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TITLE. The title should accurately, clearly, and concisely reflect the emphasis and content of the paper. The title must be brief and grammatically correct.

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dd month yyyy

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dd month yyyy

**Author One[[1]](#footnote-1)\*, Author Two**2**, and Author Three**3

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1First affiliation address, with corresponding author email. Email: author[.one@email.com](mailto:one@email.com)

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# **Abstract**

All manuscripts must be accompanied by an abstract. JUDS requires a structured abstract and allow a limited number of 200 words. Because many readers will read only the abstract, make sure that the abstract is accurate and contains all of the vital information that is found in your manuscript. It should contain an introductory statement that ends with a specific aim or hypothesis, followed by the methods, results, and the conclusions. Detailed discussion and speculation should always be avoided.

KEYWORDS: Only five key words. If you are submitting your paper to a journal that requires keywords, provide significant keywords to aid the reader in literature retrieval.

# Introduction

The introduction section comprises the first portion of the manuscript, and it should be written using the simple present tense. Additionally, abbreviations and explanations are included in this section. The main goal of the introduction is to convey basic information to the readers without obligating them to investigate previous publications and to provide clues as to the results of the present study. To do this, the subject of the article should be thoroughly reviewed, and the aim of the study should be clearly stated immediately after discussing the basic references.

The introduction should be brief, generally limited to three to four paragraphs, and should be used to set the stage for your study. The first paragraph should describe the current status and a brief description of the problem to be studied and previous work done in the same area. There is no need to mention all references. Generally, less is better than more. The second paragraph should identify the gaps in the current knowledge and demonstrate the need for the current study. Finally, end this section by stating the specific goals or aims of your study and the hypothesis to be tested.

# Materials and Methods

It is generally known that the material and methods section is a relatively easy section of an article to write. Therefore, it is often a good idea to begin by writing the materials and methods section, which is also a crucial part of an article. Because "reproducible results" are very important in science, a detailed account of the study should be given in this section. If the authors provide sufficient detail, other scientists can repeat their experiments to verify their findings. It is generally recommended that the materials and methods should be written in the past tense, either in active or passive voice. In this section, ethical approval, study dates, number of subjects, groups, evaluation criteria, exclusion criteria and statistical methods should be described sequentially. It should be noted that a well-written materials and methods section markedly enhances the chances of an article being published. Unfortunately, the Methods section is often the weakest portion of the manuscript, especially with novice writers. Although many readers are tempted to skip directly to the conclusions, the seasoned reader will often start by reading the methods. As a rule, if the methods seem flawed there is no reason to continue reading the manuscript.

***Study design.***Describe the design used in your study. This should include the sampling methods, such as convenience vs. consecutive. This is very important in determining whether there was any selection bias.

***Ethical considerations.***Most journals will require a declaration of Institutional Review Board or Animal Right’s Committee approval as well as information regarding whether and how study subjects were consented.

***Subjects.***This section allows the reader to judge the generalizability or external validity of the study. Explicit inclusion and exclusion criteria should be detailed. For human studies, basic demographic information such as age, sex, race, and health status should be noted. How- ever, the exact number of subjects actually recruited, as well as their age, race, and sex breakdown belong in the Results section. For animal studies, the species, breed, gender, and weight should be described.

***Setting.***Describe the type of clinical setting (rural vs. urban; academic vs. community; trauma level designation) in which the study was conducted. For Emergency Department-based studies, indicate the annual census.

***Interventions.***This section should describe the experimental protocol in enough detail to allow replication by another investigator. If the study used previously de- scribed or validated methods, these should be referenced. For novel methods or models, greater detail will be required. Consider establishing the validity of a new model in a separate article. For animal studies, describe the methods of sedation and anesthesia. Give generic names of medications administered with manufacturer, dose, and concentration. Describe the baseline conditions and measurements followed by the sequence of manipulations of the independent variable, followed by subsequent measurements of the dependent variables (the factor of most interest).

***Measurements and calculations.***Describe the variables that were measured and how measurements were made. Where relevant, give instrument manufacturer and model with city and state. You may also need to justify why and how the variables were measured.

***Outcomes.***In many studies, multiple outcomes are measured. For each study you must establish the primary or main outcome of the study *before ever* conducting *the study*. Selection of the primary outcome will drive the study aims, hypothesis, results, and conclusions. In negative studies where the study hypothesis is rejected, it is often tempting to overemphasize secondary outcomes. However, it is important to focus on the primary outcome first. Describe any planned secondary outcomes next.

***Data analysis.***Describe how the data will be presented (for example, mean vs. median) and which statistical tests were performed for inferential data. Indicate what the level of significance is (type I error) and describe how you calculated the sample size. It is recommended to solicit the help of a professional statistician for this section. Of course, a statistician is also very important when designing the study.

# Results and Discussion

The Results section should include all the main findings, including negative findings. Start by describing the general population then sub-groups in the first para- graph. Be clear and concise and use tables and figures appropriately. Data included in tables or figures should not be detailed in the body of the text. Provide data that are relevant to the research question; observations beyond the primary research question may be included if they strengthen your case. Do not interpret the data or introduce results that were not described in the Methods section. The primary outcome should be described first in the second paragraph, whereas secondary outcomes or sub-group analyses should follow. Start with the descriptive data. Next, describe the effects of the independent variables on the dependent variables. Univariate comparisons should precede multivariate analysis and interaction effects. Unexpected or incidental findings should be at the end of the Results section.

Then, discussion followed to explain the meaning of the results. Most journals begin this section with a brief summary of the main findings. No new data should be introduced in this section. The next paragraph should describe why the findings are important and how they relate to prior similar studies. This is where the author should try to convince the reader of the merits of the study. Discuss how questions raised by prior studies may have served as motivation for the current study. Do the findings of other studies support yours? Also, point out how your study differs from other similar studies. Carefully select the most pertinent references. Remember that your manuscript is not intended to be a comprehensive review article. Consider alternative explanations to your findings; carefully consider all possibilities. Remember that the purpose of your study is to discover, not just to prove.

# Conclusions

Some of the more common mistakes encountered in the Discussion section are repeating the introduction or presenting new data. Over-interpretation of the results and unwarranted speculation should be avoided. Also, avoid the temptation to inflate the importance of the results. Make sure that the conclusions are fully sup- ported by the data. In general, there should be a direct relationship between the study hypothesis, the results, and the conclusions. Finally, the temptation to use the old generic “Further study is required” should be avoided and used only if appropriate.

Author Contributions

The manuscript was written through contributions of all authors. All authors have given approval to the final version of the manuscript. 1,2,3 These authors contributed equally or differently (match statement to author names with their number).

Funding Sources

Any funds used to support the research of the manuscript should be placed here (per journal style).

**Acknowledgment**

Generally, the last paragraph of the paper is the place to acknowledge people (dedications), places, and financing (you may state grant numbers and sponsors here).

Abbreviations

CCR2, CC chemokine receptor 2; CCL2, CC chemokine ligand 2; CCR5, CC chemokine receptor 5; TLC, thin layer chromatography.

# References

Before submitting your article, be sure to check the authors’ instructions to verify that you used the appropriate system for citing your references. The purpose of the reference section is to list the sources cited in the text. Many novice writers use an extensive number of references. However, this is inappropriate for most original manuscripts. Limit your reference list to the best, the latest, and those references most relevant to your study. The commonly used method to cite references in the Ethiopian Civil Service university is Harvard style; so, make sure to use citation and referencing styles follows Harvard style. Several are several reference managers such as endnotes or Mendeley; we have advised to use this software otherwise you can manage manually.

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# Figures and charts

Each figure must have a caption that includes the figure number and a brief description, preferably one or two sentences. The caption should follow the format "Figure 1. Figure caption." All figures must be mentioned in the text consecutively and numbered with Arabic numerals. The caption should be understandable without reference to the text. Whenever possible, place the key to symbols in the artwork, not in the caption. To insert the figure into the template, be sure it is already sized appropriately and paste before the figure caption. For formatting double-column figures, see the instructions at the end of the template. Do NOT modify the amount of space before and after the caption as this allows for the rules, space above and below the rules, and space above and below the figure to be inserted upon editing.

Figure 1 Graphical presentation formats of JUDS (category 1: …..., category 2: ….etc. )

Tables: Each table must have a brief (one phrase or sentence) title that describes its contents. The title should be understandable without reference to the text. Put details in footnotes, not in the title. Do NOT modify the amount of space before and after the title as this allows for the space above and below the table to be inserted upon editing.

Table 1 Table formats of JDS (description of the table contents ….)

|  |  |  |
| --- | --- | --- |
| S/N | x | y |
| 1 | Ab | Ef |
| 2 | Bc | De |
| 3 | Cd | Fg |

**Equations:** Displayed equations can be inserted where desired making sure they are assigned Word Style "Normal". Displayed equations can only be one column wide. If the artwork needs to be two columns wide, it must be relabeled as a figure, chart, or scheme and mentioned as such in the text (Equation 1)

(1)

1. \*Corresponding author [↑](#footnote-ref-1)