



SUBMISSION GUIDELINES

WEEKLY NEWSPAPER GRAPHIC PUBLICATION OF RESEARCH PAPERS

NEWSPAPER EXTRACTS

PUBLICATION PACKAGE

Opportunity to showcase your research on our weekly Scholarly or Emerging Scholarly television program, following validation and editorial review

FOR SUPPORT AND ENQUIRIES

For further enquiry or assistance in converting your paper to the newspaper extract format, at a minimal fee, contact the Student Service Unit via info@theacademictimes.com or 0303 962 656

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Authors must submit it in a Word document and strictly follow this format when preparing their newspaper extract.

1) TITLE OF RESEARCH

- ✓ Use a simple, bold, and public-friendly title.
- ✓ Avoid technical jargon.

2) AUTHOR DETAILS

Provide the following:

- ✓ Full Name(s)
- ✓ Institution / Affiliation
- ✓ Department / School
- ✓ Supervisor(s) Names and Contacts
- ✓ Your email Address
- ✓ Program of Study
- ✓ Phone Number (Optional)

3) 100-WORD RESEARCH SUMMARY (Abstract for Newspaper)

A brief introduction summarizing the research in a way that the general public can understand.

4) RESEARCH PROBLEM AND JUSTIFICATION (5–10 Sentences)

Explain the real-world problem and gaps your research addresses. Focus on national, global relevance, community impact, or societal need.

5) OBJECTIVES OF THE STUDY (3–5 objectives)

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6) METHODOLOGY

Choose the appropriate methodology from the following three main methodological formats based on the type and classification of your research. **i.e Primary/Original Research paper, Scoping Review, Systematic Review etc.**

6.1) METHODOLOGY (Primary/ Original/firsthand data) 150–250 words

Keep this section brief and easy to understand. Include:

- 1) Research design
- 2) Location
- 3) Sample size
- 4) Tools/methods used

6.2) METHODOLOGY FOR A SCOPING REVIEW (150–250 words)

Use this for mapping themes, gaps, and trends in the literature.

- 1) Review Framework (e.g., Arksey & O'Malley; PRISMA-ScR)
- 2) Search Strategy (databases, keywords, limits)
- 3) Eligibility Criteria
- 4) Screening and Selection Process
- 5) Charting and Data Extraction Methods
- 6) Synthesis Approach
- 7) Presentation of Results (tables, thematic maps)

6.3) METHODOLOGY FOR A SYSTEMATIC REVIEW (150–250 words)

Use this for evidence-based, rigorous synthesis.

- 1) Protocol Registration (e.g., PROSPERO)
- 2) Review Framework (PRISMA guidelines)
- 3) Comprehensive Search Strategy
- 4) Eligibility Criteria (PICO or similar)

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- 5) Screening Procedure (title/abstract/full-text)
- 6) Data Extraction Tools Used
- 7) Quality and Bias Assessment (e.g., CASP, ROB-2)
- 8) Evidence Synthesis (narrative or meta-analysis)

7) KEY FINDINGS (5–7 Bullet Points)

Present only the most impactful, public-friendly, and policy-relevant findings.

8) BRIEFLY ANALYZE AND DISCUSS YOUR FINDINGS

Include any of the following (Optional but Recommended):

- ❖ Mini table
- ❖ Pie chart
- ❖ Bar chart
- ❖ Key statistics box
- ❖ Format instructions:
- ❖ Simple percentages
- ❖ Bold and clear numbers

9) POLICY OR INDUSTRY IMPLICATIONS (4–6 Bullet Points)

Explain how your findings can help:

- ❖ Government ministries (**If applicable**)
- ❖ District assemblies (**If applicable**)
- ❖ Schools (**If applicable**)
- ❖ Health facilities (**If applicable**)
- ❖ Businesses (**If applicable**)
- ❖ Global (**If applicable**)
- ❖ NGOs (**If applicable**)
- ❖ **or any other specific sector of the economy, or the focus area of your research.**

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10) RECOMMENDATIONS (5–10 Bullet Points)

- Offer practical, feasible actions.

11) CONCLUSION (5–10 Sentences)

- Summarize the value and national relevance.

FORMATTING AND OTHER REQUIREMENTS

1) KEYWORDS (5 Words Only)

2) SUBMISSION FORMAT REQUIREMENTS

- ✓ File Format: Word Document (.doc or .docx)
- ✓ Font: Times New Roman, 12pt
- ✓ Spacing: 1.5 line spacing
- ✓ Alignment: Justified
- ✓ Page Limit: 2 pages maximum

3) SUBMISSION PROCESS

Researchers must:

- ❖ Visit www.theacademictimes.com
- ❖ Download the *Newspaper Extract Format Guide*
- ❖ Create an account
- ❖ Upload their newspaper extract for review or call
- ❖ Await editorial feedback and approval

4) REFERENCE AND CITATION STYLE

In-text citations and reference list must follow APA 7th Edition.

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✓ SUBMITTING YOUR NEWSPAPER EXTRACT VIA EMAIL

If you encounter any challenges signing up on the portal, you may submit your newspaper extract or research paper directly via info@theacademictimes.com

Please use “NEWSPAPER EXTRACT” as the email subject.

✓ COST FOR EDITORIAL REVIEW AND PUBLICATION

The fee for early submission, editorial review, and publication is **GHS 950.00**.

An initial payment of **60%** is required, with the remaining balance payable after your paper has been approved by the editorial board.

✓ MODE OF PAYMENT

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- **Account Name:** The Academic Times Journal
- **Account Number:** 0006012637772

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- **Account Name:** The Academic Times Journal
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After making payment, kindly send the following details to accompany your research submission for editorial review:

1. A **screenshot of your payment** (if paid through the bank)
2. Your **full name** and **transaction ID** (if paid via MoMo)

✓ FOR FURTHER ENQUIRIES

Contact us on: **0303 962 656**