



In the Name of the Most High

IUG Journal of Humanities and Social Sciences

SUBMISSION GUIDELINES FOR AUTHORS

The IUG Journal of Humanities and Social Sciences (IJHASS) is the official journal of Islamic University College, Ghana under the auspices of Research and IT. It is expected that all authors will endeavour to read these guidelines before submitting any manuscripts for publication.

General Procedure

- (a) All manuscripts are evaluated in fairness based on the intellectual content of the paper regardless of gender, race, ethnicity, religion, citizenry nor political values of authors.
- (b) IJHASS operates a blind peer review system. Author(s) should therefore remove their identity from the manuscript when they submit their manuscript during the review process. Information to be removed includes the author(s) name, address/affiliation, country, phone/fax and email. Any information in the Acknowledgement that may lead to the uncovering of the identity of the author should be removed from the manuscript prior to submitting it for review.
- (c) Authors should note that manuscript cannot be withdrawn under any condition once it is accepted. The IJHASS is strongly against plagiarism, please do not submit
 - i. the same article to multiple journals simultaneously
 - ii. an already published article.
- (d) Authors must submit their manuscripts in the following order:
 - i. Initial Submission: the article must be submitted on one-column A4 paper (not on IJHASS template), single spacing, a maximum of 12 pages with required citations and reference lists. Typically the first round of review concludes with the Editor sending the corresponding author a letter regarding acceptance.
 - ii. Final Submission: Authors will receive review reports from the Editorial Board. The decision may be to reject, conditionally accept pending specified revisions, or accept the paper. Where revision is necessary, the author will be asked to re-submit the revised manuscript incorporating the suggestions and recommendations of the referees. It then must be resubmitted as a final manuscript using the IJHASS template.
 - iii. If the submission is accepted for the first round of reviews it will be assigned to blind review the submission. The decision may be to reject, conditionally accept pending specified revisions, or accept the paper.

Publication Charges

Authors are required to make payment for article publication handling fee only after their articles have been accepted.

- (a) Foreign Authors - \$30 (US dollars) into
 - AC No: 0052060000499
 - AC Name: Islamic University College, Ghana
 - Bank Name: FBN Bank Ghana
 - Address: Ring Road Central Branch, Accra, Ghana
 - SWIFT: INCE GHAC
- (b) Local Authors - the cedi equivalent of \$30 into
 - AC No: 1261130002860
 - AC Name: Islamic University College, Ghana
 - Bank Name: Ghana Commercial Bank
 - Address: Tetteh Quarshie Branch, Accra, Ghana

Format Guidelines

Language and Size of Article

The IUG Journal of Humanities and Social Sciences (IJHASS) accepts manuscript in English language only. Initial submitted papers MUST not exceed 12 single-column A4 pages.

Article Types

The IJHASS invites contribution in the following categories:

- (a) Original research.
- (b) Survey/Review articles, providing a comprehensive review on a topic.
- (c) Fast / Short communications: Short, self-contained articles on ongoing research.
- (d) Technical notes.
- (e) Extended version of papers previously published in conferences and/or journals.

Structure of Article

Articles should be organized using some or all of the following:

- (a) Abstract
- (b) Introduction
- (c) Methods
- (d) Results and Discussion
- (e) Conclusions
- (f) Acknowledgement
- (g) References

Title

The title should be a brief phrase describing the contents of the paper. The Title Page should include

- (a) Initial Submission – do not include identity/affiliation of the author.
- (b) Final Submission – include authors' full names and affiliations along with phone, and e-mail information.

Abstract

The abstract should be informative and completely self-explanatory, briefly present the topic, state the objectives of the study, indicate the techniques used, and point out major findings and conclusions. The abstract should be 100 to 180 words in count. Complete sentences, active verbs, and the third person pronoun should be used. It should be written in the past tense. Abbreviations should be avoided. No literature should be cited. Following the abstract, about 3 to 10 key words that will provide indexing references should be listed.

Manuscript Format

- (a) Initial submission: 12-page article (maximum), one-column, 10 point type size, Times New Roman, A4, single spacing and 1 inch (2.54 cm) margins, 12-page article (maximum), formatted in one column.
- (b) Final submission: 9-page article (maximum), two-column (use template), 10 point type size, Times New Roman, A4, single spacing and 1 inch (2.54 cm) margins, formatted in two-columns.

Paragraphs and Headings

- (a) Use not more than four levels of headings
- (b) The levels of headings should accurately reflect the organization of the paper
- (c) All headings of the same level should appear in the same format
- (d) Use the following formatting attributes for:
 - Level 1 - centre, uppercase, bold
 - Level 2 - centre, bold, title case (except articles, prepositions, and conjunctions)
 - Level 3 - left-aligned, bold, title case (except articles, prepositions, and conjunctions)
 - Level 4 - indent, sentence case, bold, end title with a period

Expressions

- (a) Authorship voice
Avoid the use of the phrase “the researcher used SPSS package ...”
Instead write “SPSS package was used to do ...”
- (b) Tenses
 - i. Use the past tense to **describe** or **present** results of your study.
Example: Workers competence in the use of PCs increased from ...
 - ii. Use past tense or past perfect for literature review.
Example: Johnson (2013) proclaimed that Or Johnson (2013) has maintained that ...
 - iii. Use the present tense to **discuss** the results.
Example: the results indicate that 25% of the respondents ...

Expression of Numbers

- (a) When to use figures
 - i. All numbers 10 and above
Example: all respondents above 20 years.
 - ii. All numbers in the abstract of a paper.
 - iii. Numbers that represent sample size, population size, specific number of subjects in an experiment.
Example: the sample size comprises 23 female workers...
 - iv. Numbers that represent percentages, decimal quantities, ratios, statistical or mathematical functions.
Example: about 8% of the respondents did not return their questionnaire.
- (b) When to use words
 - i. Never start a sentence with a number in figures. Express the number in words at the beginning of a sentence, title or heading.
Example:
Twenty percent of participants in the survey did not return their questionnaire.
 - ii. Any number below 10 that does not represent measurements.
Example:
A two-sided test...
 - iii. Common fractions.
Example:
One-fourth of the population participated in the survey.

Tables and Figures

Tables and figures must be prepared and captioned exactly as they appear in the Journal and must be numbered consecutively in the text.

- (a) The same data should not be presented in both table and graph form or repeated in the text.
- (b) Omit all horizontal and vertical gridlines.
- (c) Introduce (a) top and bottom borders for headings and totals of the table (Table 1), and (b) bottom borders only for all cells of table (Table 2).
- (d) Present captions for tables as in Figures 1 and 2, and figure as in Figure 1.

Table 1: Format for Headings and Totals

Gender	Frequency	Percent (%)
Male	10	40.0
Female	15	60.0
Total	25	100.0

Table 2: Format for Headings without Totals

Reliability Value	Interpretation
.90 and up	Excellent
.80 - .89	Good
.70 - .79	Adequate
below .70	Limited applicability

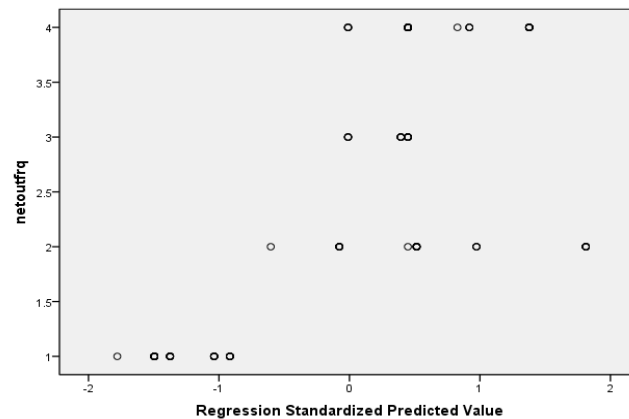


Figure 1: Plot of Netrate against predicted values

References

References must be complete and listed alphabetically at the end of the text according to the first author's last name. Journal references must follow the APA format:

- References should be cited both in-text and in the references list.
- The references (both in the parenthetical text citations and in the reference list) should be ordered alphabetically by the authors' surnames
- Inclusive page numbers for all articles should be provided in the reference list
- Use hanging indentation for second and subsequent lines of a reference.
- Format article titles in Sentence Case. Use uppercase for proper nouns only.
- Format journal names in Title Case. Maintain the format of articles prepositions and conjunctions (a, the, of, with, and, but, etc.) in lower case.

Examples

Journal (one author)

Gifty, N. D. (2010). Remittance practice among Ghanaian labour migrants in South Africa. *Ghana Social Science Journal*, 7(2), 75-80.

Journal (co-author)

Gifty, N. D., & Cudjoe, M. (2010). Remittance practice among Ghanaian labour migrants in South Africa. *Ghana Social Science Journal*, 7(2), 75-80.

Journal (online)

Williams, A. (2003). How to write a questionnaire. *Journal of Orthodontics*, 30 (3), 245-252. Retrieved July 21, 2011 from <http://jorthod.maneyjournals.org/cgi/contefull/30/3/245>.

Unpublished Research Work (long essay, dissertation, thesis)

Carpenter, G. A. (2013). *Developing a sustainable eLearning programme for online instructions*. Unpublished doctorate thesis, Atlantic International University, Honolulu.

Unpublished Paper (presented at conference or symposium)

Mahama, A. A. (2016, March). *Islamic banking in Ghana - are we ready?* Paper presented at International Conference on Islamic Banking and Finance, Accra.

Published Paper (presented at conference or symposium)

Mahama, A. A. (2016, March). *Islamic banking in Ghana - are we ready*, presented at International Conference on Islamic Banking and Finance, Accra, March 3, 2016. Accra: Islamic University College, Ghana

Non-periodicals (Books)

Czaja, R., & Blair, J. (2005). *Designing surveys: A guide to decisions and procedures*. Thousand Oaks, CA: Sage Publications.

Book (with edition)

Fowler, F. J. (2002). *Survey research methods*, (3rd ed.). Thousand Oaks, CA: Sage Publications.

Book (with editor)

Wood, M. (Ed.). (2015). *Questionnaire development*. San Diego, CA: Academic Press.

Newspaper

Modey, E. (2016, May 4). Hajia Sulemana helps fight breast cancer. *Daily Graphic* (No. 20062), p. 13.

Newspaper (no author)

Akufo-Addo pledges to ban pair-trawling. (2016, May 4). *Daily Graphic* (No. 20062), pp. 14, 16.

Author's Profile

Authors are to submit a brief paragraph or two about themselves. Please insert a head-and-shoulders of your photo beside the biographical information. Photographs must be cropped into 26mm in width and 32mm in height. The biography must include the author's educational background is listed. The degrees should be listed with type of degree in what field, which institution, city, state or country, and year degree was earned. Information concerning previous publications may be included. Try not to list more than three books or published articles.