

Guidelines for Author

Article Submission

The article should be approximately 4000 to 6000 words in length, inclusive of Tables, Figures, References and Appendices. For article submission, authors must use the following email for their softcopy submission.

Editor
Independent Business Review
ibr@iub.edu.bd

The Manuscript

Manuscripts must be typed double-spaced on one side of A4 paper only. Leave uniform margins of at least 1 in. at the top, bottom, left, and right of every page. The first line of each paragraph should be indented by 5 spaces. Use 12pt Times New Roman font for the text. Do not justify the text.

Title Page

The title page must include the following information: the full title (maximum 50 characters); author's name and the affiliation.

Abstract and Keywords

The abstract, not exceeding 150 words in length, should encompass the main theme of the paper including the justification and methodology of the study as well as findings followed by recommendations or implications. Up to five **keywords** or phrases have to be submitted for indexing purposes.

Page Number

The page number should appear in the upper right-hand corner throughout the manuscript.

Headings

Align heading to the left with their initial letters capitalized.

Tables and Figures

Each table should be numbered consecutively and provided with a brief title.

Table and figure title: Type the word "Table" and its Arabic numeral flush left at the top of the table. Single-space and begin the table title flush left capitalizing the initial letters of the

principal words and italicizing the title. In case of figure each figure must have a caption that includes the figure number. Place the title below the figure.

Table notes: Single-space all notes at the end of the table flush left.

Table rules: Separate the table title from the headings, the headings from the body, and the body from the table notes using horizontal rules. Do not use vertical rules.

Citations

Use the author-date format to cite references in text. For example: as Smith (1990) points out, a recent study (Smith, 1990) shows. . . . Every source cited in your text--and only those sources cited in your text--are referenced in the reference list.

- There are numerous ways to formally cite a reference in the text. Examples include some fact (last name, year)..., Last name (year) noted that..., or In<year>, <last name> reported that... For more ideas, pay close attention to the articles you read.
- For two-author citations, spell out both authors on all occurrences.
- For multiple-author citations (up to five authors) name all authors the first time, then use et al., so the first time it is Smith, Jones, Pearson, and Sherwin (1990), but the second time it is Smith et al. (1990).
- Join names in a multiple-author citation with and (in text) or an ampersand (&) in reference lists and parenthetical comments. For example: As Smith and Sarason (1990) point out, the same argument was made by in an earlier study (Smith & Sarason, 1990).
- If a group is readily identified by its initials, spell it out only the first time. For example, "As reported in a government study (National Institute of Mental Health [NIMH], 1991), blah blah . . ." and thereafter, "The previously cited study (NIMH, 1991) found that . . ."
- If citing multiple works by the same author at the same time, arrange dates in order. In general, use letters after years to distinguish multiple publications by the same author in the same year. For example: Several studies (Johnson, 1988, 1990a, 1990b, 1995) showed the same thing.
- Multiple citations in parentheses are placed alphabetically and are separated by a semicolon and a space. For example, Some fact (Carlson, 1972; Moon, 1968; Partin, 1980).

Quotation

Direct quotation(s) of fewer than 40 words should be incorporated into the text and enclosed in double quotation marks. But, in general, a quotation of more than 40 words should be set off from the text in single spacing and indented in its entirety ten spaces from the left marginal line of the text and the right margin about 5 spaces in, with no quotation marks at the beginning and the end. A sample of this has been given below:

Indented format

(Single-spaced)

It was common [in the mid-1980s inAustralia] for the so-called entrepreneurial companies to include capital profits from the sale of properties or shares ... as operating profits ... on the ground that speculation was a major element in their business ... Some companies booked unrealized capital gains as operating profit ... some of the transactions which gave rise to these “profits” were done with business associates or even within the same group of associated companies. The values put on the assets “sold” often looked very suspicious, with secret put and call option arrangements sometimes allowing the “buying” company to transfer the asset back to the seller at a later date – in some cases just after balance sheet date It was common for companies to include their “share” of the net profits of associated companies in their own results. (Inanga, 2006).

Abbreviations

Avoid using abbreviations for the names of concepts. Use ordinary words for variable names -- not code names or other abbreviations. Use the same name for a variable throughout your text, tables, figures and appendices.

Reporting Mathematics

Do not ‘talk in maths language’ in regular text. Use words. For instance: ‘We surveyed 100 employees’ not ‘We surveyed n = 100 employees’ and ‘We used a chi-square test to evaluate fit’ not ‘We used a χ^2 test’.

Do use mathematical symbols and numbers to provide illustrative results and formulas. In both, italicize letters that are customarily italicized, such as p, r, F, and Z. Use boldface italic for vectors. Put spaces around equals signs and other operators.

Equations

Use special high quality fonts for all mathematical equations in the text. It should be referenced by consecutive numbering throughout the text, on the right-hand side of the page, using (1), (2), etc.

$$PRF = f(TAS, TCA, SAL, EQT, LOA, REX, SHA, NBK).....(1)$$

$$C_p = \frac{(1-r_k^2)(n-T)}{1-r_T^2} - (n-2(k+1)) (2)$$

Footnotes

These should not be used unless absolutely essential. If included they should be kept to a minimum, and numbered separately. Place at the bottom of the page to which it pertains.

References

Start the reference list at the end of the text. Type the word “References” aligned left with initial letter capitalized. Single-space all references entries. The first line of each reference should be set flush left and subsequent lines should be indented. Examples of references in APA style:

- Journal Article, with Continuous Pagination by Volume

Deutsch, F. M., Lussier, J. B., & Servusm L. J. (1993). Husbands at home: Predictors of parental participation in childcare and housework. *Journal of Personality and Social Psychology*, 65, 1154-1166.

- Journal Article, Paginated by Issue

Green, B. J. (2000). Picture books and teaching science. *Science and Children*, 38 (2), 43-45.

- Magazine Article

Posner, M. I. (1993, October 29). Seeing the mind. *Science*, 262, 673-674.

- Newspaper Article, No Author

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *Washington Post*, p. A12.

If an article appears on discontinuous pages, give all page numbers and separate the numbers with a comma, e.g. (pp. B1, B3)

- Edited Book

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

- Book, No Author or Editor

Merriam-Websters' collegiate dictionary. (10th ed.). (1993). Springfield, Ma: Merriam-Webster.

- Article or Chapter in an Edited Book

Massaro, D. (1992). Broadening the domain of the fuzzy logical model of perception. In H. L. Pick, Jr., P. van den Broek, & D. C. Knill (Eds.), *Cognition: Conceptual and methodological issues* (pp. 51-84). Washington, DC: American Psychological Association.

- Encyclopedia or Dictionary

Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians*. (6th ed., vols. 1-20). London: Macmillan.

- Government Publications (Gpo)

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

- Television Broadcast

Crystal, L. (Executive Producer). (1993, October 11). *The MacNeil/Lehrer news hour* [Television broadcast]. New York and Washington, DC: Public Broadcasting Service.

- Television Series

Miller, R. (Producer). (1989). *The mind* [Television series]. New York: WNET.

- Internet Articles Based on a Print Source:

Tranby, P., Miller, P., & Jarrett, K. (2001). Role of the working mother in forecasting scholarly achievement of her children. [Electronic version]. *Journal of Family Therapy*, 5, 117-123.

- Article in an Internet-only Journal

Needham, C. L. (2000). Exploring the deep ocean floor. *Oceanographic Journal*. Retrieved from <ftp://ftp.woodshole.edu/harad/Oceanographic/2000.volume7/ocean.00.7.011.oceanfloor.needham>

- Article in an Internet-Only Newsletter

Marshall, J.V., Lightfoot, G.M., King, C., Andrews, J.A., Dion, C., Durante, J., et al. (1999, May). Reasons why we need reference librarians in an information age. *The New Breed Librarian*, 3 (5). Retrieved from http://www.newbreedlibrarian.org/subscribe/newletttr_3.html

- CD-ROM and Commercial Online Full-Text Databases

All references begin with the same information that would be provided for a printed source. The rest of the cite is a retrieval statement that identifies the date of retrieval (omitted for CD-ROMs) and the proper name of the database (e.g. Academic Elite, LEXIS-NEXIS, WILSONSELECT, etc).

- Document Created by a Private Organization on a Web Page

National Council of Teachers of English. (2000). *The NCTE OrbisPictus Award for outstanding nonfiction for children*. Retrieved July 31, 2001, from <http://www.ncte.org/elem/pictus>

Appendices

Double-space the appendices and begin each one on a separate page. Type the word “Appendix” and the identifying capital letters (A, B, etc. in the order in which they are mentioned in text) centered at the top of the page. If there is only one appendix, do not use an identifying letter; the word “Appendix” is sufficient. Double-space and type the title of the appendix, centered, in uppercase and lowercase letters. Double-space, indent the first line five to seven spaces and begin the text of the appendix.