

Style Guide

Writing and formatting conventions for all IIAR Journals

This Style Guide accompanies the IIAR Author Guidelines and the official IIAR Journal Submission Template. The Template fixes the page layout; this guide fixes how the text inside it is written — spelling, numbers, units, headings, figures, tables and references. Manuscripts that follow it move through editorial screening faster and return from peer review with fewer presentation comments. Where this guide and the Template appear to differ, the Template prevails for layout and this guide prevails for wording.

1. LANGUAGE AND SPELLING

- Write in clear, formal English. Either British or American spelling is acceptable, but one convention must be used consistently throughout the manuscript, including figures and tables.
- Prefer the active voice and short sentences. Avoid rhetorical questions, informal contractions (don't, isn't) and unexplained jargon.
- Define every abbreviation or acronym at first use in the abstract and again at first use in the main text, e.g. *machine learning* (ML). Do not begin a sentence with an abbreviation.
- Use italics for Latin terms that are not naturalised in English (*in situ*, *et al.*), for genus and species names, and for single-letter variables (n , p , x). Do not italicise common terms such as “e.g.”, “i.e.” or “etc.”.
- Use a single space after full stops. Do not use underlining anywhere in the manuscript.

2. PAGE LAYOUT AND TYPOGRAPHY

These settings are pre-built in the IIAR Journal Submission Template and must not be altered.

Element	Specification
Paper size and margins	As set in the Template (do not change).
Body text	Times New Roman, 10 pt, single spacing, justified.
Title	Title Case, 24 pt, bold, centred.
Author names and affiliations	As styled in the Template; superscript numerals link each author to an affiliation.
Abstract	Times New Roman 9 pt, bold, single spacing, justified; minimum 250 words; one paragraph, no citations, no abbreviations left undefined.
Keywords	Three to six, separated by semicolons, in lower case except proper nouns, placed directly below the abstract.
Section headings	Numbered, bold, as styled in the Template (see Section 4).
Figure captions	Below the figure, 9 pt.
Table headings	Above the table, 9 pt.
Footnotes	Avoid. Incorporate the material into the text or an endnote-free sentence.

3. TITLE PAGE ELEMENTS

1. **Title** — concise, informative and free of abbreviations where possible; not more than 20 words.
2. **Author list** — full names, in the order agreed by all authors. Family name last. No academic titles or degrees.
3. **Affiliations** — department, institution, city, country for each author.
4. **Corresponding author** — name, institutional email address and, if available, ORCID iD. All authors are encouraged to supply an ORCID iD.

5. **Running head** (if the Template requests it) — a shortened title of not more than 50 characters.

For double-blind review, submit a separate anonymised version with items 2–4 removed and self-citations phrased so that they do not reveal the authors' identity.

4. HEADINGS AND NUMBERING

Use no more than three heading levels. Number them with Arabic numerals in decimal form. Do not number the Abstract, Acknowledgements, Declarations or References.

Level	Format	Example
1	1. BOLD CAPITALS	1. INTRODUCTION
2	1.1 Bold Title Case	2.3 Data Collection
3	1.1.1 Bold italic, sentence case	2.3.1 Sampling frame

The standard body sections are: Introduction · Materials and Methods · Results · Discussion (Results and Discussion may be combined) · Conclusion (optional) · Acknowledgements · Declarations · References. Reviews and conceptual papers may substitute thematic headings for Materials and Methods and Results but must keep the Introduction, Discussion, Declarations and References.

5. NUMBERS, UNITS AND SYMBOLS

- Use **SI (MKS) units** as primary units. Do not mix SI and CGS units. Other units may follow in parentheses where they aid understanding, e.g. 25 mm (1 in).
- Place a **zero before a decimal point** (0.25, not .25). Use a full stop as the decimal separator and a thin space or comma for thousands (10 000 or 10,000 — consistently).
- Spell out numbers one to nine in running text; use numerals for 10 and above, for all numbers with units (5 kg, 3 %), and in tables. Never begin a sentence with a numeral.
- Leave a space between a number and its unit (10 mm, 25 °C), except for percent and degrees of angle (25%, 45°).
- Report percentages with the sample size the first time they appear, e.g. 42% (n = 210).
- Statistical notation: report test statistics, degrees of freedom, exact *p*-values to two or three decimal places (*p* = 0.032; *p* < 0.001) and effect sizes with confidence intervals where applicable.
- Write dates as 31 August 2026 and times using the 24-hour clock (14:30).
- Use en dashes for ranges (2019–2024, pp. 45–52) and hyphens only in compound words (data-driven).

6. EQUATIONS

- Set equations with the Word equation editor, centred on their own line, and number them consecutively in parentheses at the right margin: (1), (2).
- Define every symbol the first time it appears, immediately after the equation. Italicise variables; set units, function names (sin, log) and numerals in roman type.
- Refer to equations in the text as Eq. (1), or “Equation (1)” at the start of a sentence.

7. FIGURES

- Number figures consecutively with Arabic numerals in order of first mention (Figure 1, Figure 2). Refer to them in the text as “Figure 1” or “(Figure 1)”; do not write “the figure below”.
- Place each figure as close as possible after its first mention. Every figure must be cited in the text.
- Captions go **below** the figure and must be self-contained: the reader should understand the figure without returning to the text. Format: **Figure 1.** Sentence-case caption ending with a full stop.
- Minimum resolution 300 dpi for photographs and 600 dpi for line art; preferred formats TIFF, PNG or vector (EPS/PDF). Lettering within figures should be Arial or Helvetica, no smaller than 7 pt at final size.

- Use colour only where it carries information. Ensure figures remain legible in greyscale and are accessible to readers with colour-vision deficiency.
- Label multi-part figures (a), (b), (c) and describe each panel in the caption.
- Obtain and state written permission for any figure reproduced or adapted from another source: “Reproduced with permission from [1].”

8. TABLES

- Number tables consecutively (Table 1, Table 2) independently of figures, in order of first mention, and cite every table in the text.
- Headings go **above** the table: **Table 1.** Sentence-case heading ending with a full stop.
- Build tables with Word’s table tool, not with tabs or spaces, and do not embed tables as images. Use horizontal rules only (top, below column headings, bottom); avoid vertical rules and shading.
- Give units in column headings, not in every cell. Align numbers on the decimal point.
- Explain abbreviations and significance markers in notes directly beneath the table, using superscript lower-case letters (^a, ^b) or asterisks for statistical significance.

9. CITATIONS IN THE TEXT

- IIAR journals use **numbered references** in order of first appearance. Cite with square brackets: [1], [2, 3], [4–6]. Place the bracket before the punctuation mark.
- Once a source is numbered it keeps that number every time it is cited.
- When naming the authors in the sentence, still give the number: “Okafor et al. [7] reported ...”. Use *et al.* for three or more authors in the text.
- Do not cite unpublished results, personal communications or manuscripts “in preparation” in the reference list; mention them in the text only, with permission.
- Preprints may be cited if the repository and identifier are given and the preprint status is stated.
- Every reference must be a real, verifiable source that the authors have read. Reference lists are checked; fabricated or unverifiable references lead to rejection.

10. REFERENCE LIST FORMAT

List references in numerical order under the heading REFERENCES. Give all authors up to six; for seven or more give the first three followed by *et al.* Include a DOI (as a full <https://doi.org/> link) wherever one exists. Journal titles are given in full, not abbreviated.

Type	Format and example
Journal article	Author A, Author B. Title of article. <i>Journal Title</i> . Year;Volume(Issue):pages. https://doi.org/xx.xxxx/xxxx [1] Adeyemi T, Mensah K. Explainable credit-risk models for microfinance in West Africa. <i>IIAR Journal of Artificial Intelligence</i> . 2026;1(1):12–29. https://doi.org/10.xxxx/iar.2026.001
Book	Author A. <i>Title of Book</i> . Edition. City: Publisher; Year. [2] Russell S, Norvig P. <i>Artificial Intelligence: A Modern Approach</i> . 4th ed. Hoboken: Pearson; 2021.
Book chapter	Author A. Title of chapter. In: Editor B, editor. <i>Title of Book</i> . City: Publisher; Year. p. pages. [3] Nwachukwu C. Data governance in public health systems. In: Bello R, editor. <i>Digital Health in Africa</i> . Lagos: Veristzon Press; 2025. p. 101–124.

Type	Format and example
Conference paper	Author A. Title of paper. In: <i>Proceedings of Conference Name</i> ; Date; City. Publisher; Year. p. pages. [4] Okoro J, Danso E. Low-resource speech recognition for Hausa. In: <i>Proceedings of the 2025 African Conference on Machine Learning</i> ; 15–17 Oct 2025; Accra. ACML; 2025. p. 77–85.
Report / grey literature	Organisation. <i>Title of Report</i> . Report number (if any). City: Publisher; Year. [5] World Economic Forum. <i>The Future of Jobs Report 2025</i> . Geneva: WEF; 2025.
Thesis	Author A. <i>Title</i> [doctoral thesis]. City: University; Year. [6] Ibrahim F. <i>Federated learning for rural clinics</i> [doctoral thesis]. Ibadan: University of Ibadan; 2024.
Web page	Author or Organisation. Title of page. Site name. Published Date. Accessed Date. URL [7] Crossref. Global Equitable Membership. Crossref. Published 2026. Accessed 31 Aug 2026. https://www.crossref.org/gem
Dataset	Creator A. <i>Title of dataset</i> . Version. Repository; Year. https://doi.org/... [8] Chukwu O. <i>Lagos traffic sensor readings 2023–2025</i> . v2. Zenodo; 2025. https://doi.org/10.xxxx/zenodo.xxxxxxx
Software / AI model	Developer. <i>Name of software</i> (version). Year. URL [9] Anthropic. <i>Claude</i> (Sonnet 4.6) [large language model]. 2026. https://claude.ai
Standard	Standards body. <i>Standard number: Title</i> . City: Body; Year. [10] ISO. <i>ISO/IEC 42001:2023 Artificial intelligence management system</i> . Geneva: ISO; 2023.

11. ACKNOWLEDGEMENTS AND DECLARATIONS

Every manuscript ends with the following headed statements, in this order, before the References. Use the exact headings. If a statement does not apply, say so explicitly rather than omitting the heading.

Heading	What to write
Acknowledgements	Thank contributors who do not meet authorship criteria (technical help, writing assistance, general support). Name the individuals with their permission.
Author contributions	State each author's role using initials, e.g. "A.B. designed the study; C.D. collected data; A.B. and C.D. analysed the data and wrote the manuscript. All authors approved the final version." The CRediT taxonomy may be used.
Funding	Name the funder, grant number and recipient, or write: "This research received no external funding."
Competing interests	Disclose any financial or non-financial interest that could be perceived to influence the work, including employment by the publisher or its parent organisation, or write: "The authors declare no competing interests."
Ethics approval	Name the approving committee or authority and give the approval reference number and date, or state that approval was not required and why.
Informed consent	Confirm that written informed consent was obtained from participants (and for publication of identifiable material), or state "Not applicable."
Data availability	State where the data can be found (repository name, accession number or DOI), or explain why data cannot be shared.
Use of AI tools	See Section 12.

Heading	What to write
Copyright and licence	"© [year] the authors. Published by IIAR under a Creative Commons Attribution (CC BY 4.0) licence."

12. DISCLOSURE OF ARTIFICIAL INTELLIGENCE TOOLS

IIAR requires plain, specific disclosure of any generative AI or AI-assisted technology used in preparing the manuscript. AI tools cannot be listed as authors, and AI-generated data, images or results are not permitted. The disclosure appears under the heading **Use of AI tools** in the Declarations. Model wordings:

No use: "No artificial intelligence tools were used in the preparation of this manuscript."

Language editing only: "[Tool name and version] was used to improve the grammar and readability of the text. The authors reviewed and edited all output and take full responsibility for the content."

Analysis support: "[Tool name and version] was used to [describe task, e.g. generate first-draft code for data cleaning / summarise literature for screening]. All outputs were verified by the authors. No AI-generated data or results are reported. The tool did not contribute to the scientific conclusions."

Vague statements such as "AI was used in accordance with journal policy" are not accepted.

13. COMMON PROBLEMS THAT DELAY SCREENING

- Abstract under 250 words, or containing citations or undefined abbreviations.
- Fewer than three or more than six keywords.
- Template fonts, margins or spacing changed.
- Author-date (Harvard/APA) citations instead of numbered references.
- References without DOIs where DOIs exist, or references that cannot be located.
- Figures pasted at screen resolution; captions above figures; table headings below tables.
- Mixed British and American spelling; mixed SI and CGS units; decimals without a leading zero.
- Missing Declarations headings, or an AI-use statement that does not say what was used.
- Identifying information left in the anonymised review copy.

14. PRE-SUBMISSION CHECKLIST

1. Manuscript prepared on the current IIAR Journal Submission Template with no layout changes.
2. Title, authors, affiliations and corresponding author complete; ORCID iDs supplied where available.
3. Abstract ≥ 250 words; three to six keywords.
4. Sections present and numbered as required; all Declarations headings present.
5. All figures and tables cited in the text, numbered in order, with captions and headings correctly placed.
6. References numbered in order of appearance, complete, verifiable, with DOIs.
7. AI-use statement written to the standard in Section 12.
8. Similarity below the IIAR threshold; no undisclosed AI writing.
9. Anonymised copy prepared for double-blind review.
10. Author Agreement Form and Copyright & Licence Agreement and Ethics Declaration Form completed and signed by all authors.

15. CONTACT

Editorial Office — IIAR Journals • submissions@publications.airinternational.org • <https://publications.airinternational.org>