



# ACADEMIC STAFF UNION OF UNIVERSITIES JOURNALS & PUBLICATIONS

## ASUU JOURNAL OF SCIENCE

### Guidelines for Manuscript Submission

Submissions must follow the guidelines outlined below diligently. Manuscripts not conforming to these guidelines will be returned to the author(s). This can lead to delays in the publication of submissions.

### General considerations

1. **Originality of manuscripts.** Only **Original** submissions will be considered for publication.
2. **Simultaneous Submissions.** No manuscript may be submitted to ASUU Journal of Science (AJS) and any other journal at the same time.
3. **Revised manuscripts.** AJS does not publish manuscripts that are “revised” versions of manuscripts published elsewhere.
4. **Article Processing Fee.** AJS welcomes submissions all year-round and does **not** charge **ARTICLE PROCESSING FEE NOR PAGE CHARGES.**
5. **Scope.** AJS accepts submissions in the field of pure & applied Sciences such as nutrition & dietetics, fisheries & aquaculture, animal science, agronomy, medicine, food science & technology, microbiology, zoology, botany, biochemistry, science education, mathematics, statistics, veterinary medicine, nursing science, environmental science, pharmacy, computer science, software engineering, information systems, data science & engineering, cybersecurity and so on.

### Three types of Submissions to AJS:

- **Regular articles:** These should describe new findings, and experimental procedures should be given in sufficient detail for others to verify the work. The length of a full paper should be the minimum required to describe and interpret the work clearly. The manuscript for an article shall normally be between 10 and 15 pages (inclusive of tables and figures).
- **Short communications:** A Short communication is suitable for recording the results of completed small investigations or giving details new models, innovative methods, techniques or apparatus. The style of main sections need not conform to that of full-length papers. Short communications should not exceed 8 pages in length.

- **Reviews:** Submission of reviews and perspectives covering topics of current interest are welcome when invited.

### **Structure of articles for submission**

Manuscripts must be typed double-spaced, in Microsoft Word (Times New Roman) and written in objective third person point of view (Use "the authors" or "the researchers" NOT "I" or "we"). Pages must be numbered starting from the title page.

Submissions must follow the following structure:

- Title/Affiliation(s)
- Abstract
- Introduction
- Materials and Methods (Methodology)
- Results
- Discussion
- Conclusion
- References

**Title:** The Title should be a brief phrase describing the contents of the paper. The Title Page should include the authors' full names and affiliations as well as the name of the corresponding author along with phone, fax and e-mail information.

- Note that all titles must be entered in title case. To put a title in title case, the first letter of each word should be capitalized unless that word is a preposition (position words such as “by,” “to,” or “at”), conjunction (connecting words such as “and” or “but”), or article (“a,” “an,” or “the”) fewer than four letters long. The only exceptions to this rule are that the first word of the title or subtitle is always capitalized, even if it is an article, preposition, or conjunction.
- Titles may not be written in all capital letters (*e.g.*, "CHAPTER TITLE" is not recommended whereas "Chapter Title" is)

### **The Main Title of the Paper (Font Size=12 – style ‘Head’)**

#### **Author Name (Font Size=12 – style ‘Author name’)**

Author’s Affiliation

Email: Name@yahoo.com (style ‘Email’)

**Abstract:** The Abstract Should not exceed 250 words. There should be brief presentation of the topic. The scope of the experiments should be stated, and significant data indicated. All the major findings and conclusions should be pointed out. No literature should be cited within.

**Keywords:** Following the abstract, about 4 to 6 **keywords** that will provide indexing references should be listed. Please include a list of 4-6 keywords that feature prominently in your article. Each keyword should be capitalized.

**Introduction:** The Introduction should provide a clear statement of the problem, the relevant literature on the subject, and the proposed approach or solution. It should be understandable to colleagues from a broad range of scientific disciplines.

**Methodology:** Methodology should be complete enough to allow experiments to be reproduced. However, only truly new procedures should be described in detail; previously published procedures should be cited, and important modifications of published procedures should be mentioned briefly. Capitalize trade names and include the manufacturer's name and address. Subheadings should be used.

**Results:** Results should be presented with clarity and precision. The results should be written in past tense when describing findings.

**Discussion:** The Discussion should interpret the findings in view of the results obtained guided by previous relevant studies. State the conclusions in a few sentences at the end of the article.

**References.** References should relate **only** to the material cited within the article (this is not a bibliography). References should be in **American Psychological Association (APA) style and listed in alphabetical order**. Please do not include abbreviations.

### **Examples:**

Although a few examples of references in APA style are included below, it is recommended that authors consult APA style manual (7th edition) for currency and further details.

#### **Journal article:**

Sawyer, S., & Tapia, A. (2005). The Sociotechnical Nature of Mobile Computing Work: Evidence from a Study of Policing in the United States. *International Journal of Technology and Human Interaction*, 1(3), 1-14.

#### **A publication in press:**

Junho, S. (in press). Roadmap for e-Commerce Standardization in Korea. *International Journal of IT Standards and Standardization Research*.

#### **Edited book:**

Zhao, F. (Ed.). (2006). *Maximize Business Profits through e-Partnerships*. IRM Press.

#### **Chapter in an edited book:**

Jaques, P. A., & Viccari, R. M. (2006). Considering students' emotions in computer-mediated learning environments. In Z. Ma (Ed.), *Web-based intelligent e-learning systems: Technologies and applications* (pp. 122-138). Information Science Publishing.

**Published proceedings:**

Deci, E. L., & Ryan, R. M. (1991). A motivational approach to self: Integration in personality. In *Proceedings of Nebraska Symposium on Motivation* (vol. 38, pp. 237-288). University of Nebraska Press.

**Unpublished doctoral dissertation or master's thesis:**

Wilfley, D. (1989). *Interpersonal analyses of bulimia: Normal-weight and obese* [Unpublished doctoral dissertation]. University of Missouri, Columbia, MO, United States.

**A presented paper:**

Lanktree, C., & Briere, J. (1991, January). *Early data on the trauma symptom checklist for children (TSC-C)* [Paper presentation]. The meeting of the American Professional Society on the Abuse of Children, San Diego, CA, United States.

**Website:**

VandenBos, G., Knapp, S., & Doe, J. (2001). *Role of reference elements in the selection of resources by psychology undergraduates*. <http://jbr.org/articles.html>

**In-Text Citations:**

In-text citations should appear with the author surname followed by publication year in parentheses at the end of the quotation or paraphrased text. Please do not utilize square brackets for in-text citations. Ensure that all in-text citations correspond to a full reference list at the end of the article.

**Plagiarism.** AJS considers plagiarism as a serious ethical matter. Manuscripts shall be checked for plagiarized passages prior to being accepted for publication. Ensure that information taken from outside sources is properly cited. Manuscripts with unacceptable plagiarism outcomes shall not be published in AJS.

**Headings.** Note that headings and subheadings should NOT be numbered (*e.g.*, Introduction, Materials and Methods, Results, Discussion *etc.*).

**Abbreviations.** A list of non-standard Abbreviations should be added. In general, non-standard abbreviations should be used only when the full term is very long and used often. Each abbreviation should be spelt out and introduced in parentheses the first time it is used in the text. Only recommended SI units should be used. Standard abbreviations (such as ATP and DNA) need not be defined.

**Figure Legends.** A manuscript may include no more than 20 figures. Please note that it is the author's responsibility to obtain permission to use any image currently under copyright by a third

party. Please see the image guide for more information. Figures must be listed consecutively without abbreviations. Figures should be in ‘tif’ format and 300 ‘dpi’. Images must be included either separately, or within the text of your article. Sources can be included on the same line as the caption or directly under the caption. Figure caption should be sentence case with no end punctuation and as a single sentence. Graphics should be prepared using applications capable of generating high resolution GIF, TIFF, JPEG or PowerPoint. Begin each legend with a title and include sufficient description so that the figure is understandable without reading the text of the manuscript. Information given in legends should not be repeated in the text.



**Figure 1:** The style name for this kind of paragraph is "Figure title"

**Tables.** Tables should not include cell shading. Column and row headings should be **bold and centred** – everything else **left aligned and regular font**. Every table must be “called out” within the text of your article in numerical order with no abbreviations. Tables should be designed to be as simple as possible. Tables are to be typed double-spaced throughout, including headings and footnotes. Each table should be on a separate page, numbered consecutively in Arabic numerals and supplied with a heading and a legend. Tables should be self-explanatory without reference to the text. The details of the methods used in the experiments should preferably be described in the legend instead of in the text. The same data should not be presented in both table and graph form or repeated in the text.

**Copyright.** As part of the manuscript submission process, you and your authors will be asked to sign the Author’s Warranty and Transfer of Copyright Agreement digitally.

**Equations.** If a symbol or equation can be typed directly into Microsoft Word using equation editor, please do so. And all equations should be numbered serially. Equations should be numbered consecutively.

Example

$$F = ma \tag{1}$$

$$\text{Speed} = \frac{\text{Distance}}{\text{time}} \tag{2}$$

**Scientific Names.** All scientific names should follow the rules of writing scientific names. Scientific names follow certain conventions. Each scientific name has two parts:

- Generic name
- Specific epithet

Other rules include the following:

- i. All the scientific names of organisms are usually Latin. Hence, they are written in italics.
- ii. There exist two parts of a name. The first word identifies the genus and the second word identifies the species.
- iii. When the names are handwritten, they are underlined or italicized if typed. This is done to specify its Latin origin.
- iv. The name of the genus starts with a capital letter and the name of the species starts with a small letter.

**English Language Copy Editing.** It is crucial that complete English language copy editing of your manuscript be conducted prior to submission to ensure proper use of the English language, proper grammatical structure, and correct spelling and punctuation. Manuscripts that are submitted to the publisher are considered to be in their final form and ready for publication as it is.

### **Submission Checklist**

The following list will be useful during the final checking of an article prior to sending it to the journal for review. Ensure that the following items are present:

- ✓ One Author is designated as the corresponding Author
- ✓ E-mail address
- ✓ Full postal address
- ✓ Telephone and fax numbers All necessary files have been uploaded
- ✓ Keywords
- ✓ All figure captions
- ✓ All tables (including title, description, footnotes)
- ✓ Manuscript has been "spellchecked" and "grammar-checked"
- ✓ References are in the correct format for this journal
- ✓ All references mentioned in the Reference list are cited in the text, and vice versa
- ✓ Permission has been obtained for use of copyrighted material from other sources (including the Web)
- ✓ Colour figures are clearly marked as being intended for colour reproduction on the Web (free of charge) and in print or to be reproduced in colour on the Web (free of charge) and in black-and-white in print
- ✓ If only colour on the Web is required, black and white versions of the figures are also supplied for printing purposes