

# OKADA Journal of Sociology

## Guide for Authors and Organization of Manuscripts

### Organization of Manuscript

(a) **Cover Page:** Place the title, author name(s), contact information with phone/fax number for the corresponding author, and a biographical sketch for each author on the cover page.

(b) **Abstract:** Cover sheet should be followed by an abstract summarizing the main conclusions of the paper. Abstract should be followed by Key words.

(c) **Main body:** Start the main body of the paper after the abstract.

(d) **Tables and figures:** We encourage using appropriate graphics to explain, illustrate, and summarize concepts and results without lengthy prose. Please keep the title and captions brief while placing the titles below tables and captions beneath figures. Do not embed numbers or captions in images; instead, place them outside the image, but on the same page. Tables & figures must be followed by references.

(e) **Notes:** Use notes sparingly and keep them brief. Provide notes as a numbered list at the end of the text, not as footnotes on each page.

(f) **Graphs and Charts:** Graphs and charts should fit the width of 1 or 2 columns. For labels use 12-point Times New Roman type.

(g) **Citations:** Citations of other works should be limited to those which are strictly necessary.

(h) **Length of Articles:** Including references original research articles should not exceed 6,500 words, but shorter contributions are welcome. Book reviews and comments should preferably not exceed 1000 words.

## Guide for authors

The Authors are expected to submit original scholarly articles in the following format.

### Title

Please consider the title very carefully, as these are often used in information-retrieval systems. Please use a concise and informative title (avoiding abbreviations where possible). Make sure that the social or sociological focus is clear.

### Abstract

An abstract not more than 250 words must be included in the submitted manuscript. An abstract is often presented separately from the article, so it must be able to stand alone. It should state briefly and clearly the purpose and setting of the research, the principal findings and major conclusions, and the paper's contribution to knowledge. For empirical papers the country/countries/locations of the study should be clearly stated, as should the methods and nature of the sample, the dates, and a summary of the findings/conclusion. Please note that excessive statistical details should be avoided, abbreviations/acronyms used only if essential or firmly established, and that the abstract should not be structured into subsections. There is no need of citing any references in the abstract.

### Keywords

Up to 6 keywords are entered separately into the online editorial system during submission, and should accurately reflect the content of the article. Again abbreviations/acronyms should be used

only if essential or firmly established. For empirical papers the country/countries/locations of the research should be included.

### ***Methods***

Authors of empirical papers are expected to provide full details of the research methods used, including study location(s), sampling procedures, the date(s) when data were collected, research instruments, and techniques of data analysis. Specific guidance on the reporting of qualitative studies are provided here

### **Guidelines for Qualitative Papers**

There is no one qualitative method, but rather a number of research approaches which fall under the umbrella of 'qualitative methods'. The various social science disciplines tend to have different conventions on best practice in qualitative research. However OJS has prepared the following general guidance for the writing and assessment of papers which present qualitative data (either alone or in combination with quantitative methods). General principles of good practice for all research will also apply.

#### **Fitness for purpose**

Are the methods of the research appropriate to the nature of the question(s) being asked, i.e.

- Does the research seek to understand social processes or social structures &/or to illuminate subjective experiences or meanings?
- Are the settings, groups or individuals being examined of a type which cannot be pre-selected, or the possible outcomes not specified (or hypothesised) in advance?

#### **Methodology and methods**

- All papers must include a dedicated methods section which specifies, as appropriate, the sample recruitment strategy, sample size, and analytical strategy.

#### **Principles of selection**

Qualitative research is often based on or includes non-probability sampling. The unit(s) of research may include one or a combination of people, events, institutions, samples of natural behaviour, conversations, written and visual material, etc.

- The selection of these should be theoretically justified e.g. it should be made clear how respondents were selected
- There should be a rationale for the sources of the data (e.g respondents/participants, settings, documents)
- Consideration should be given to whether the sources of data (e.g people, organisations, documents) were unusual in some important way
- Any limitations of the data should be discussed (such as non-response, refusal to take part)

#### **The research process**

In most papers there should be consideration of

- The access process
- How data were collected and recorded
- Who collected the data
- When the data were collected
- How the research was explained to respondents/participants

### **Research ethics**

- Details of formal ethical approval (i.e. Research Ethics Committee) should be stated in the main body of the paper. If authors were not required to obtain ethical approval (as is the case in some studies) or unable to obtain ethical approval (as sometimes occurs in sensitive settings) they should explain this. Please anonymise this information as appropriate in the manuscript, and give the information when asked during submission.
- Procedures for securing informed consent should be provided
- Any ethical concerns that arose during the research should be discussed.

### **Analysis**

The process of analysis should be made as transparent as possible (notwithstanding the conceptual and theoretical creativity that typically characterises qualitative research). For example

- How was the analysis conducted
  - How were themes, concepts and categories generated from the data
  - Whether analysis was computer assisted (and, if so, how)
  - Who was involved in the analysis and in what manner
- Assurance of analytic rigour. For example
  - Steps taken to guard against selectivity in the use of data
  - Triangulation
  - Inter-rater reliability
  - Member and expert checking
  - The researcher's own position should clearly be stated. For example, have they examined their own role, possible bias, and influence on the research (reflexivity)?

### **Presentation of findings and consideration of context**

The research should be clearly contextualised. For example

- Relevant information about the settings and respondents/participants should be supplied
- The phenomena under study should be integrated into their social context (rather than being abstracted or de-contextualised)
- Any particular/unique influences should be identified and discussed

### **Presentation of data**

- Quotations, field notes, and other data where appropriate should be identified in a way which enables the reader to judge the range of evidence being used
- Distinctions between the data and their interpretation should be clear

- The iteration between data and explanations of the data (theory generation) should be clear
- Sufficient original evidence should be presented to satisfy the reader of the relationship between the evidence and the conclusions (validity)
- There should be adequate consideration of cases or evidence which might refute the conclusions
- Discussions of findings, recommendation and contribution to knowledge.

### **Preparation for New Submissions**

Submission to this journal proceeds totally online and you will be required to forward your entry to the email provided, be sure to go through the author guide step by step before submission. Your manuscript should contain high enough quality figures for refereeing.

### **Research highlights**

Research highlights are a short collection of 3 to 5 bullet points that convey an article's **unique contribution to knowledge** and are placed at the end of the article before references. We allow 85 characters per bullet point including spaces. You should pay very close attention to the formulation of the Research Highlights for your article. Make sure that they are **clear, concise and capture the reader's attention**.

### **Peer review policy**

The journal operates a strictly blinded peer review process in which the reviewer's name is withheld from the author and the author's name from the reviewer. The reviewers may at their own discretion opt to reveal their name to the author in their review, but our standard practice is for both identities to remain concealed. Decisions on manuscripts will be taken as rapidly as possible and generally within 12 weeks. Papers that are not considered to be within the scope of the journal or that clearly do not meet its scientific and editorial standards will not be sent for outside review.

### **Manuscript File:**

Please send MS Word (doc.) compatible files only. At the time of submitting a paper for review, please include tables and figures in the manuscript file with appropriate table and figure title and number. Please do not send multiple files. You are requested to use Times New Roman with 12 font size with single space between the lines. Justify the main body text and indent first lines of paragraphs rather than spacing between them. Please number all pages except the cover page.

### **References**

There are no strict requirements on reference formatting at submission. References can be in any style or format as long as the style is consistent. Where applicable, author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume number/book chapter and the pagination must be present. Use of DOI is highly encouraged. The reference style used by the journal will be applied to the accepted article by OJS at the proof stage. Note that missing data will be highlighted at proof stage for the author to correct.

### **Formatting requirements**

There are no strict formatting requirements but all manuscripts must contain the essential elements needed to convey your manuscript, for example Abstract, Keywords, Introduction, Materials and Methods, Results, Conclusions, Figures and Tables with Captions. If your article includes any

other Supplementary material, this should be included in your initial submission for peer review purposes. Divide the article into clearly defined sections.

### **After acceptance**

We will email a PDF of the proofs to the corresponding author.

OJS provides authors with access to a PDF of their final article once it has been included within an issue. For further information please visit [www.okadajournalofsociology.com](http://www.okadajournalofsociology.com)

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### **Further information**

Any correspondence, queries or additional requests for information on the Manuscript Submission process should be sent to the Editorial Office as follows:

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