

Society for Research and Academic Excellence

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CONFERENCE PAPER PREPARATION GUIDE

GUIDE TO CONFERENCE PAPER PREPARATION

- a. Within the Introduction, state clearly the **PROBLEM** the paper is solving (but do not create a subtitle on this). Ensure that the research problem has basis. After establishing the basis you may reduce the research problem into a single question, for clarity.
- b. Within the Introduction, state clearly the **OBJECTIVE** of the research (but do not create a subtitle on this).
- c. Within the Introduction, state clearly the **METHODOLOGY** (but do not create a subtitle on this).
- d. In the subheadings, after Introduction, the contributor should carefully follow the methodology to logically argue out points to findings/conclusion.
- e. If there are Recommendations they should be placed before the Conclusion.
- f. Citations must be made profusely to validate claims.
- g. Empirical/statistical research should follow a clearly spelt out Methodology.
- h. If you use APA Method then you are not supposed to have Endnotes but References in the APA order.
- i. If you use Turabian Style then use Endnotes
- j. **PLEASE DO NOT USE AUTOFORMAT FOR THE ENDNOTES, DO NOT USE FOOTNOTES**

Note that you will be given 7 minutes in presentation and be required to identify the above first four items in your paper. Members of the group will ask questions based on your presentation and suggestions will be made to enable you correct your paper and re-submit within two Weeks after the Conference. Chairmen of the different groups are Professors within your discipline and are appointed to assist you to produce a good research.

Your paper should be written in

Times New Roman;

Font 12;

1.5 Spacing;

9 pages to 15 pages (not more than 16 pages, including References/Endnotes)

ABSTRACT

Between 30 and 70 words your Abstract should follow this format:

- i. Brief explanation of the concept.
- ii. Statement of Problem/Objective
- iii. Methodology
- iv. Finding/Conclusion

Attend the Conference with 25 copies or send a mail to the Society to produce 25 copies at N8 a page.

CONFERENCE PROCEEDINGS

The Society shall publish Conference Proceedings online within three Weeks after the Conference. This will enable contributors to use the online publication for promotions.

JOURNALS

All corrected papers, after the Conference, will be sent for full peer review after we have published the Conference Proceedings online. Accepted papers, after peer review, shall be published in any of the three Journals of the Society, depending on discipline or choice. Our Journals are impact factor rated and highly recognized internationally.

They include:

International Journal of Research in Arts and Social Sciences, IJRASS

International Journal of Theology and Reformed Tradition, IJTRT

Professor Bassey Andah Journal of Cultural Studies, BAJ (University of Calabar)

Membership Registration = N5,000 (for non-members of the Society for Research and Academic Excellence)

Conference Registration = N25,000 (for early registration)

Renewal of Membership = N2,000 (for registered members of the Society)

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