

**Teaching Journal of the ooi Junior Academy, Transactions on...
(TJooiJA)**

SUBMISSION PROCESS: Electronic Submission Only via EMail facultystudentconference@yahoo.com	
CONTACT INFORMATION: Olu Omolayole, Editor PO Box 1392 Ruston, LA 71273-1392 USA Phone: 1-318-254-0422 Fax: 1-318-513-9497 Email: facultystudentconference@yahoo.com Website: http://www.facultystudentconference.org/	REVIEW PROCESS: Type of Review: Blind Review No. External Reviewers: 2 No. InHouse Reviewers: 1 Acceptance Rate: 21-30% Time to Review: 1 Month or Less Reviewer's Comments: Yes Invited Articles: 0-5% Fees to Publish: \$0.00 US\$ Fees to Review: \$0.00 US\$
PUBLICATION GUIDELINES: Manuscript Style: See Manuscript Guidelines Manuscript Length: 4-14 single spaced Copies Required: Electronic Only	CIRCULATION DATA: Reader: Academics, Practitioners, Students and Professional Frequency of Issue: 2 Times/Year Sponsor/Publisher: ooi Consortium for Teaching, Research, Learning and Development (ooiCTRLD)

MANUSCRIPT TOPICS:

Any topic of your choice.

MANUSCRIPT GUIDELINES/COMMENTS:

Aims & Scope of the *Teaching Journal of the ooi Junior Academy, Transactions on...*

The aim of the *Teaching Journal of the ooi Junior Academy, Transactions on....* is to promote learning experience in current research on **learning, teaching and higher education issues** that is not limited to a narrow academic area (i.e. subject specific). The *Journal* is created for articles from authors who have lots of room to grow in research experience.

The scope of the articles published in the *Journal* is not limited to a specific subject area. The ooi Consortium for Teaching, Research, Learning and Development (ooiCTRLD), a non-profit professional academic global organization that is responsible for the journal publication, believes that you become a better researcher if you are exposed to how research is conducted in other academic areas outside your narrow field of expertise. Hence, "Transactions on" different subject areas is established in the journal, based on articles submitted.

The journal's editorial team encourages and balances global contributions of the articles that are published so that the readers can appreciate and learn from the influence of cultural differences on how research is conducted world-wide.

The *Teaching Journal of the ooi Junior Academy, Transactions on...* is published two times in a year, Spring and Fall.

**AUTHOR'S GUIDE FOR PREPARING A LOWER TIER JOURNAL PAPER
(The Format of the Manuscript of a Lower Tier Journal Paper)**

<Title of paper>

<Author's Name>

<University Name, Country>

<and>

<Second Author's Name>

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Abstract

The abstract should summarize the content of the paper. Try to keep the abstract under 200 words. Do not have references or displayed equations in the abstract. Your manuscript should fit on a 8.5" x 11 (or A4) paper. It is imperative that the margins and style described below be adhered to carefully. Please keep in mind that the manuscript you prepare will be electronically uploaded from the source and printed as received. Readability of the paper is of paramount importance. Use indirect sentences in your writing. Report your research in past tense since you have already done the research. A paper submitted which does not comply with this Journal Publication Format will be rejected or recommended for publication in the Proceedings of the Conference. By the way, the lower tier journal is an ooi Junior Academy journal.

This abstract section is typed using Times New Roman font size 12 point italic. It is even justified.

1. Introduction

The length of an acceptable paper is 4 to 14 pages single spaced. There is a limit of 14 pages for each paper in the *Journal*. At most, 4 additional pages can be included, provided the fee of US\$ 25.00 per extra page is submitted with the Author's registration. Also, complete the Copyright Transfer form and fax it to the conference headquarters. The conference headquarters' contact information is as follows: Contact: ooiCTRLD Conference; P. O. Box 1392, Ruston, Louisiana 71273-1392, U. S. A.; Phone: 1-318-254-0422. Fax: 1-318-513-9497; e-mail: facultystudentconference@yahoo.com; Website: <http://www.facultystudentconference.org>

2. Content of a Journal Paper

The content of a *Journal* paper should consist of a summarized technical report of a scholarly research on any topic in any academic discipline. A paper that reports qualitative research, in-depth review research theoretical research or concept development research is the standard for the lower tier *Journal* (- **Qualitative** or **Methodology Research**). A paper that has never been published before is preferred. However, the paper could be an expansion, a modification or a revision of a previously published paper. If so, the topic must be new and an adequate reference should be made to the previously published paper. **Thou shall not plagiarize**. The paper must be word-processed using Microsoft Word. The author must submit his or her paper via e-mail attachment to the appropriate person (See the Conference Announcement).

How to successfully publish in the *Journal*:

1. Select a topic from any discipline. The title of the paper must be new.
2. Investigate the topic by collecting primary and/or secondary data on the topic, or using mathematical modeling techniques.

3. Analyze the data/model to identify your findings.
4. Reports your findings, observations, recommendations, etc.
5. Text: Use Microsoft Word, size 12 points Times New Roman.
6. Abstract should not be more than 200 words; Literature review not more than one page.
7. The whole paper absolutely should not be less than 4 pages and more than 14 pages including tables, figures, footnote, acknowledgement and references.
8. Majority of the referenced articles in your paper should not be older than 5 years. Using articles within the last year is a plus!!!
9. Appendix is not allowed.
10. All footnotes must be placed just before the CONCLUSIONS section.
11. A paper that has not been previously published is preferred; or it may contain not more than 50% of your previously published work.
12. Thou shall not plagiarize.
13. Conceptual and Theory papers are acceptable. Articles that fall generally under qualitative and methodology research are acceptable in the journal.
14. All papers are peer reviewed.

Other articles solicited for publication in the *Journal*:

1. **Essays.** Articles on contemporary issues are invited for publication in the *Journal*.
2. **Case Study.** We publish Case Studies from any discipline which have not been published somewhere else before.
3. **Book reviews.** Reviews of recently published books, including textbooks, are also welcome. The length of one article, in each case, should not be more that 5 pages, using the recommended Journal Publication Format.

3. Preparation of the Paper

General appearance. The text must be in English. The submitted paper must be in its final form and of good appearance because we will like to print it as it is without any editing. The paper must be typed in one column as it appears in this document. The document you are reading is printed in the format that should be used in your paper.

Required style of writing (English Grammar). When writing use past tense because you have already completed the research. It is absolutely necessary that you must use indirect sentences when writing your paper. We require that all authors must avoid using DIRECT SENTENCE and or PERSONALIZATION (Use of I, we, my, our, us etc) in writing. A journal article is technical paper. It is not a literature book where you do story telling. Therefore, we require that you use INDIRECT SENTENCE when writing. For example: *“In this paper we present the design and implementation of an integrated online client and accounting management system (IOCAMS) that is used for business operations.”* This is a DIRECT SENTENCE and it is not allowed. It is preferred that the sentence be re-written as *“In this paper, the design and implementation of an integrated online client and accounting management system (IOCAMS) that are used for business operations are presented.”* This is an INDIRECT SENTENCE and it is allowed. Or *“In this paper, the authors present the design and implementation of an integrated online client and accounting management system (IOCAMS) that are used for business operations.”* This avoids personalization (use of I, we, my, our, etc) in writing and it is allowed.

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4. Recommended Font Sizes

Use New Times Roman font size 12 points for your typing. Use New Times Roman font 14 points for the title (ALL CAPITAL LETTERS) of your paper and it must be centered across the page. Include name of Author(s) and affiliation. Some technical formatting programs print mathematical formulas in italic type, with subscripts and superscripts in a slightly smaller font size. This is acceptable.

5. Headings

Major headings are to be column centered in a bold font and in capital without underline. They may be numbered, if so desired. "5. HEADINGS" at the top of this paragraph is a major heading.

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Abstract. All standard journal papers must have an Abstract section as described in the previous section.

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Methodology or similar title. All standard journal papers must have Methodology Section or a Section with similar title.

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Tables, figures and equations. All tables, figures and equations must be placed in the paper near where you first mention them. All tables, figures and equations must fit on the page within the specified margins. They should not overflow to the next page. Another option is to place them at the end of your paper after the REFERENCE section and before the short autobiography of the author(s).

Conclusions, recommendations, summary. Depending on your research, these are common sections used at the end of a journal paper. This is the section in which you want to tell the readers what your research has accomplished, the shortcomings of the research and the follow up on the research open for further investigations.

Acknowledgement and footnote sections. These sections are optional.

References. Use a format appropriate to your area of discipline OR use APA Editorial Style format to list all references at the end of the paper. Use the APA Editorial Style format also when citing references in the text as shown at the end of this sentence (Ivari, 1991, pp. 252), (Cornell &

Shapiro, 1987), (Dudley, Dudley, Clark & Payne, 1995), (Ivari, 1991; Cornell & Shapiro, 1991; Web, 1998 and Dudley, et al., 1995) and (Andrews & Leventhal, 1993, pp. 6-18). **Cross check to make sure that each reference cited in your paper is listed in the REFERENCE section.**

6. Formulae

All equations must be typed in black. They should be numbered consecutively throughout the text. Equation numbers should be enclosed in parentheses and flushed right. Equations should be referred to as Eq. (X) in the text where X is the equation number. In multiple-line equations, the number should be given on the last line.

7. Readability

One major cause of rejection of a paper is poor readability of the paper. You are advised to use Grammar checker in the Tools menu in MS-Word to check your paper. Make sure that the Flesch Reading Ease index of the Readability statistics is more than 28 for a technical paper (i. e. a paper with formulae, equations, statistics, tables and graphics) and more than 40 for a non-technical paper.

8. Editorial Recommendation

If the article that you submitted does not meet the standard of the *Journal* requirements, it will be recommended for publication in the Proceedings of the Conference.

9. Acknowledgments (Not required.)

Acknowledgments should be just before the references.

10. Footnotes (Not required.)

Footnotes should be typed in singled-line spacing and placed here and not at the bottom of the page where it is cited. Footnotes should be used only when absolutely necessary.

11. Conclusions

The better you look, the better we all look. Thank you for your cooperation and contribution. We look forward to seeing you at ooiCTRLD Conference.

12. References or Literature

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Andrews, D. C., & Leventhal, N. S. (1993). FUSION: Integrating IE, CASE, and JAD: A Handbook for Reengineering the Systems Organization. Prentice Hall, Englewood Cliffs, New Jersey 07632.

Cornell, B., & Shapiro, A. C. (1987). Corporate stockholders and corporate finance. *Financial Management*, 16, 5-14.

Dudley, S., Dudley, L., Clark, F., & Payne, S. (1995). New directions for the business curriculum. *Journal of Education for Business*, 70(5), 305-300.

Ivari, J. (1991). A Paradigmatic Analysis of Contemporary Schools of IS Development. *European Journal of Information systems*, 1(4), 249-272.

Web, W. (March, 1998). Not being present to present. <http://www.video-conferencing.business.com>

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