



IGNITING SCHOLARLY IMPACT

## **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](mailto:info@theacademictimes.com) or 0303 962 656

## NEWSPAPER EXTRACTS

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)

## NEWSPAPER EXTRACTS

### 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)

## NEWSPAPER EXTRACTS

- 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](http://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.

## NEWSPAPER EXTRACTS

### ✓ **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](mailto: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.

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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**