

Type the Title of This Paper Capitalize First Letter of Each Content Word

First Author¹, Second Author², Third Author³

¹Department Name, Name of Organization, City, Country (first author's affiliation)

²Department Name, Name of Organization, City, Country (second author's affiliation)

³Department Name, Name of Organization, City, Country (third author's affiliation)

ABSTRACT

This document gives formatting instructions for authors preparing papers for publication in AJOBI. The authors must follow the instructions given in the document for the papers to be published. You can use this document as both an instruction set and as a template into which you can type your own text. The body of abstract immediately follows abstract heading in the same paragraph. For example, this paragraph begins with abstract heading

Keywords: Include at least 4 keywords or phrases, must be separated by commas to distinguish them

INTRODUCTION

This guideline is used for African Journal of Business and Industry (AJOBI). These are the manuscript preparation guidelines used as a standard template for all paper submissions of AJOBI.

PAGE LAYOUT

An easy way to comply with the paper formatting requirements of AJOBI is to use this document as a template and simply type your text into it.

Your paper must use a page size corresponding to A4 which is 210mm wide and 285mm long. The margins must be set as follows:

Top = 0.5 inch

Bottom = 0.5 inch

Left = 1 inch

Right = 1 inch

The Paper Should Have the Following Structure

1. Title of the paper
2. Authors and affiliations
3. Abstract (at least 100 words)
4. Keywords
5. Introduction - including motivation, aims (and for long papers structure of the paper), overview and references to related work (in separate section)
6. Main body - explanation of methods, data used, etc
7. Results and Discussion
8. Conclusions
9. References

PAGE STYLE

All paragraphs must follow justified alignment. With justified alignment, both sides of the paragraph are straight.

Text Font of Entire Document

The entire document should be in Times New Roman.

Title and Author Details

All title and author details must be in single-column format and must be centered.

Every word in a title must be capitalized except for short minor words such as “a”, “an”, “and”, “as”, “at”, “by”, “for”, “from”, “if”, “in”, “into”, “on”, “or”, “of”, “the”, “to”, “with”.

Author details must not show any professional title (e.g. Managing Director), any academic title (e.g. Dr.) or any membership of any professional organization (e.g. Senior Member IEEE).

To avoid confusion, the family name must be written as the last part of each author name (e.g. John A.K. Smith).

Each affiliation must include, at the very least, the name of the company and the name of the country where the author is based. Email address is compulsory for the corresponding author.

Table1. *Font Specifications for A4 Papers*

| Font Size | Appearance (in Time New Roman or Times) | |
|-----------|---|------|
| | Regular | Bold |
| 10 | | |
| 11 | | |
| 12 | | |
| 16 | | |

Section Headings

No more than 3 levels of headings should be used. Other headings must be in 11pt font except Level-1 Heading. Every word in a heading must be capitalized except for short minor words.

Level-1 Heading: A level-1 heading must be in left-justified and numbered with an Arabic numeral. For example, see heading “3 Page Style” of this document. The two level-1 headings which must not be numbered are “Acknowledgment” and “References”.

Level-2 Heading: A level-2 heading must be left-justified and numbered with an Arabic numeral followed by a period. For example, see heading “3.3. Section Headings” above.

Level-3 Heading: A level-3 heading must be numbered with an Arabic numeral. The body of the level-3 section immediately follows the level-3 heading in the different paragraph.

Figures and Tables

Graphs and other numbered figures should appear throughout the text as close to their mention as possible. Figures shouldn’t infringe upon the page borders.

Figures and tables must be justified or centered according to the length of the caption. Large figures and table can be in one column in order to see them more clearly and avoid placing them in the middle of columns. Any table or figure that takes up more than 1 column width must be positioned either at the top or at the bottom of the page. “Figure. 1” should be used, even at the beginning of a sentence.



Figure1. *Put your caption here, Put your caption here*

Figure Captions

Figures must be numbered using Arabic numerals. Figure captions must be in 10 pt Italic font. Captions of a single line (e.g. Figure 2) must be centered whereas multi-line captions must be justified (e.g. Figure 1). Captions with figure numbers must be placed after their associated figures, as shown in Figure 1.

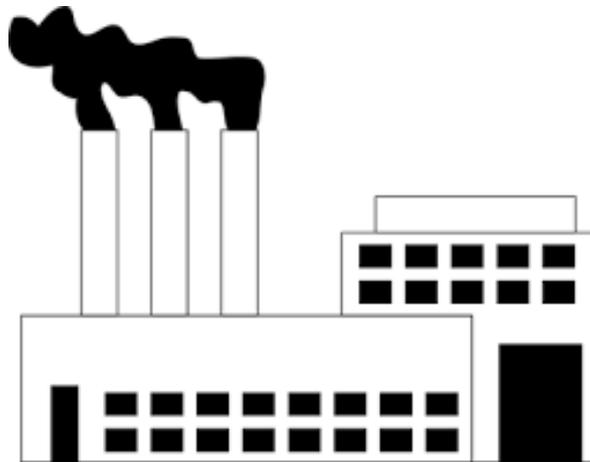


Figure2. *Example of an image*

Table Captions

Tables must be numbered using Arabic numerals. Table captions must be justified and in 10pt italic font. Every word in a table caption must be capitalized. Captions with table numbers must be placed before their associated tables, as shown in Table 1.

Equations

Equations should be numbered consecutively throughout the paper. The equation number is enclosed in parentheses and placed flush right, as in (1). Your equation should be typed using the Times New Roman font (please no other font). To create multileveled equations, it may be necessary to treat the equation as a graphic and insert it into the text after your paper is styled.

$$k \frac{\partial^2 T}{\partial x^2} = \rho c_p \frac{\partial T}{\partial t} \tag{1}$$

References

The heading of the References section must not be numbered. All reference items must be in 11 pt font. Please use Regular styles to distinguish different fields as shown in the References section. Number the reference items consecutively in square brackets (e.g. [1]). References should be cited in the text and listed in the reference section. Refer simply to the reference number, as in [3]—do not use "Ref. [3]" or "reference [3]" Capitalize only the first word in a paper title, except for proper nouns and element symbols.

CONCLUSION

This guideline is used for AJOB. These are the manuscript preparation guidelines used as a standard template for all paper submissions of AJOB. Author must follow these instructions while preparing/modifying these guidelines.

ACKNOWLEDGEMENT

An acknowledgement section may be presented after the conclusion, if desired.

REFERENCES

References format:

5. All references should be numbered in square brackets in the text and listed in the REFERENCES section in the order they appear in the text. Below are some examples:

Journal Articles:

- [1] García, J.I., Sepúlveda, S. and Noriega-Hoces, L. (2010) Beneficial Effect of Reduced Oxygen Concentration with Transfer of Blastocysts in IVF Patients Older than 40 Years Old. *Health*, 2, 1010-1017.
- [2] Maganioti, A.E., Chrissanthi, H.D., Charalabos, P.C., Andreas, R.D., George, P.N. and Christos, C.N. (2010) Cointegration of Event-Related Potential (ERP) Signals in Experiments with Different Electromagnetic Field (EMF) Conditions. *Health*, 2, 400-406.
- [3] Booterabi, F., Haapasalo, J., Smith, E., Haapasalo, H. and Parkkila, S. (2011) Carbonic Anhydrase VII—A Potential Prognostic Marker in Gliomas. *Health*, 3, 6-12.

E-Journal Articles:

- [4] Bharti, V.K. and Srivastava, R.S. (2009) Protective Role of Buffalo Pineal Proteins on Arsenic-Induced Oxidative Stress in Blood and Kidney of Rats. *Health*, 1, 167-172.

Books:

- [5] Verdu, S. (1998) *Multi-User Detection*. Cambridge University Press, Cambridge.

Edited Book:

- [6] Prasad, A.S. (1982) Clinical and Biochemical Spectrum of Zinc Deficiency in Human Subjects. In: Prasad, A.S., Ed., *Clinical, Biochemical and Nutritional Aspects of Trace Elements*, Alan R. Liss, Inc., New York, 5-15.

Conference Proceedings:

- [7] Clare, L., Pottie, G. and Agre, J. (1999) Self-Organizing Distributed Sensor Networks. Proceedings SPIE Conference Unattended Ground Sensor Technologies and Applications, Orlando, 3713, 229-237.

Thesis:

- [8] Heinzelman, W. (2000) *Application-Specific Protocol Architectures for Wireless Networks*. Ph.D. Dissertation, Massachusetts Institute of Technology, Cambridge.

Internet:

- [9] Honeycutt, L. (1998) *Communication and Design Course*.
<http://dcr.rpi.edu/commdesign/class1.html>

AUTHOR'S BIOGRAPHY

Kindly include the brief information of the authors (not exceeding 10 lines) with photos.