

THE INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS OF

NIGERIA

(Established by the Act No. 19 of 1991)

CALL FOR ARTICLES

The Institute of Chartered Secretaries and Administrators of Nigeria (ICSAN) is a professional body dedicated to excellence in Corporate Governance and Public Administration. It was granted a Charter by Act No. 19 of 1991 to amongst other things, determine the level of knowledge and skills one should possess in order to practice as a Chartered Secretary and Administrator and to raise such standards from time to time.

In the Institutes' continued efforts towards keeping its members, students, organisations and tertiary institutions across the country and beyond as well as other professionals abreast of current corporate governance practices and international best practices, the Institute of Chartered Secretaries and Administrators of Nigeria publishes a journal titled: **"The Chartered Secretary and Administrator"**.

THE PUBLICATION

This journal which is published twice in the year is an avenue for students, people in practice and others who are interested in keeping themselves abreast of issues regarding current best practices in a myriad of topics. The institute is using this medium to **request** for articles for publication in the journal from Chartered Secretaries in practice, academia, students and other professionals. The articles should border on topical issues in Corporate Governance, Corporate Administration, Law, Corporate Financial Management, Regulatory issues and any other relevant issues.

ARTICLE FORMAT

All articles to be submitted for publication in the **"The Chartered Secretary and Administrator"** should comply with the following format and instructions:

1. Articles must be well discussed and must be on contemporary issues in the field of Corporate Governance, Administration, Company Secretarial Practice, Finance and Law
2. All articles should be typed on A4 paper using 12 points font size and Times New Roman type with double line spacing;
3. The article should include the title and author's contact information;
4. All material used should be referenced. The text reference should be author/date (year) type (e.g. Yinka: 2010) the reference list should follow the Harvard Style (surname, first and second names then initials, year, title, publisher and place) and should be arranged in alphabetical order of surnames of the authors. Adjustments are to be appropriately made if the material referred to is a journal, magazine or newspaper; and
5. A soft copy saved in Microsoft Word should be sent to the address below;

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