JOURNAL STYLE SHEET

Department of General Studies
Federal University of Technology, Akure, Nigeria

1. Purpose and Scope

This style sheet establishes the editorial and manuscript-preparation conventions for Ẹ̀dá: Journal of the Humanities and Social Sciences (□JHSS). It is intended for authors, editors, reviewers, and production staff and should be read alongside the journal's □ditorial and Publication Policy and current submission instructions.

2. Manuscript Categories

□JHSS accepts the following manuscript categories:

- Original Research Articles
- Review Articles
- Conceptual Papers
- Case Studies
- Book Reviews
- Short Communications
- Special-Issue Contributions

3. Length Requirements

Manuscript type	Length
Research, review, conceptual and case-study articles	Normally 6,000–8,000 words, inclusive of references.
Book Reviews	1,000–2,000 words.
Short Communications	1500–3,500 words
Articles exceeding 8,000 words	May be considered only where the length is justified by the nature of the study.

4. Title Page and Anonymous Manuscript

- The title page should contain the article title, authors' names, institutional affiliations, email addresses, and corresponding-author details.

- The main manuscript file used for review must not contain information that identifies the author or authors.
- Submit a separate title page so that the manuscript can undergo double-blind peer review.

5. Title, Abstract and Keywords

Title

Use a concise, informative title that accurately reflects the subject, argument, or findings of the manuscript.

Abstract

very article should include a concise abstract of not more than 200 words. The abstract should state the purpose, approach or method, principal findings or argument, and contribution of the study, as applicable.

Keywords

Provide a maximum of five keywords immediately after the abstract.

6. Referencing and Citation Style

JHSS uses discipline-sensitive referencing conventions:

Discipline/context	Preferred style
Literature and related humanities disciplines	Current edition of MLA style.
Other disciplines	Current edition of APA style.

Authors must apply one approved referencing style consistently throughout a manuscript. Do not combine MLA and APA conventions within the same article.

7. Author Biography

ach author should provide a brief biography of not more than 60 words. The biography should indicate the author's current institutional affiliation, area of specialisation, and relevant scholarly interests.

8. Manuscript File and Formatting

- Submit the manuscript in an editable word-processing format.
- Use clear and consistent heading levels.
- Number and title tables, figures, and illustrations appropriately.
- Cite every table, figure, and illustration in the text.
- Authors are responsible for obtaining permission to reproduce copyrighted material.
- Maintain consistency in spelling, capitalization, punctuation, quotations, headings, and references.

9. Tables, Figures and Illustrations

Tables, figures, and illustrations should be numbered consecutively, given clear titles or captions, and cited in the manuscript. Authors should ensure that submitted visual materials are legible and that permissions have been obtained where copyrighted material is reproduced.

10. Quotations and Language

Quotations should accurately reproduce the source and be integrated clearly into the author's argument. Longer quotations should be formatted consistently with the selected referencing style. Authors should use clear, professional academic □nglish and maintain consistency in spelling and terminology throughout the manuscript.

11. Originality, Plagiarism and Research Integrity

- All submissions must be original work.
- Unattributed copying, close paraphrase, appropriation of ideas, data or images, and self-plagiarism are unacceptable.
- Manuscripts may be screened for plagiarism.
- Fabrication, falsification, manipulation, or selective misrepresentation of research data is prohibited.
- A manuscript must not be simultaneously under consideration by another journal.

12. Submission Documentation

A submission should include the anonymised manuscript, separate title page, author biography, originality declaration, conflict-of-interest statement, funding disclosure, and declaration of any substantive use of artificial intelligence tools.

13. Artificial Intelligence (AI)

- AI systems cannot be listed as authors.
- Authors must declare substantive use of generative AI or similar tools in drafting, translation, data analysis, coding, image generation, or other stages of research and writing.
- The declaration should identify the tool and describe how it was used.
- Authors remain fully responsible for verifying AI-assisted content, references, quotations, data, and interpretations.
- AI use to fabricate sources, data, findings, or evidence constitutes research misconduct.

14. Peer Review

□ligible manuscripts undergo double-blind peer review. Manuscripts are normally evaluated by two independent reviewers with relevant subject expertise. Reviewers assess originality, relevance, argument, methodology, evidence, organisation, language, and contribution.

15. Editorial Decisions

- Accept without revision
- Accept subject to minor revision
- Revise and resubmit for further consideration
- Major revision and further review
- Reject

16. Copyright and Open Access

Copyright in published articles remains with the author or authors. Upon publication, authors grant □JHSS the right of first publication and permission to publish, reproduce, distribute, archive, and promote the article in digital or other approved formats. Ẹ̀dá: Journal of the Humanities and Social Sciences (□JHSS) publishes its content as an open-access journal licensed under the Creative Commons Attribution 4.0 International License (CC BY 4.0).

17. Corrections and Retractions

Minor errors that do not invalidate an article may be corrected through an erratum or corrigendum. Articles may be retracted where there is clear evidence of unreliable findings, plagiarism, duplicate publication, unethical research, serious authorship abuse, or other major misconduct.

18. Special Issues

Special issues are approved by the Editorial Board and coordinated by the Special Issue Editor. Special-issue submissions follow the same standards of originality, ethical screening, and double-blind peer review as regular submissions.

19. Book Reviews

Book reviews should provide an informed, balanced, and critical assessment of recent or significant publications relevant to the journal's scope. Reviews should situate the book within existing scholarship, identify its central argument and contribution, and evaluate its strengths and limitations.

20. Production and Editorial Checklist

- Correct manuscript category selected.
- Word count checked.
- Title page separated from anonymised manuscript.
- Abstract is no more than 200 words.
- No more than five keywords supplied.
- MLA or APA style applied consistently according to discipline.
- Author biography is no more than 60 words per author.
- Tables and figures are numbered, titled, and cited.
- Copyright permissions obtained where necessary.
- Originality declaration supplied.
- Conflict-of-interest statement supplied.
- Funding disclosure supplied.
- AI-use declaration supplied where applicable.
- References checked for completeness and consistency.

21. Source and Authority

This style sheet is based on the Ẹ̀dá: Journal of the Humanities and Social Sciences (JHSS) Editorial and Publication Policy supplied for the journal. Where a conflict arises, the current approved Editorial and Publication Policy and any subsequently approved author guidelines take precedence.

Ẹ̀dá: Journal of the Humanities and Social Sciences (EJHSS)

Department of General Studies, Federal University of Technology, Akure, Nigeria