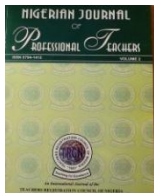


# TEACHERS REGISTRATION COUNCIL OF NIGERIA

## CORPORATE HEADQUARTERS ABUJA

12 Oda Crescent , Off Aminu Kano Crescent, Wuse 2, PMB 526 Garki Abuja, Nigeria



Nigerian Journal of Professional Teachers



## Call for Papers and Writing Guide

(Revised July, 2016)

### I. INTRODUCTION

Teachers Registration Council of Nigeria (TRCN) is an agency of the Federal Ministry of Education established by TRCN Decree No. 31 of 1993 now TRCN Act CAP T3 of 1993. Its key mandates are to regulate and control the teaching profession in all ramifications. The control covers teaching at all levels of the education system, both public and private sectors.

### II. THE JOURNAL

To promote the exchange of ideas/best practices and to lead the development of knowledge, skills and orientation in the teaching profession, TRCN has instituted an annual journal titled **Nigerian Journal of Professional Teachers (NJPT)**, an international journal that publishes empirical and theoretical papers on all themes of the teaching profession.

### III. CONTRIBUTORS

Articles are invited from teachers in classroom, research and administrative positions.

- A) At all levels of the education system; public and private sectors;
- B) In education corps/institutions of the military/law enforcement agencies, staff administrative colleges and other staff training institutions in all sectors in the country.

C) Foreign countries and international agencies.

Below is the Nigeria Journal of Professional Teachers Writing Guide.

### IV. GUIDELINES FOR SUBMISSION OF ARTICLES

1. Articles should be ten (10) pages maximum including references. They must be typewritten, single spaced and paragraph indicated by double space and not indentation of the first sentence. Papers must be submitted only online via [nigerianjournal@trcn.gov.ng](mailto:nigerianjournal@trcn.gov.ng), [sandrapnwsu@yahoo.com](mailto:sandrapnwsu@yahoo.com). Submitted papers must be prepared in accordance with NJPT WRITING GUIDE included here below.
2. Articles must have an abstract of not more than 200 words.
3. Quoted passages of more than three typed lines should be extracted and indented 5 spaces and typed single space. Shorter quotations should be enclosed in single inverted commas.
4. Footnotes are not permitted. The Journal follows the author/date system of citation by which reference is made in the text by citing the authors surname and date of **publication of the work**. Only **published** references should be cited.
5. All works cited in the text must be listed under reference in alphabetical order of authors' surnames.
6. The editorial Board reserves the right to accept or reject papers where it is unavoidable to

meet its standard/requirements and such decision is final.

7. All papers submitted will be circulated for review/assessment and feedback given to the authors within stipulated time.
8. Authors whose papers are considered publishable are to pay a token fee of N10,000 only to have their papers published. An author of published article will receive one copy of the Journal free.
9. Articles must be in Microsoft Word format submitted via the email [nigerianjournal@trcn.gov.ng](mailto:nigerianjournal@trcn.gov.ng) and copied to [emobwese2005@gmail.com](mailto:emobwese2005@gmail.com), [akonmaye@yahoo.co.uk](mailto:akonmaye@yahoo.co.uk) and [ruthansari@yahoo.co.uk](mailto:ruthansari@yahoo.co.uk). Authors should use their surnames as file name while saving the paper. Papers should be 5MB maximum.

**Mrs. Ruth A. Ansari**  
**08036362893**  
**Editorial Board Secretary**

Authors must include their mobile telephone numbers in every mail sent to the Editorial Board via the above email address.

#### **V. DEADLINE FOR SUBMISSION OF PAPERS**

The Journal is published once a year. Papers for publication must reach the Editorial Board not later than October 30<sup>th</sup>. Papers received later will wait for the next publication.

Below is the Nigerian Journal of Professional Teachers Writing Guide

**Ametepe-Ogboso Jacinta PhD**  
**08037247284**  
**Head Education &**  
**Accreditation Division**

# TITLE

Author's name

Affiliation (Organisation & Address)  
Phone number and e-mail

## ABSTRACT

All submissions should conform to the following guidelines. Title font 13, name 12, affiliation 11, (first name, initials and last name. no title e.g. Dr, PhD) address, 10 font size. If more than one author, place side by side in rectangular form. The paper must have an abstract of not more than 200 words. The abstract should be self-contained and understandable by a general reader outside the content of the paper. The abstract should be single paragraph and single line spaced.

## Keywords

Your own designated keywords.

## 1. INTRODUCTION

A template refers to a set of styles and page layout settings that determine the appearance of a document. This template gives the specification that matches the printer settings that will be used in the journal and the CD-Rom. It is mandatory that you use this template.

In your introduction clearly state or explain the nature of the problem, previous work, Purpose, significance or contribution of the paper to knowledge.

## 2. BODY OF PAPER

Enter the text here using Times New Roman Font size 11 and font size 12 for headings and captions.

### 2.1 Page Size/ Margin

Paper size should be A4. The margins should be as follows:

Top----- 1" (2.54cm)

Bottom---0.8" (2cm)

Left-----1.3" (3.3cm)

Right----- 0.5" (1.3cm).

The text should be in two columns of 3.08" (7.8cm) with bridge (gutter) 0.3" (0.8cm).

### 2.2 First page

Please leave 0.6" (1.5cm) between the authors name and abstract on the first page. For other pages, start at the top page in double column format with 1" (2.54cm) from top. The two columns on the last page should be equal or as close in length as possible.

### 2.3 Figures and tables

Figures should be numbered in Arabic numerals consecutively as they appear in the text. Table captions should always be positioned above the tables. The final sentence of a table caption should end without a period.

### 2.4 Table captions

Table captions should be placed above the table. The tables, figures or images should be placed as close to the reference as possible. It may extend across both columns.

### 2.5 Heading Level/ Section

First level heading should be font size 12, left aligned, bold face and uppercase. Second level heading should be font size 12, left aligned, bold face, initial Capitals/lowercase.

## 3. CONCLUSION

In referencing, start with first name followed by author's initials and date of publication in (parenthesis) with a period. Followed by the title and subtitle with only the first letter of their words capitalized. All lines after the first line of each entry should be indented (about the 5<sup>th</sup> letter) after the first line (hanging indentation) as in example below.

## REFERENCE

Adewale, J.O. (2007). Psychology of Adjustment  
Lagos: Timex Publishers Ltd.

Bernard, P.J. (2012). Teaching and Professionalism. *The Nigerian Journal of Professional Teachers*, 2, 14-26.