maximum 150 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Keywords
Immediately after the abstract, provide a maximum of 5 keywords, using British spelling, and avoiding general and plural terms and multiple concepts (avoid, for example, "and", "of"). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

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Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

Acknowledgements
Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Formatting of funding sources
List funding sources in this standard way to facilitate compliance to funder's requirements:

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References

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