



## **Style Format: Guide for Authors**

JBS uses the formatting guidelines that are based on APA (American Psychological Association). For detailed information, please see the Publication Manual of the American Psychological Association, 7th Edition (2020); <https://apastyle.apa.org/products/publication-manual-7th-edition>

### **HOW TO FORMAT YOUR MANUSCRIPT:**

#### **PAGE NUMBERS**

Put page numbers (preferably on the bottom right of the document so that reviewers can refer to content with ease).

#### **FONT**

Use Times New Roman font in size 12 with double-line spacing.

#### **MARGINS**

Margins should be 2.5 cm (1 inch).

#### **AUTHOR DETAILS**

The initial submission should provide a separate Author and Title page which includes their full name and affiliation on the cover page of the manuscript. The file with the manuscript should have all author identifiers removed so that it can be sent for anonymous review.

#### **FORMATTING THE PAPER TITLE**

Use bold for your article title, and capitalize according to all of the suggestions below:

1. Capitalize the first word of the title/heading and of any subtitle/subheading.
2. Capitalize all major words (nouns, verbs, adjectives, adverbs, and pronouns) in the title/heading, including the second part of hyphenated major words (e.g., Self-Report not Self-report).
3. Capitalize all words of four letters or more.

#### **ABSTRACT**

Indicate the abstract paragraph with a heading or by reducing the font size to 10 point. The abstract should be between 120-200 words. Abstracts are important, and should focus on what your research is about, what methods have been used, and what you have found.

## **KEYWORDS**

Keywords help readers find your article, so are vital for discoverability. Please provide us 3-5 keywords.

## **RUNNING HEAD**

Each article will have a running head on every alternate page. You need not put in the running head but you should provide it to us. The running head should be no more than 40 letters (including spaces) so that it fits in the designated space. The running head should contain words from the title of the article, unless they are book reviews.

## **HEADINGS:**

Please follow this guide to show the level of the section headings in your article:

1. *Do not number section headings (e.g. do not number using 2 or 2.1 or 2.1.1).*
2. First-level headings (e.g. Introduction, Conclusion) should be in bold, with capitalization as indicated in the title guidelines above.
3. Second-level headings should be in bold italics, with capitalization as indicated in the title guidelines above.
4. Third-level headings should be in italics, with capitalization as indicated in the title guidelines above.
5. Fourth-level headings should be in bold italics, at the beginning of a paragraph. The text follows immediately after a full stop (full point) or other punctuation mark.
6. Fifth-level headings should be in italics, at the beginning of a paragraph. The text follows immediately after a full stop (full point) or other punctuation mark.

## **ENDNOTES:**

Place all footnotes as endnotes at the end of the document.

## **ACKNOWLEDGEMENTS:**

If there are acknowledgments, they will go after the endnotes.

## **FUNDING:**

If there was funding for the study, this should be shared following the acknowledgment.

## **CONFLICT OF INTEREST STATEMENT:**

The author may share that there is no conflict of interest in this research. This is optional.

## **CITATIONS:**

### **Within the text:**

In-text citations generally consist of the last name(s) of the author(s), the year of publication of the work cited, and page number(s) when required, enclosed within parentheses. For example: The most recent report (Andaleeb, 2019) on the use of ...

If the author's name forms part of the discussion, the parenthesis can be limited to the year of publication. For example:

Andaleeb (2019) found that the use of ...

If both the author's name and the year form part of the discussion, no parentheses need be added.

For example:

In 2019, Andaleeb's report on the use of ...

If a citation appears within parenthetical text, place the year within commas (not square brackets). For example:

(see Table 3 of Bangladesh Bureau of Statistics, 2007, for more detail)

Even if a reference includes a month and a day of the month, include only the year in the in-text citation.

### **Numbering:**

(Andaleeb, 2019, p. 6) or (Ahmed, 2018, Chapter 7)

Page number ranges are preceded by "pp." and a space, and linked with an en dash, e.g. "pp. 156–163".

### **Quotations:**

Example: Bangladesh became a lower middle-income country in 2015, and Andaleeb (2019) states "quoted text" (p. 1), which supports this argument.

Or another Example: Bangladesh became a lower middle-income country in 2015, and this is supported by "quoted text" (Andaleeb, 2019, p. 23).

### **Citation of authors in text:**

In the case of one author, cite as Quddus (2016) or (Quddus, 2016). Arrange multiple works by the same author in different years in chronological order, separated by a comma (e.g. Quddus, 1990, 1995, in press). If the primary authors of two or more works in the reference list have the same surname, include the first author's initials in all in-text citations even if the year of publication differs (J. Quddus, 1990; M. Quddus, 1986).

Where there are two authors, please cite as Quddus and Khan (2016) or (Quddus and Khan, 2016). If both authors of a work have the same surname, include the first author's initials in all in-text citations (e.g. M. A. Quddus and Quddus, 2008).

With three to five authors, all authors' names should be cited the first time the reference occurs in the text (e.g. Quddus, Khan, and Ahmed, 2007). In subsequent citations, include only the name of the first author followed by "et al." and the year of publication, e.g. Quddus et al. (2007) or (Quddus et al., 2007). With more than five authors cite as Quddus et al. (2007) throughout.

If there are multiple works by one or more author with the same date, this is the method: Add a, b, c, etc. after the year; repeat the year. The sequence is determined by the order of the entries in the reference list, where such references are ordered alphabetically by their title: (Ahmed, 2011a, 2011b, in press-a; Ahmed et al., 2016a, 2016b).

When two or more works are cited within the same parentheses, arrange them into the same order in which they appear in the reference list.

The name of an organization can be spelled out each time it appears in an in-text citation, or spelled out only the first time and abbreviated thereafter. A general rule is that enough information needs to appear in the in-text citation to enable the reference to be located easily in the list. An abbreviation (if required) is introduced when the name of the organization first appears in an in-text citation, e.g. International Monetary Fund (IMF, 2001). After this, use IMF (2001) or (IMF, 2001) every time.

If a work has no identified author, begin the in-text citation with the first few words of the reference list entry (usually the title, e.g. “Editorial,” 2000). If the author is designated as “Anonymous”, cite the work as such in the text (Anonymous, 1998).

Personal communications include private letters, memos, personal interviews, telephone conversations, email, and messages from online discussion groups, etc. Where they do not provide recoverable data, personal communications are cited only in the text and not included in the reference list. Include the initials as well as the surname of the communicator and provide as exact a date as possible, for example:

M.R. Quazi (personal communication, April 18, 2001).

#### **TABLES:**

The table header should be on *top* of the table with “Table (Arabic numeral):” bolded and title of the table not in bold but in title case.

References in a table are usually most appropriately put in footnotes to the table.

Table sources must be cited. Table files must be editable.

#### **FIGURES:**

The figure header should be at the *bottom* of the figure with “Figure (Arabic numeral):” bold and title of the figure not in bold but in title case.

Figures should be high quality (1200 dpi for line art, 600 dpi for grayscale and 300 dpi for color, at the correct size). Figures should be supplied in one of these preferred file formats: JPEG or TIFF; Microsoft Word (DOC or DOCX) files are acceptable for figures that have been drawn in Word. Please ensure that, if figures are in color, they are clearly visible and distinguishable in black and white when the journal is printed.

#### **EQUATIONS:**

If you are submitting your manuscript as a Word document, please ensure that equations are editable. Number each equation with Arabic numerals.

#### **REFERENCES:**

##### **Listing of References (order):**

At the end of a document, list the references to sources that have been cited in the text, including those found in tables and figures, under the heading “References”.

Place references in alphabetical order by the surname of the first author followed by the initials of the author’s given name. Arrange references with the same author(s) by year of publication, beginning with the earliest.

If several items have the same first author, both alone and with co-authors, arrange the single-author items before any multi-author items. Arrange the multi-author publications alphabetically by the surname of the second author or, if the second author is the same, by the surname of the third author, etc.

Items by the same author(s) with the same publication date are arranged alphabetically by title (excluding “A”, “An” or “The”) unless they are identified as belonging to a series, in which case arrange them in series order. Add a lower-case letter (a, b, c, etc.) after the year:

Quddus, M. (2019a)

Quddus, M. (2019b)

When organizations are authors, alphabetize by the first significant word of the name. Full official names should be used in the list (e.g. Bangladesh Bureau of Statistics, not BBS).

If no authors are present, move the title to the author position and alphabetize the entry by the first significant word of the title.

If a work is actually signed “Anonymous”, begin the reference with and alphabetize by the word Anonymous in the reference list.

### **Author Name:**

Begin with the surname, followed by the initials, e.g. Author, A. A. Separate successive author names from one another by a comma and a space, e.g. Author, A. A., Author, B. B., & Author, C. C.

### **Date of Publication:**

The year of publication is required for all references. The month is also required when citing a journal that has no volume or issue number, or a presentation at a conference; the month and day of the month are required when citing a magazine, a newsletter or a newspaper.

For articles accepted for publication but not yet published, use (in press).

If no date of publication is available, use (n.d.).

### **Title:**

If the original version of a non-English work is used as a source, cite the original version. Give the original title and, in square brackets, the English translation of the title. Capitalize non-English titles according to the conventions of the particular language. If the English translation

of a non-English work is used as a source, cite the English translation. Give the English title without square brackets.

### **Journals:**

Author, A. A. (Year). Title of article: And subtitle. *Journal Title*, volume(issue), pages.

Example: Quddus, M. (2002). Bangladesh in 2012: Achievements and Setbacks. *Journal of Bangladesh Studies*, 346(17), 1319–1320.

Or with two authors: Quddus, M., & Ahmed, A. (2018).

With 3 to 7 authors: Include all author names in the list.

With organization as author: Write the full name.

With no volume or issue: Ali, P. (2012, January–February). Rivers of Bangladesh. *World Geography*, 10–22.

If page numbers are not given, supply the remaining information without page numbers.

### **Books:**

#### Publisher:

The city should be listed, and for the sake of consistency always include the two-letter state or province abbreviation for US and Canadian cities. Include the country name for other countries only where this is necessary to avoid ambiguity, e.g.

Cambridge, MA: Harvard University Press.

Cambridge, UK: Cambridge University Press.

If more than one place of publication is given, use the first one listed (or the one set in the most prominent font).

Abbreviate well-known publishers' names, e.g. "John Wiley & Sons, Ltd." may become simply "Wiley"; but retain the words "Books" and "Press". If the author and the publisher are the same, use the word "Author" as the name of the publisher.

#### Page numbers:

The first and last pages of a chapter or part should be cited, linked with an en dash and preceded by "pp." and a space, e.g. "pp. 156–163".

It is not necessary to list the extent (total pagination) of books, conference proceedings and other monographs.

#### Authorship

Single author: Author, A. A. (Year). *Title of book: And subtitle*. Place: Publisher.

Bandura, A. J. (1977). *Social learning theory*. Englewood Cliffs, NJ: Prentice Hall.

Multiple authors: Ahmed, A., & Murshid, P. (2013). *Governance in Bangladesh*. Dhaka: University Press Ltd.

3 to 7 authors: List everyone on the list in the same manner as above.

If no author, *Handbook of Textiles in Bangladesh*. (2000). Dhaka: University Press Ltd.

If no date, *Handbook of Textiles in Bangladesh*. (n.d.). Dhaka: University Press Ltd.

To refer to a particular edition, Ali, S.A. (2000). *Handbook of Textiles in Bangladesh* (2<sup>nd</sup> ed.). Dhaka: University Press Ltd.

Edited Volume: Quddus, M. (Ed.). (2007). *Twenty Years of BDI*. Washington, DC: Georgetown University Press.

Chapter in a book: Author, A. A. (Year). Chapter title. In E. E. Editor (Ed.), *Title of book: And subtitle* (pp. pages). Place: Publisher

Example: Rahman, M. (2017). Jute in Bangladesh. In M. Rahman & I. Islam (Eds.), *History of Industry in South Asia* (pp. 1–13). New York, NY: Pluto Press.

Online or E-books:

Examples:

Khan, J. R. (1989). *The Independence of Bangladesh: Recovery and Growth* [Adobe Digital Editions version]. doi: 10.1045/0023393722

Ullah, E. (n.d.). *The Bus System in Dhaka*. Retrieved from <http://www.wordpress.org/showitem.asp?itemID=135>

### **Reports:**

Author, A. A. (Year). *Title of work (Report No. xxx)*. Place: Institution

For reports retrieved online, identify the publisher as part of the retrieval statement unless the publisher has been identified as the author.

Example: Jahan, S. S. A., & Karmakar, M. (2016). *The contribution of microfinance institutions to poverty reduction in Bangladesh (Research Report No. 16.10)*. Retrieved from Research on Poverty Alleviation website: [www.rpa.org/jahan.pdf](http://www.rpa.org/jahan.pdf)

The World Bank. (2012, February). *Traffic Congestion in Dhaka (Policy Brief No. 333)*. Washington, DC: Author.

### **Newspapers and Magazines:**

Full dates of publication are required, including the month (for magazine articles) and day of the month (for newspaper articles). Precede page numbers for newspaper articles with p. or pp. If an article appears on discontinuous pages, give all page numbers and separate them with a comma.

Example: Khan, J. R. (1993, September 30). Building Safe Hi Rises in Bangladesh. *The Daily Star*, pp. A1, A4.

Online source: Give the URL of the home page when the online version of the article is available by search to avoid non-working URLs.

Example: Siddiqi, D. S. (2019, December 25). Immigrants from Bangladesh Protest Trump. *The New York Times*. Retrieved from <http://www.nytimes.com>

If there is no author: Alphabetize works with no authors by the first significant word in the title. In the text, use a short title (unless the full title is short) enclosed in quotation marks: (“Six Sites Meet,” 2006).

Jamil, S., & Huq, P. J. (2012). *Recycling in Bangladesh*. Unpublished manuscript, Department of Environmental Science, University of Dhaka, Dhaka, Bangladesh.

When citing an entire website, it is sufficient just to give the address of the site in the text: The BBC (<http://www.bbc.co.uk>).

If the format is out of the ordinary (e.g. lecture notes), add a description in square brackets: Author, A. A. (Year, Month Day). *Title of document* [Format description]. Retrieved <http://www.ordinary>.

**In addition, authors should make a final check for the following all manuscripts should be prepared following the submission guidelines below:**

- *Abstract should be between 120-200 words.*
- *Text in the body should be in Times New Roman 12-point font; text in abstract, tables, figures, and endnotes are smaller (10 point) or as needed for tables and figures.*
- *Tables, graphs and figures should be placed in the body.*
- *Endnotes should be listed at the end of the document; do not use footnotes.*

## **DATA SHARING GUIDE**

Authors are encouraged to share or make available the data supporting the results or analyses presented in their paper where this does not violate the protection of human subjects or other valid privacy or security concerns.

Authors are further asked to cite any data sets referenced in the article and provide a data access statement which tells the reader where the data associated with a paper is available, and under what conditions the data can be accessed. Authors can also include links (where applicable) to the data set.

Whether one or multiple data sets are associated with a manuscript, these are not formally peer reviewed as a part of the journal submission process. It is the author’s responsibility to ensure the soundness of data. Any errors in the data rest solely with the producers of the data set(s).