



Author Guidelines

Scope

The *OUSL Journal* publishes the innovative research in the areas of Open Distance Learning (ODL), Education, Engineering and Technology, Natural Sciences, Environmental Sciences, Humanities and Social Sciences, Health Sciences, Management and Law. It aims at disseminating high-quality research among a broader spectrum of national and international audiences.

Categories of Submission

Research Articles

Research Articles are papers that present complete descriptions of original research. These should include an Abstract, Keywords, Introduction, Methodology, Results and Discussion, Conclusion and Recommendations where relevant. References should be prepared according to the “Guidelines for the preparation of manuscripts”. Maximum number of words per article is between 8,000 - 10,000 including Figures, Tables and References.

Review Articles

Reviews are critical presentations on selected topics. They should be well focused and organized. Avoid using the “textbook” style. A person/s who wish/es to submit a Review Articles should have experience in reviewing research articles along with excellent publication records and obtain prior approval from the Editorial Board by submitting a concise summary of the intended article, along with a list of the author’s publications in the related area. Maximum number of words for a Review Article is 10,000 including Figures, Tables and References.

Research Communications

Research Communications are intended to communicate important new findings in a specific area of limited scope that are worthy of rapid dissemination among the scientific community. The article should include an Abstract, Keywords, Introduction, Methodology, Results and Discussion, Conclusion and References. Maximum number of words is 2,500 including Figures, Tables and References.



Submission of Manuscript

All manuscripts in MS Word format must be electronically submitted to the journal's online platform at <https://ouslj.sljol.info/>. Submissions via email are not encouraged.

There are no fees payable to submit or publish in this journal.

Once submitted, the author can track the submission and communicate with the editor via the online journal management system. Please ensure that you consider the following guidelines when preparing your manuscript. Failure to do so may delay processing your submission.

Please make sure that no author information is mentioned in the article submitted.

Authors are required to provide their personal, validated ORCID ID (<http://www.orcid.org>). The ORCID ID will be displayed in the first page of the published article.

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All submissions should be in English. If the manuscript conforms to the guidelines specified, the date received will be the date that the manuscript was submitted to the online system.

Submissions are accepted for processing on the understanding that they will be reviewed and that they have not been submitted for publication elsewhere (including publication as a full paper or extended abstract as a part of Conference Proceedings). The manuscripts submitted to the *OUSL Journal* will initially be pre-screened by the editorial board and, if suitable, will be referred to at least two subject experts in the relevant field. **The peer review process of the OUSL Journal is double-blind.**

When revision of a manuscript has been requested, the revised manuscript should be submitted on or before the stated deadline. If the revised manuscript is not received on time, the manuscript will not be processed further. When submitting the revised manuscript, the authors' response to the comments of referees should be tabulated with the comment and response for reference. The decision of the editorial board shall be final.



The date of acceptance will be the day when the Editorial Board has decided it to be accepted for publication.

The authors may suggest up to three names of non-related referees when submitting their manuscript. Referees should not be from the institution where the work was carried out and should not have been co-authors (with the author of the submitted manuscript) in previous publications. The address, institutional affiliation and e-mail of the suggested referees should be provided.

The corresponding author should be prompt and ensure adherence to timelines when responding to requests, queries and recommendation of reviewers conveyed by the Editor-in Chief.

A complimentary copy of the Journal will be supplied to each of the authors.

Guideline for the Preparation of Manuscripts

The manuscript should be free of errors and prepared according to the [template](#) of the *OUSL Journal*.

a. Style

The paper should be written clearly and concisely. The style of writing should conform to scholarly writing. Slang, jargon, unauthorized abbreviations, abbreviated phrasings should not be used. In general, the impersonal form should be used.

b. Layout

Manuscripts other than review articles should be generally organized as follows: Title, Abstract, Keywords, Introduction, Methodology, Results and Discussion, Conclusion and Recommendations where relevant, Acknowledgements and References. However, exceptions are allowed depending on the subject area. Pages should be arranged in the following order:

Title page: Should include the title of manuscript and should not include any author information. The names and affiliations of all authors and the contact information of the corresponding author must be fed into the system during the online submission process.

Any alterations to the names of authors or order of authors will not be accepted after the submission. The corresponding author should



ensure that all details of co-authors are included in the author list and have approved the final version of the paper and have agreed to its submission for publication. Duly filled “Authors’ Responsibility Statement” signed by all authors should be submitted with the final version of the paper.

If a major part of the research has been published as an abstract in conference proceedings, it should be cited as a footnote on the title page.

Title should accurately and concisely reflect the contents of the article.

Abstract: Should be between 200 - 250 words for full length articles and written as a single paragraph. It should not contain any references and should be able to stand on its own. It should outline objectives and methodology along with important results and conclusions. A Review Article should carry a summary of not more than 300 words.

Keywords: Include a maximum of six keywords, which may include the names of organisms (common or scientific), research methods or other important words or phrases relevant to the study.

Introduction: This should state the reasons for performing the work with a brief review of related research studies. Objectives of the study should be clearly stated.

Literature Review (if applicable): This section should discuss the bodies of theoretical literature that are used by the study.

Methodology: New methods may be described in detail with an indication of their limitations. Existing methods can be mentioned with appropriate references. Adequate details should be included to allow direct repetition of the work by others. A paper reporting the results of investigations on human subjects or on animals must include a statement to the effect that the relevant national or other administrative and ethical guidelines have been adhered to, and a copy of the ethical clearance certificate should be submitted. Methods of statistical analyses used should be mentioned where relevant.

Results and Discussion: The results should be concisely and logically presented. Repetition of the same results in figures, tables or text should be avoided.



Molecular sequence data, such as gene or rDNA sequences, genome sequences, metagenomic sequences etc. must be deposited in a public molecular sequence repository, such as GenBank, that is part of the International Nucleotide Sequence Database Collaboration (INSDC). The accession numbers obtained must be cited in the text, table or on figures of phylogenetic trees of the manuscript.

Collected data and relevant programming codes should be available upon the request of the reviewers.

Discussion: data essential for the conclusions emerging from the study should be discussed. Long, rambling discussions should be avoided. The discussion should deal with the interpretation of results. It should logically relate new findings to earlier ones. Unqualified statements and conclusions not completely supported by data should be avoided.

Conclusion: The conclusion should be brief, highlighting the outcomes of the study and should be aligned with the objectives of the study. It should not contain references.

References: All research work of other authors should be correctly acknowledged in the text and in the references. Authors are responsible for the accuracy of all references. Where available, URLs and DOIs for the references should be provided.

Citing references in the text:

- References to the literature must be indicated in the text and tables as per the Author-Year System, by the author's last name and year, in parenthesis (i.e. Able, 1997) or (Able & Thompson, 1998).
- Citation to work by more than two authors should be abbreviated with the use of et al. (i.e. Able et al., 1997).
- Multiple publications by the same first author in the same year should be coded by letters, (i.e. Thompson, 1991a; b).
- Multiple citations should be made in chronological order and separated by a semi-colon, (i.e. Zimmerman *et al.*, 1986; Able et al., 1997).
- Reference to unpublished work, work in preparation or work under review should be cited in italics as (*unpublished data*) or, with the author's initials and surname given.

List of references:

- The list of References should be arranged in alphabetical order based on the last name of the first author.
- Names of all the authors should be given except when there are more than 10 authors. When there are more than 10 authors, only the name of the first author can be given followed by *et al.*
- All the initials of the author must be given after the last name and the year of publication should follow in parentheses.
- This should be followed by the full title of the referred publication.

Example: Format for Books

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Place of publication: Publisher.

- When journal articles are listed, the journal name should be given in full and in italics and followed by the volume number in bold type, issue number in parentheses and then the inclusive page numbers.

Example: Format for Journal Papers, Print version

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, Volume number* (Issue number), page range.

Example: Format for Journal Papers, Online version

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, Volume number* (Issue number), page range. <http://dx.doi.org/xx.xxxxxxxx> or Retrieved from <http://xxxxxx>

- Where there are several publications by the same author(s) and published in the same year they should be differentiated by adding a lower-case letter after the year.
- When books are listed, the order should be: author(s), year, book title, volume number, edition, pagination/ inclusive page numbers, publisher and place of publication. The book title should be in italics. When sections of a book are listed, the order should be: author(s) of chapter, year, title of the section, title of the book, edition, inclusive page numbers, publisher and place of publication.
- Digital object identifiers (DOIs) (<https://doi.crossref.org/simpleTextQuery>) should be included



for all references where available.

- References should only be cited as 'in press' if the paper has been accepted for publication.
- Please use the APA Style (8th Edition)

Abbreviations and Symbols

These should be defined when first used, and not included in the abstract. The SI System of units should be used wherever possible. If measurements were made in units other than SI, the data should be reported in the same units followed by SI units in brackets, e.g. 5290 ft (1610 m).

Formulae and Equations

Equations should be typewritten and quadruple spaced. They should be started on the left margin and the number placed in parentheses to the right of the equation.

Nomenclature

Scientific names of plants and animals should be printed in italics. In the first citation, genus, species and authority must be given. e.g. *Borassus flabellifer* Linn. In latter citations, the generic name may be abbreviated, for example, *B. flabellifer* L.

Tables

Should be clear and intelligible without reference to the text, and should not repeat data available elsewhere in the paper. Tables should be numbered consecutively with Arabic numerals and placed at the appropriate position in the manuscript. If a table must be continued, a second sheet should be used, and all the headings repeated. The number of columns or rows in each table should be minimized. Each table should have a title, which makes its general meaning clear without reference to the text. All table columns should have explanatory headings. Units of measurement, if any, should be indicated in parentheses in the heading of each column. Vertical lines should be used and horizontal lines should be used only in the heading and at the bottom of the table. Footnotes to tables should be placed directly below the table and should be indicated by superscript lower case italic letters (*a*, *b*, *c*, etc.).

Figures (Illustrations)



All illustrations are considered as figures, and each graph, drawing or photograph should be numbered consecutively with Arabic numerals and placed at the appropriate position in the manuscript. Any lettering to appear on the illustrations should be of a suitable size for reproduction and uniform lettering should be used in all the figures of the manuscript. Scanned figures or photographs should be of high quality (300 dpi), to fit the proportions of the printed page (12 × 17 cm). Each figure should carry a legend so that the general meaning of the figure could be understood without reference to the text. Where magnifications are used, they should be stated.

Note: Any reproduction of illustrations, tabulations, pictures etc. in the manuscript should be acknowledged. Tables and figures should be kept to a minimum.

Units of measurements

Length:	km, m, mm, μm , nm etc.
Area:	ha, km^2 , m^2 , etc.
Capacity:	kl, L, ml, μl etc.
Volume:	km^3 , m^3 , cm^3 etc.
Mass:	t, kg, g, mg, μg etc.
Time:	year(s), month(s), wk(s), d(s), h, min, s
Concentration:	M, mM, N, %, g/L, mg/L, ppm
Temperature:	$^{\circ}\text{C}$, K
Gravity:	x g
Molecular weight:	mol wt
Others: Radio-isotopes:	^{32}P
Radiation dose:	Bq
Oxidation-reduction potential:	rH
Hydrogen ion concentration:	pH



Conflict of interest statement

All authors should include a statement on conflict of interest disclosing any financial or other substantive conflicts of interest that may be construed to influence the results or interpretation of their research. All sources of financial support for the project should be disclosed. Please refer to the [**Declaration of Conflicting Interest Policy**](#) for further instructions.

Acknowledgements

Should be brief and made for specific scientific, financial and technical assistance only. If a significant part of the research was performed in an institution other than in those indicated by the authors' affiliations given in the title page, this fact should be acknowledged. All those who have made substantial contribution to the research but do not qualify to be authors should be acknowledged.

Publication Ethics

OUSL Journal is committed to upholding the integrity of the academic record. We encourage authors to refer to the [**Publication Ethics and Malpractice Statement**](#) of the OUSL Journal.

Plagiarism

OUSL Journal takes the concerns of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of published article. Equally, we seek to protect the reputation of the journal against malpractices. Submitted articles may be checked for duplication. Where an article, for example, is found to have plagiarized other work or included third-party copyrighted material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article; or taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies.

Prior Publication

If material has been previously published it is not acceptable for publication in the OUSL Journal.