

**ARTICLE TEMPLATE FOR JOURNAL OF OFFICE AND INFORMATION
MANAGEMENT (JOIM)**

(Paper Size: A4; Margins –Top: 1”, Bottom: 1”, Left: 1” Right: 1”)

All texts must be single line spacing, including abstract and references. Text should be fully justified.

All Fonts are Times New Roman with Size=12

MAIN ARTICLE TITLE

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ABSTRACT (The abstract should not be more than 300 words in length)

The paper should have an abstract. The abstract should be understandable by the general reader outside the context of the full paper.

KEYWORDS: Keyword1, Keyword2, Keyword3, (Max. 7 words)

ARTICLE STRUCTURE

1. INTRODUCTION
2. LITERATURE/THEORETICAL UNDERPINNING
3. METHODOLOGY
4. RESULTS/FINDINGS
5. DISCUSSION
6. CONCLUSION
7. REFERENCES

FIGURES

The figures in your article should be titled like the example shows below:

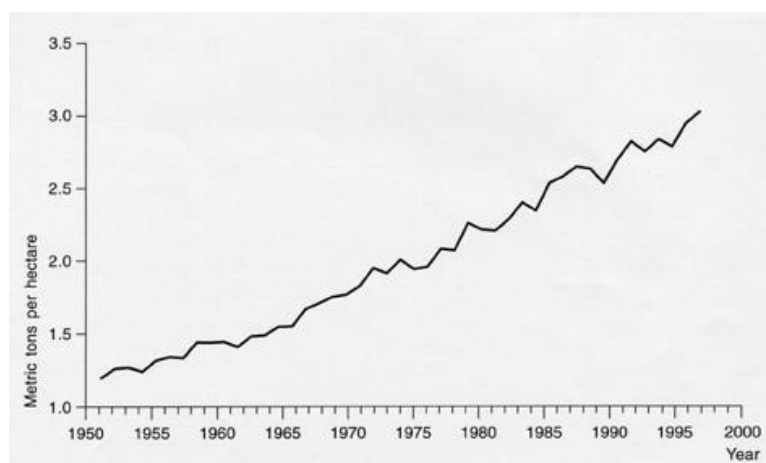


Figure 1: The title should always be placed below the figure.

TABLES

Tables should be titled like the example shows below:

Table 1: The title should always be placed above the table

Question	Average	Means
1.NGOs	11	1.1
2.Institutions	22	2.2
3.Governments	33	3.3

REFERENCES (References should follow APA Referencing Style)

- Dick, S., Nwosu S., & Amachree J. (2022). First-year undergraduate students' perceptions of lecturer and peer feedback: A Nigeria action research project. *Studies In Higher Education, 40*(5), 933–944. <https://doi.org/10.1080/03075079.2016>
- Nwogu, J. (2012). Register of Administrative Gaming in the Workplace. Springwill (Eds.), *Compendium of Working Tools* (pp. 97–106). Port Harcourt, Nigeria, Rivers State University Press.
- Alalibo, O., & Omunakwe, P. (2007). Learning to do qualitative data analysis: An observational study of dissertation work. *Qualitative Administrative Research, 17*(10), 1442–1452. <https://doi.org/10.1177/1049732307306924>
- Oguzor, C., Onyekwachi, H., Okwu, H., & Wogboroma, H. (2015). Understanding signs and gestures as meaning indicators in communication. *Annals of Information Science, 42*(5), 492–497.