

UNICROSS JOURNAL OF CONTEMPORARY RESEARCH, JOCRES

EDITORIAL POLICY

AUTHOR'S GUIDELINES

Author Guidelines are meant to provide requirements for submitting articles for publication in Unicross Journal of Contemporary Research, JOCRES. As part of the submission process, authors are required to ensure that:

1. New and original work is submitted.
2. The manuscript has not been published, or submitted to another journal for consideration.
3. The manuscript is in Microsoft Word file format.
4. Copyrights for articles published in this journal are retained by the authors and the university of cross river State.
5. The editor in chief or the publisher is informed of any inaccuracy of data in their published work so that correction or retraction of article can be done.
6. Significant contributions de in the manuscript and will be held accountable for any shortcoming in their work.
7. All authors are included on the paper.
8. All co-authors approve of the final version of the paper before submission.

AUTHORSHIP AND COLLABORATION

Only authors who have made significant contribution to the manuscript should be listed and co-authors. Others who have made other forms of contributions should be acknowledged accordingly.

GENERAL GUIDELINES TO WRITE JOURNAL ARTICLES

The basic organization of a research article should appear as follows:

1. Title
2. Author(s)
3. Abstract
4. Keywords
5. Paper body
 - i. INTRODUCTION
 - ii. LIETARTURE REVIEW
 - iii. METHODS
 - iv. RESULTS AND DISCUSSION
 - v. CONCLUSION
 - vi. ACKNOWLEDGEMENTS (optional)
 - vii. REFERENCES
 - viii. APPENDICES (if any)

On the other hand, a paper review should take the following format:

1. Title

2. Author(s)
3. Abstract
4. Keywords
5. Paper Body
 - i. INTRODUCTION
 - ii. CLAIM
 - iii. REASONS
 - iv. EVIDENCES
 - v. DISCUSSION
 - vi. CONCLUSION AND IMPLICATION
 - vii. REFERENCES

In general

1. Manuscripts should generally be between 4000 and 6,000 words including references and appendix.
2. Abstracts should be between 100-150 words with 5 keywords.
3. Manuscript should be sent in MS word.docx format.
4. authors' names should not appear in the manuscript's filename, when submitting a soft copy to ensure a blind review process. Authors' names, designations and institutional addresses should be in a separate file.
5. Authors are to check manuscripts for accuracy of language before submitting to the journal.
6. The Editorial Board will not edit submitted manuscripts which are wanting in style or language.
7. The Editorial Board reserves the right to make editorial changes to any manuscript accepted for publication to enhance clarity and style.
8. Manuscripts that do not adhere to any or all of the above may be rejected
9. Authors are to submit their paper electronically by using the online submission or to email to jocres.unicross@gmail.com
10. All manuscripts must be typed in Microsoft Word (.docx) and single-spaced. Margins are to be set at (3 cm at all sides) and paper size at A4 (21 x 29.7cm).
11. Authors are to make sure that 20% of the references cited fall within the last 10 years.
12. Authors are required to conform to the latest References Guidelines appropriate to their professional preference (APA or MLA style)

ACKNOWLEDGEMENT (Optional)

In the case of receiving assistance including financial assistance, such persons or organisation should be acknowledged appropriately.

REVIEW PROCESS

Upon payment of review fee, the review process commences. Preliminary review is carried out by the Editorial board to ensure conformity to ethical and JOCRES guides to authors. If appropriate the Corresponding Author is notified of the peer-review process. All manuscripts are peer-reviewed by at least two qualified reviewers in the relevant area of interest. The journal shall return reviewers' comments to authors within one month. The editorial board re-review manuscripts that are

accepted until they are revised. Accepted Papers will be published one month after acceptance. Acceptance message will carry either of the following

1. Accepted
2. Accepted with minor revision
3. Accepted with major revision
4. Rejected or declined

MANUSCRIPT SELECTION PROCESS

Manuscript selection may take the following processes

1. Editorial assistants check if a manuscript conforms to the journal's aim and scope. Manuscripts out of the journal's scope are rejected outrightly.
2. Plagiarism check is carried out. All manuscripts containing plagiarism, including self-plagiarism, and dishonesty are rejected.
3. Results of double-blind Peer Review system are compared and analysed. The decision to accept an article is based on the average score given by reviewers. Both the reviewers 'and authors' identities remain anonymous.
4. The submitted manuscript will be reviewed by at least two experts:
5. The reviewers grade a submitted manuscript on a scale of 1 to 10. To be accepted for publication, the manuscript must obtain an average score not less 6. However, a manuscript may be rejected even when the score is higher than 6 when an editor or reviewer comments says that it is not suitable for publication.
6. Significant changes to the article as accepted for publication will only be considered with permission from the Editor.
7. All corrections are to be sent back to the journal in one communication.
8. A certificate of ethical approval will be required on researches dealing with human or animal specimens.
9. Authors have a right to appeal editorial decisions.

PEER REVIEWER CONDUCT AND INTELLECTUAL PROPERTY

1. Must disclose any competing interest before agreeing to review a submission.
2. Can refuse to review any submission due to a conflict of interest or inadequate knowledge.
3. Review all submissions objectively, fairly and professionally.
4. Report any ethical misconduct encountered while reviewing.
5. Should ensure the originality of a submission and be alert to and report any plagiarism and redundant publication.
6. Must not discuss the content of the submission without permission.
7. Adhere to the time allocated for the review process. Requests for extension to review the submission is at the discretion of the Chief Editor.
8. Peer reviewers should destroy submitted manuscripts after they have reviewed them.

DUTIES OF THE EDITORIAL BOARD

The basic functions of the Editorial board include:

1. Protect the integrity and the interest of the journal
2. Actively contribute to the development and the greater good of the journal.

3. Act as ambassadors for the journal.
4. Review any work assigned to them.
5. Evaluate manuscripts fairly and solely on their intellectual merit.
6. Ensure confidentiality of manuscripts
7. Has the responsibility to decide when and which articles are to be published.
8. Actively seek the views of reviewers and authors on how to improve on the image and visibility of the journal.
9. Give clear instructions to potential contributors on the submission process and what is expected of the authors.
10. Ensure appropriate reviewers are selected/ identified for the reviewing process.

Frequency of publication

Unicross Journal of Contemporary Research, JOCREs, shall be published in two volumes per year. However, soft copies of each volume shall be published on the internet at bimonthly intervals while the hard copies shall be printed in June and December for the two volumes respectively. of each year biannually.