

**JOURNAL OF APPLIED SCIENCES, ARTS AND
THEOLOGY (JASAT)**
CHRISTIAN SERVICE UNIVERSITY COLLEGE
KUMASI, GHANA

INSTRUCTION TO CONTRIBUTORS

GENERAL INSTRUCTION

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Preparation

Manuscripts should generally be arranged in the following order: title page, abstract, introduction, materials and methods, results, discussion (or results and discussions), conclusion, acknowledgements, and references. However, in the case of papers/articles in the fields of Arts and Theology appropriate sub-headings should be used to cover the results and discussions component of the paper/article.

Submission

Manuscripts should be prepared in English (United Kingdom), and soft copies in Windows Microsoft Word should be submitted to the Editorial Board, Journal of Applied Sciences, Arts and Theology (JASAT), Christian Service University College, Kumasi, Ghana, using the e-mail address, jasat@csuc.edu.gh. Manuscripts must be typed double-

spaced on one side of A-4 paper with 1-inch wide margins on either side of the paper. It is recommended that prospective authors use numbered paper. Papers/articles that fail to meet the JASAT style and format will be rejected outright.

When returning reviewed manuscripts, authors are required to submit a Windows Microsoft WORD soft or electronic copy via email to facilitate computerised editing. Manuscripts should be typeset in MS Word format. Submission of papers to JASAT is understood to mean that the author(s) agree to transfer copyright of the article to the publisher to facilitate the widest possible dissemination.

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The first page of any manuscript shall include the title, full name(s) of authors, their institutional affiliations and addresses, city and country (zip codes, if applicable) and a running head. The title of the article should be typed in bold capitals using font size 14 Times New Roman. Abbreviations are not allowed. Title must be short but descriptive of the contents of the manuscripts. Author(s) should be listed with surnames first followed by their initials in upper and lower case letters in font 12 Times New Roman. Addresses are to be presented under the names of author(s). References to professional qualifications are not necessary. The first author will be assumed to be the contact person unless otherwise stated. Each title page should also have a running heading at the bottom of the page.

Abstract

The **ABSTRACT** heading should be typed 12 points Times New Roman and in bold format, but the text should be typed 12 points Times New Roman and in italic format. The abstract should be a concise abbreviated version of the paper which tells the reader whether the paper is worth reading at all; it must, therefore, be informative with respect to aim, experimental procedures or research design and method, results and discussion and conclusion conveyed in the full paper. An **ABSTRACT** should be a maximum of 250 words.

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The heading should be 12 points Times New Roman and in bold format. Author(s) should suggest a maximum of five keywords that best describe the material being presented or the subject matter of the paper/article. This must immediately follow the **ABSTRACT**.

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The introduction should follow the **keywords** and should be as brief as possible. It should concern itself with a clear justification for the work undertaken and a short review of literature in the field of study is obligatory although any exhaustive link to the review of the literature properly belongs to the section on **Discussion**.

Materials and Methods

This section describes concisely and in detail the experimental procedures or research method employed so that anyone wishing to replicate the trial or study can do so and

obtain comparable results. Authors are to provide sufficient detail so as to remove any possible ambiguities with respect to design, treatments, measurements, analysis, etc. Where methods employed are commonly known in a given field details should be omitted and the reference given instead. Modifications to known methodology must, however, be clearly described and explained.

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The sections on Results and Discussion should describe clearly the observations made and their concise interpretation. While the two sections (Results and Discussion) may be separated; it is generally advisable to combine them to facilitate easy discussion of the results without having to repeat the results. Results should be presented in tables and graphs whenever possible, but should be clearly explained in the text taking care to avoid unnecessary repetition of tabular data. The discussion should include references to earlier or contemporary literature relevant to the topic studied; this way, a reviewer can decide on the merits of the manuscript.

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Tables should be numbered according to their sequence in the text and should also be referred to in the text. The Tables should be inserted at the exact positions where they belong in the body of the paper/article. All tables must have short but self-explanatory titles. Table numbers and titles should be placed at the top left of tables. Roman numerals are to be used. The sources of information in Tables should be indicated.

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Figures/illustrations should be inserted at the exact positions where they belong in the body of the paper/article. They should be clearly captioned and numbered according to sequence in which they appear in the paper/articles; the caption and number of each figure should appear below the figure. Photographs and line drawings should not be mounted. They should be labelled on the back with author's name in soft pencil. Figures should not be used to duplicate data already presented in tables or text or vice versa. Photographs and illustrations are considered as figures and should be referred to as such. The sources of information in Figures should be indicated.

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Footnotes should be used sparingly and only if absolutely required, otherwise the information should be embodied in the text of the paper/article.

References

In-text citations and references should follow the style of the American Psychological Association (APA) (apastyle.org). References to literature in the body of the manuscript should be cited by author(s), followed by year. Authors are cited by their surnames only, e.g., Tipple and Willis (1989) or (Tipple & Willis, 1989) depending on sentence structure. For example:

Tipple and Willis (1989) stated that rental housing has not been given the required attention in African countries.

Rental housing has not been given the required attention in African countries (Tipple & Willis, 1989).

Several authors have made similar observations (Appiah, 1989; Singh, 1991a, 1999b; Tipple & Willis, 1989; Willis & Tipple, 1989).

You may separate a major citation from other citations within parenthesis by inserting a phrase, such as *see also*, before the first of the remaining citations, which should be in alphabetical order:

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Osei, S.A., Okai, D.B., & Tuah, A.K. (1999). Quality protein maize as the sole source of amino acids in the diets of starter pigs: a preliminary study. *Journal of the University of Science and Technology*, 19, 1 – 4.

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Rapoport, A. (1969). *House Form and Culture*. Englewood Cliffs, NJ: Prentice Hall.

Kesse, G. O. (1985). *The Mineral and Rock Resources of Ghana* (2nd ed.). Rotterdam, Netherlands: A. A. Balkema.

Where the book is edited, a reference to part of it must be given the normal literature citation but the title of the article is followed by the word **In:** and then the name of editor, book title, city of publication and publishers:

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For references to Conference and Seminar papers, the citation should include the title of the paper, the theme of the Conference/Seminar, place where it was held and date (days and month, e.g., 12 – 28 August). For online articles, you will need to add the date you retrieved the article and the URL (e.g. Retrieved November 20, 2010 from <http://www.csuc.edu.gh/csuc/p/jasat/html>).

LATIN WORDS AND PHRASES

Latin words used to identify biological structures or entities and phrases like **et al.**, **in situ**, **in vivo**, **versus**, **per se** should be italicised. On the other hand, commonly used abbreviations such as etc., viz and e.g. do not require italicisation.

NUMBERS

As a rule, numerals are not used to start sentences; preferably at the start of sentences, numbers or figure should be expressed in words. In addition, words should be used for all numbers that are less than 10 and numerals for those which are 10 or greater than 10. In the situation where a sequence of numbers is given with some less and others more than

10, the use of numerals for all is advised. In a situation where a number is followed immediately by a unit of measurement, authors should use the numeral, e.g., 150g. 15cm.

UNIT OF MEASURE

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All manuscripts shall be reviewed by two referees who are knowledgeable in the author's field of study or paper/article. The reviewers are to ensure the accuracy, currency and relevance of papers/articles and their comments will help the Editors of JASAT in deciding on the acceptability or otherwise of manuscripts that are submitted to the Editorial Board of JASAT. Based on their review, authors may be required to make alterations or modifications to their papers before final acceptance.

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