



CBN BULLION: GUIDELINES FOR CONTRIBUTORS

INTRODUCTION

The Bullion is an independent, peer-reviewed journal that is available in traditional hard-copies as well as in pdf formats from the Bank's website. It is designed to provide an avenue for the production of scholarly works of both qualitative and quantitative inclinations.

The BULLION is committed to the dissemination of research findings and information about its research interests.

The ancillary purpose of this journal is to encourage discourse among persons working in various sectors and disciplines, as well as in other contexts. Consequently, our editorial policy promotes the submission of non-technical papers from diverse disciplinary perspectives. Our preference is for papers that are not loaded with econometrical tools and terminologies or complex economic models that would require specialized knowledge to decode and understand.

Consequently, we welcome **manuscripts with potent managerial and policy implications that could serve as novel and credible policy alternatives for policy makers in the economic and financial sectors.**

GUIDELINES

1. Manuscripts should be submitted with a cover letter addressed to the:

**Editor
BULLION
Corporate Communications Department
Central Bank of Nigeria
33, Tafawa Balewa Way, Central Business District,
P.M.B.0187, Garki, Abuja**

The softcopy of the papers should be submitted via email as editable electronic document, preferably Microsoft word document to either of the following email addresses:

Bullion@cbn.gov.ng
publicationsoffice@aol.com

Areas of emphasis should be on topics within the following broad themes:

- ❖ Economic Growth and Development
- ❖ Monetary Policy
- ❖ Development Finance
- ❖ Issues in the Financial system
- ❖ Public Policy Analysis
- ❖ Development Studies

- ❖ Economic Diversification studies
- ❖ Issues in Real Sector Development
- ❖ Regulatory and Supervisory Development
- ❖ Labour Economics and Industrial Relations
- ❖ Foreign exchange management

* **Other areas of research interest for *BULLION* include developments in:**

- Payments systems
- Financial Inclusion
- Currency Management
- Internet Banking
- Mobile Money

The essence of this guideline is to help focus on areas we want covered. Note, this is not exhaustive. Please feel free to address all other issues you consider pertinent to the mandate of the Central Bank of Nigeria.

2. The article **should not be more than twenty-five (25) pages of 4000 – 7000 words in length.** It should be typed with 1.15 line spacing option, with a margin of 1.25 and 1.13 inches on the left and right sides, respectively. The font type to be used is “**Arial**” with font **size “14” for headings** and **size “12” for the body** of the article.
3. The manuscript must be accompanied with a letter of submission written in English. Submission of a paper is assumed to imply that its contents represent original and unpublished work and is not under consideration elsewhere for publication.
4. There is neither a submission charge nor page fee. The complete names and address (postal and email) of the author or lead author in the case of co-authored papers should be clearly indicated. **Please note that papers with more than two co-authors will not be accepted.**
5. Papers may be rejected, accepted or returned for specified revisions.
6. All submitted manuscripts are referred to an Editorial Board comprising of an in-house editorial committee and external referees for a two-level, peer-review of the paper. Comments by the referees will be sent to the author(s), including a decision by the Editorial Board to publish or not to publish the paper.
7. The purpose and scope of the article should be clearly stated in an abstract summarising the article’s essential findings. The abstract should be typed on a separate page and should be ***italicised*** and **not more than 100 words in length.** In addition, the JEL classification code (s) as well as keywords should be clearly indicated on the abstract page.
8. The author’s institutional affiliation and necessary background information on the article should appear at the foot of the first page. Footnote to the text should be listed at the end, followed by the list of references
9. The honorarium for authors of accepted papers in the Bullion is **₦400,000** per paper and for reviewers **₦200,000** per manuscript.

10. References for quotations or statements should be in parentheses in the text, not as notes. e.g. Mordi (2010:20) or Mu'azu (2014). Where more than two authors are involved, cite senior author and use *et al.*, for example, Johnson *et al.* (1988).

11. Citations listed under the reference sections must begin on a new page. All entries must be typed double-spaced, listed alphabetically by last name of senior author and chronologically for two or more articles by the same author. The typed layout must conform to the *Havard* style, as follows:

Mordi, C. N. O. (2010). "The Nigerian Financial Crisis: Lessons, Prospects and Way Forward", *CBN Bullion*. Vol. 31 No. 3, July – September, pp. 1-10.

Adenuga, A. O. and O. Ebnuomwan (2011). "Understanding the Bretton Woods Institutions (BWIs) with Particular Reference to the International Monetary Fund (IMF)" *CBN Bullion*. Vol. 35 No. 4, October – December, pp. 10-15.

12. All tabular materials should be separated from the text in a series of tables numbered consecutively in Arabic numerals preferably in Microsoft Excel. Each table should be typed double-spaced and identified by a short title at the top. Notes for table should be at the bottom of each table, before the source, and marked by lower case superscript letters. Appropriately placed tables should be indicated in the text.

13. Diagrams, graphs, charts, etc. must be separated from the text and clearly plotted on a white paper with all axes clearly positioned. They should be inserted appropriately in the text.

14. Where mathematical equations and formulae are used, they should be typed clearly, using MathType or Microsoft Equation Editor. The equations should be numbered consecutively in Arabic numerals.

15. Authors are required to submit a brief professional profile alongside their manuscript. The profile should highlight relevant qualifications, areas of expertise, and current institutional affiliations. Please adhere to the following standards:

Length: The author's profile should be no longer than **150-250 words**.

The profile should include:

- a. **Full name** of the author(s).
- b. **Current position and institutional affiliation**.
- c. **Highest academic qualifications** and relevant certifications.
- d. **Key research interests** and areas of expertise.
- e. **Significant publications or projects**, if applicable.

16. All submissions should be accompanied with a clear soft copy passport size photographs and mobile phone number(s) of the author(s). The passport photograph should be;

- a. Clear, coloured and in focus
- b. Unaltered by computer software

- c. At least 600 pixels wide and 750 pixels tall
- d. At least 50KB and no more than 10MB
- e. Contain no other objects or people
- f. Be taken against a plain light-coloured background
- g. Be in clear contrast to the background
- h. Not have "red eye"

17. In your photo, you should:

- a. Be facing forwards and looking straight at the camera
- b. Have a plain expression and your mouth closed
- c. Have your eyes open and visible
- d. Not have anything covering your face
- e. Not have any shadows on your face or behind you
- f. Do not wear sunglasses or tinted glasses. You can wear other glasses if you need to, but your eyes must be visible without any glare or reflection.

Be informed that a digital passport photograph is a mandatory requirement for any manuscript be published.

Please note that:

- Papers must be written in English and must use the British spelling and usage
- Cases of authors submitting articles published elsewhere if proven, could lead to such authors being blacklisted by the joint Advisory and Editorial Boards of the CBN-BULLION
- The article must be based on original research, not to have been published or submitted in part or whole for publication elsewhere. All articles will first undergo an internal vetting process including a plagiarism check to determine its suitability and its degree of originality. Articles that pass the internal vetting will then undergo the peer review process in accordance with generally accepted standards
- The abstract should be italicized and in one paragraph and should summarize the pertinent results in a brief but understandable form, beginning with a clear statement of the objective and ending with the conclusions, with no references cited. Abbreviations in the abstract that are not standard abbreviations must be defined at first use. Data sources and range should be clearly stated.

We look forward to receiving your submissions.