



Publication Policy of BIGM 2024

(Including Editorial Policy)

Bangladesh Institute of Governance and Management (BIGM)


Dr. Krishna Gayen
Sr. Research Fellow
Bangladesh Institute of
Governance & Management


Dr. Mohammad Tareque
Director
Bangladesh Institute of
Governance and Management (BIGM)


Dr. Krishna Gayen
Sr Research Fellow
Bangladesh Institute of
Governance & Management



Dr. Mohammad Tareque
Director
Bangladesh Institute of
Governance and Management (BIGM)

Table of Contents


1. Preamble.....	4
1.1 Title	4
1.2 Definition	4
1.3 Links to related institutional policies	4
1.4 Rationale of the Publication Policy	4
2. Purpose/Goal	5
2.1 Policy drivers	5
2.2 Policy Aims and Objectives	5
3. Scope.....	6
3.1 People	6
3.2 Publications/Research Outputs	6
4. Policy requisites and course of action	6
4.1 Preparing publications	6
4.2 Recording and providing access to publications.....	7
4.3 Benefits	7
5. Responsibilities	8
5.1 BIGM Research Committee.....	8
5.2 Publication Committee	8
5.3 Editor and Editorial Board.....	8
5.4 Library Services of BIGM under Strategic Planning Wing	9
5.5 Research Management and Innovation Team.....	10
6. Financial Support	10
6.1 Financing of printing publications.....	10
6.2 Honorarium.....	10
6.3 Copyright.....	10
7. Monitoring compliance with the publication policy	10
8. Review of the Policy	11
9. Miscellaneous	11
10. Links to related institutional policies and funder policies	11
Annex-A	12
Annex-B.....	13
1. Article Submission Procedure through Email:.....	20


Dr. Krishna Gayen
Sr Research Fellow
Bangladesh Institute of
Governance & Management


Dr. Mohammad Tareque
Director
Bangladesh Institute of
Governance and Management (BIGM)



Dr. Krishna Gayen
Sr Research Fellow
Bangladesh Institute of
Governance & Management



Dr. Mohammad Tareque
Director
Bangladesh Institute of
Governance and Management (BIGM)

Publication Policy of BIGM 2024

1. Preamble

Bangladesh Institute of Governance and Management (BIGM) is a premier knowledge hub in Bangladesh for education, training, and research, focused primarily on policy instrumentation where research is the underlying key theme. The institution is mandated to conduct research in the fields of public administration, policy, and development arenas to provide policy inputs to policymakers, academia, and researchers. In line with this, the institute produces world-class research outputs covering multidisciplinary and/or interdisciplinary areas. To manage the research outputs, their publication and effective dissemination as part of the institution's governance framework, there is a need to put in place a comprehensive policy. Hence this policy.

1.1 Title

This policy may be called the "Publication Policy of BIGM"

1.2 Definition

Policy: "Publication Policy of BIGM".

Publications: Publications referred to in paragraph 3.2.

Researchers: Employees who are expected to have publications and the postgraduate research, and research and policy training students and the researchers who work on Bangladesh.

The institute: Bangladesh Institute of Governance and Management (BIGM).

Authority: Board of Trustees (BOT) of BIGM.

Implementation: The Managing Director, Board of Trustees, and Director, BIGM is responsible for the implementation of this policy.

1.3 Links to related institutional policies

This policy complements the following:

- Editorial Policy of BIGM (Attached as Annex-B with this policy)
- Research Policy of BIGM
- Strategic Plan of BIGM
- Standard Operating Procedure (SOP) for Training
- Standard Operating Procedure (SOP) for Work Distribution

1.4 Rationale of the Publication Policy

- (i) To ensure that submissions are eligible for publication.


Dr. Krishna Gayen
Sr Research Fellow
Bangladesh Institute of
Governance & Management


Dr. Mohammad Tareque
Director
Bangladesh Institute of
Governance and Management (BIGM)

- (ii) To raise the profile of BIGM.
- (iii) To complement BIGM's knowledge management policy as delineated in the 'Strategic Direction of BIGM' and 'Standard Operating Procedure (SOP) for Managing Training of BIGM'.
- (iv) To make available more easily bibliometric measures associated with research outputs such as citation counts and article impact factors on the BIGM website.

2. Purpose/Goal

BIGM produces research outputs covering many disciplines like public administration, public policy and contemporary -leading developmental issues to provide policy inputs to the policymakers dedicated to serving the society. This policy shall promote the cutting-edge research to address emerging multidisciplinary issues which will have an impact on future Bangladesh to be driven by the fourth industrial revolution (4IR). This policy articulates the institutions' dedication to effective research publications and dissemination and the management of the research outputs efficiently so that the prospect of economic, social, and cultural impact can be optimized.

2.1 Policy drivers

'Deed of Trust' of BIGM, vision and mission statement of BIGM derived from the 'Strategic Plan of BIGM' and the national goals of Bangladesh.

2.2 Policy Aims and Objectives

This policy aims to direct and supervise all the publication processes of BIGM and enable researchers for the effective execution and dissemination of research works maintaining international standards. The specific objectives of the policy are as follows:

- (i) To raise the institutions publications profile through rigorous quality assurance;
- (ii) To select the most appropriate evidence based unbiased manuscripts for international standard publications;
- (iii) To share research outputs with a global audience supporting dissemination of their research;
- (iv) To provide policy inputs to the policymakers;
- (v) To encourage interdisciplinary and multidisciplinary research;
- (vi) To encourage critical thinking through a comprehensive and standardized frame work;
- (vii) To encourage researchers to align their research activities with the funders/donor's requirements;
- (viii) To control information about the publications of the institute tailoring conservation, curation and access to research production, and preservation of research data;
- (ix) To adopt research code, which inform all researchers about the ethical and legal norm and principles to be followed in conducting research;
- (x) To ensure academic integrity is maintained by avoiding plagiarism and by correctly acknowledging the work of others;


 Dr. Krishna Gayen
 Sr Research Fellow
 Bangladesh Institute of
 Governance & Management


 Dr. Mohammad Tareque
 Director
 Bangladesh Institute of
 Governance and Management (BIGM)

- (xi) To rationalize and regulate the process of writing and approving research publications; and
- (xii) To align/validate the publication approach with other existing policies/strategies/guidelines of the institutite.

3. Scope

3.1 People

The publication policy of BIGM applies to all the employees of Bangladesh Institute of Governance and Management (BIGM) especially to "researchers" for whom publication is a requirement according to the service rule of BIGM. This policy will also be applicable to postgraduate research students, master's students (having academic requirements), and trainees of the institute as well as the group of interested people including adjunct faculty who want to go for publication with BIGM.

3.2 Publications/Research Outputs

This policy applies to research publications/outputs that include journal articles and conference proceedings along with periodicals, training yearbooks, academic calendars, organization profiles, annual report and brochures (academic and training) and other research-related manuscripts of BIGM. Various category of works, including books and book chapters, editorial notes, book reviews, policy brief, working papers, digital artifacts, and other types of publications are also encouraged. Routine publications i.e. manuscripts of training manuals, training handouts, leaflets, certificates, recruitment materials (students and faculty), conference brochures and programs, covers, folders and invitations for special events, posters pads, New Year's cards, Eid cards, diaries, calendars, invitations, envelopes, folders and other related publications. This policy is also applicable for publications in newspapers, and social media i.e. Facebook, Twitter, YouTube etc.

4. Policy requisites and course of action

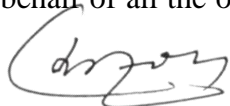
The preference of where to publish is an academic area-related decision. Therefore, researchers must be responsive and accountable for their work and know in advance, when and where to publish so that they can take informed decisions all throughout the publication procedure.

4.1 Preparing publications

The policy entails that:

- (i) All research works (manuscripts) should contain the standard fundamental essentials needed to communicate the manuscript in a scientific arena and should consult the 'Editorial Policy of BIGM' for formatting instructions;
- (ii) For publications in journals other than BIGM journal the respective journal policy will be followed;
- (iii) Researchers must acknowledge the 'declaration of competing interest' whether they have received any external funding or require any external research assessment requirements. Corresponding authors, on behalf of all the other authors should reveal


Dr. Krishna Gayen
Sr Research Fellow
Bangladesh Institute of
Governance & Management


Dr. Mohammad Tareque
Director
Bangladesh Institute of
Governance and Management (BIGM)

- that and authors without 'competing interest' should declare that they have nothing to declare;
- (iv) Researchers must acknowledge all funding sources, together with appropriate external grant numbers, in their research outputs together with declaring that all authors have approved the publication of the submitted work;
 - (v) Researchers must address the issues of ethical considerations in case of using human subjects in their primary research works;
 - (vi) Acknowledging affiliation of BIGM on all research outputs is mandatory, if she/he works at BIGM;
 - (vii) A researcher/author identifier-such as an ORCID ID is required when submitting author particulars for a publication;
 - (viii) It should be noted that if accepted, the work not be published elsewhere in the same form, in English or in any other languages in electronic or any other form without the prior approval of the copyright owner;
 - (ix) For originality check, articles will go through under plagiarism checker for finding similarity index;
 - (x) Caution should be made during publishing research outputs so that the trap of predatory journals could be avoided;
 - (xi) Authors should make clear their respective contributions for transparency;
 - (xii) For queries about the editorial procedure (for the status of manuscripts under review) or for mechanical support on submissions, the 'Editorial Policy of BIGM' should be consulted; and
 - (xiii) Detail policy on Authorship, Open Access policy and Journal writing style and Referencing policy will be found in the 'Editorial Policy of BIGM'.

4.2 Recording and providing access to publications

The policy entails that:

- (i) Researchers should generate bibliographic records for all research outputs they have authored for creating a comprehensive institutional repository of research activity with funding information (i.e. project/grants);
- (ii) Researchers should deposit author final draft/author accepted manuscript version of the full-text for all peer reviewed journal articles and conference papers;
- (iii) The publisher's self-archiving policy adhering to any embargo period should be maintained in archiving or self-archiving in repositories such as Pub Med, Research Gate, Publons etc. and other research networks;
- (iv) The research outputs deposited in the institutional repository can be made "open access" following the publisher's copyright permissions;
- (v) Research outputs will be archived in the institution's Library Services; and
- (vi) A free preprint service for posting early dissemination of research outputs could be provided for early citations and cooperation. Preprints can be made public following the institution's sharing policy which will not be considered as prior publication.

4.3 Benefits

- (i) The record and deposit of the research outputs in the institutional repository of BIGM will safeguard and store them for a long time;


 Dr. Krishna Gayen
 Sr Research Fellow
 Bangladesh Institute of
 Governance & Management


 Dr. Mohammad Tareque
 Director
 Bangladesh Institute of
 Governance and Management (BIGM)

- (ii) Publications links and data will be accessible through BIGM's official web page;
- (iii) Research works recorded in the repository of BIGM will be uploaded to Google Scholar, Publons, and other viable search engines to increase visibility and citation counts; and
- (iv) The open-access research outputs will facilitate knowledge without subscriptions as they are freely available.

5. Responsibilities

5.1 BIGM Research Committee

This committee shall be chaired by the Managing Director, Board of Trustees and Director, BIGM, and shall be responsible for implementation of this policy.

5.2 Publication Committee

The committee shall be headed by the head of the Research Wing or any faculty of BIGM nominated by the Director BIGM and other members shall be all wing chiefs, one faculty member, one research fellow and two research associates. The committee may co-opt any other member, if necessary. The committee will be responsible for:

- (i) Making final decisions based on the specialized opinion of the Editorial Board regarding the possibility of publishing journals, messages, books, periodicals, editorial notes, anthologies, and reports;
- (ii) Determining the number of publications and distribution of courtesy copies (Both online and print versions);
- (iii) Taking necessary decisions regarding publication as and when necessary;
- (iv) Ensuring completion of publication within a predefined time;
- (v) Providing secretarial and professional assistance to the editorial Board if and when necessary;
- (vi) Monitoring and supervising whether the manuscript is being printed correctly and to suggest further corrections/modifications if required;
- (vii) Taking necessary measures for the distribution and sale of journals, periodicals and perform other necessary activities related to the publication; and
- (viii) Overseeing the quality of the other documents, artifacts and print out.

5.3 Editor and Editorial Board

A panel of 6 (six) members (editor-in-chief, editor, executive/managing editor, and to aid them 3 (three) researchers as editorial assistant) will act as member of the editorial board. Editorial board may be appointed and the editor may be chosen from among the members of the editorial board in consultation with Director BIGM. The Editorial Board may co-opt any other members as required for any kind of publication and if necessary, the Editor/Editorial Board may be appointed by the Publication Committee. For different types of publication (i.e. researches of various fields) the Publication Committee may form a separate editorial board with a maximum of 6 (six) members including an editor considering the type and scope of the publication.


 Dr. Krishna Gayen
 Sr Research Fellow
 Bangladesh Institute of
 Governance & Management


 Dr. Mohammad Tareque
 Director
 Bangladesh Institute of
 Governance and Management (BIGM)

Preference will be given to faculty members of the institute and members of the research team. If necessary, external (domestic/foreign) experts may be invited. In the review process, members may be outsourced from home and abroad. A panel reviewers of shall be set up to review the contents of publications.

The committee shall be responsible for:

- (i) Appointing the editorial board and the editor may be chosen from among the members in consultation with the Director BIGM;
- (ii) Inviting submission of article/write-up for publication in the journals/periodicals/special compilations;
- (iii) Determining whether the articles received follow the editorial policy of this institute and whether they are suitable for review;
- (iv) Reviewing whether the professional standards of the articles are maintained and, if necessary suggest the author take steps to correct, change and modify and resubmit it before going to the review process;
- (v) Appointing 2 (two) reviewers for each article review who will perform the review process following the double blind/single blind peer review method. The reviews may be invited from the list of the panel reviewers or any other appropriate reviewer from home and abroad;
- (vi) Preparing manuscript review form;
- (vii) Approving schedule for collecting, scrutinizing, reviewing, peer reviewing and publishing the journal;
- (viii) Seeking suggestions of reviewers from the researchers who will submit papers;
- (ix) Providing expert opinion to the Publication Committee on the feasibility of publishing the journal on the basis of the peer reviewers' report;
- (x) Selecting the Proof Reader/providing English language editing services and, where applicable, the Data Format or for the purpose of making the received articles suitable for publication; and
- (xi) In case of disagreement or any other doubt about the possibility of publication on the basis of the peer reviewers report, the editorial board may select an additional reviewer, but the opinion of the editor/editorial board shall be considered final.

5.4 Library Services of BIGM under Strategic Planning Wing

Library services of BIGM shall facilitate the following:

- (i) Providing advice and guidance on all aspects of this policy, funder open access policies, publisher policies, and the use of the institutional repository;
- (ii) Leading on advocacy, and promotional activity around open access publishing, including record keeping, funder, and publisher liaison; and
- (iii) Ongoing library support including data quality checking, bibliographic records and full-text, importing records, and helping researchers upload full-text papers along with hard and soft copy management of resources/ research outputs.


Dr. Krishna Gayen
Sr Research Fellow
Bangladesh Institute of
Governance & Management


Dr. Mohammad Tareque
Director
Bangladesh Institute of
Governance and Management (BIGM)

5.5 Research Management and Innovation Team

The team shall comprise of 5 members headed by the head of the Research Wing or any faculty of BIGM nominated by the Director BIGM. The overall responsibility of the team is to expedite the publication process.

Specifically, this team shall be responsible for:

- (i) Securing high level acceptance of the policy;
- (ii) Working together with IT and Library Services under 'Strategic Management Wing' and other teams for coordination (i.e. Knowledge Management and Collaboration and Networking);
- (iii) Management of evaluation exercises in relation to research outputs;
- (iv) Perspective checking for technological, funder, and sector developments that may impact on scholarly publishing;
- (v) Initiating intermittent evaluation of this policy; and
- (vi) Raising awareness at all levels at the institute, from senior management through to faculty academics and administrators.

6. Financial Support

6.1 Financing of printing publications

The cost of printing the publication material/report will be borne by the budget allocated for journal publication and rates are subject to change. The revenue will go to the BIGM fund. Depending on the size of the book, the author's honorarium may vary. In this case, prior approval from the Board of Trustees (BoT) has to be taken. The revenue will go to the BIGM fund. BIGM will not take any article processing charge (APC) from researchers for manuscript submission and publication. For journals outside BIGM, the respective policy of that particular journal will be followed.

6.2 Honorarium

The areas of honorarium for the publication process are provided in **Annex A**. In the case of a foreign aided project or any other project, the rate of honorarium shall be determined based on the budget allocation of the project concerned.

6.3 Copyright

Publications published by the institute will be vested in the institute. The 'Copyright Act, 2000' of Bangladesh and other laws and regulations relating to intellectual property and copyright must be followed. Regarding publication from a renowned author, a deed will be executed between the author and BIGM on revenue sharing.

7. Monitoring compliance with the publication policy

The Research Management and Innovation Team will monitor the up-to-date volume and issue numbers periodically which will show the level of engagement of the targeted audience.


Dr. Krishna Gayen
Sr Research Fellow
Bangladesh Institute of
Governance & Management


Dr. Mohammad Tareque
Director
Bangladesh Institute of
Governance and Management (BIGM)

8. Review of the Policy

The policy may be updated and revised to cope with the changing institutional and societal needs every 5 (five) years.

9. Miscellaneous

If any matter outside the scope of this policy is presented for consideration, the Managing Director, Board of Trustees, and Director, BIGM shall decide the matter on the recommendation of the Publication Committee. Detailed policy on authorship, open access policy, journal style, and referencing policy are provided in the Editorial Policy of BIGM.

10. Links to related institutional policies and funder policies

Website links will be provided.


Dr. Krishna Gayen
Sr Research Fellow
Bangladesh Institute of
Governance & Management


Dr. Mohammad Tareque
Director
Bangladesh Institute of
Governance and Management (BIGM)

Annex-A

SL No	Areas subject to Honorarium
1	Author i. Journal ii. Monograph iii. Books iv. Book Review v. Periodicals, compilations and special publications
2	Reviewers
3	Proof readers
4	Data Formator
5	Honorarium to the Editor / Members of the Editorial Board of each issue of the Journal (maximum 7 members)
6	Editors / members of the Editorial Board of other publications (maximum 7 members)
7	Honorarium to the members of the Publication Committee The faculty members of the institute and other external members

- Notes: Depending on the size of the book, the author's honorarium may vary. In this case, prior approval from the Board of Trustees (BoT) has to be taken. The revenue will go to the exchequer of BIGM.


Dr. Krishna Gayen
Sr Research Fellow
Bangladesh Institute of
Governance & Management


Dr. Mohammad Tareque
Director
Bangladesh Institute of
Governance and Management (BIGM)



Editorial Policy for Policy Analysis Journal of BIGM

Policy Analysis Journal

Policy Analysis Journal (PAJ), is a professional referred journal dedicated to the analysis of policy covering economics, politics, governance, public administration, and international relations. It is an annual academic/research publication of the Bangladesh Institute of Governance and Management (BIGM).

Aims and Scope

The aims of this journal are the addition and dissemination of research knowledge in the field of public policy. The main focus of this journal is on original empirical works as well as on theoretical works in the field of public policy. Articles shall have implications for practitioners, academicians, and scholars. The journal endeavors to publish papers from leading academicians, researchers, and practitioners on policy and governance issues. The journal will be a source of information and knowledge for academicians, and professionals at home and abroad.

Types of Articles

Original Research (Maximum 8,000 words)

Manuscripts which are based on newly generated data and have not been previously published or new analyses of existing data sets are treated as original research.

Review Article (Maximum 3,500 words)

Reviews are encouraging, generally have a wider perspective, and may concern particular contemporary issues. They are generally prepared by experienced researchers with special in-depth knowledge of the topic. Relevant and recent or updated lists of references are expected. The general guidance given for original manuscript submissions should be followed, but the system of headings and subheadings generally vary depending on the topic. Reviews generally include indications of outstanding issues to be addressed, and directions for future work could take to elucidate the issues.

Book Review (Word Limit: 1500-2000)


 Dr. Krishna Gayen
 Sr Research Fellow
 Bangladesh Institute of
 Governance & Management


 Dr. Mohammad Tareque
 Director
 Bangladesh Institute of
 Governance and Management (BIGM)

Books published on topical and contemporary, social, economic, public administration, and political developments may be considered for publication.

Commentary (Word Limit: 1,000-1500)

Readers are encouraged to comment on or respond to published articles in PAJ. Comments presenting unique viewpoints and standpoints would be considered for publication.

Peer Review

The journal is a double-blind peer reviewed, open access scholarly journal. In order to maintain uniformity of standard in review, reviewer(s) may kindly base his/her evaluation and comments on the criteria listed below:

- Contribution of research
- Originality of research
- Appropriate study design and approach
- Follows ethical guidelines
- Language for clear communication
- Referencing

Publication Ethics for Authors

Submission of a paper implies the work is original and has not been published previously and is not under consideration for publication elsewhere.

When an article is accepted for publication elsewhere, it must be communicated immediately with concerned personnel about subsequent steps such as final revision, authors' clearance forms, copywrite forms. Otherwise, the onus will lie on the author(s).

The author(s) may be requested to recast any article in response to the review thereof by any reviewer. The Institute shall not be responsible for the views expressed in the article, notes, etc.

The author(s) shall be fully responsible for the accuracy of the data used in his/her manuscript.

The author(s) should submit the paper after a plagiarism check.

The author(s) should keep a copy of the manuscript to be safe against loss.

All data, views, and opinions published in this journal are the sole responsibility of the authors.

Before publishing the accepted article, the author(s) will be required to submit a disclaimer letter as formatted by BIGM where the author(s) shall affirm solemnly that the article represents his/her/their own work and has not been published elsewhere in any form.


Dr. Krishna Gayen
Sr Research Fellow
Bangladesh Institute of
Governance & Management


Dr. Mohammad Tareque
Director
Bangladesh Institute of
Governance and Management (BIGM)

The author(s) do not have an opportunity to any type of changes after the final submission (after the adjustment of the reviewer's comments).

Editorial Board has the opinion that the article provisionally accepted for publication needs to be shortened or particular expressions deleted or rephrased, such proposed changes will be sent to the author(s) of the article for clearance prior to its publication.

The editor, editorial board, or publisher does not bear any liability for the views and opinions expressed in the papers of 'Policy Analysis Journal'.

Authorship Policy

Authorship provides credit for a researcher's contributions to a study and carries accountability. Authors are expected to fulfill the criteria below:

Each author is expected to have made substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data; or the creation of new software used in the work; or have drafted the work or substantively revised it, and to have approved the submitted version (and any substantially modified version that involves the author's contribution to the study).

Authors are required to include a statement of responsibility in the manuscript that specifies the contribution of every author as outlined above.

The corresponding (submitting) author is solely responsible for communicating with the article and for managing communication between co-authors.

Before submission, the corresponding author ensures that all authors are included in the author list, its order has been agreed upon by all authors, and that all authors are aware that the paper was submitted.

The corresponding author will act as the point of contact for queries about the published paper. It is this author's responsibility to inform all co-authors of matters arising and to ensure such matters are dealt with promptly.

For printed journal version, single author will get two copies of the journal for his/her published article and multiple authors will get one copy for each of them free of cost.

Submission Guideline

The Institute shall not be responsible for the views expressed in the article, notes, etc. The responsibility of statements, whether of fact or opinion, shall be entirely with the author(s). The author(s) shall also be fully responsible for the accuracy of the data used in his/her manuscript. Articles, notes, comments, etc. which are not accepted for publication are not returned to the author(s).


Dr. Krishna Gayen
Sr Research Fellow
Bangladesh Institute of
Governance & Management


Dr. Mohammad Tareque
Director
Bangladesh Institute of
Governance and Management (BIGM)

Abstracting, Formatting and Referencing

The authors must follow the following guidelines to prepare the article for Policy Analysis Journal of BIGM.

Articles must be original and in consonance with the objectives of the journal.

Article to be submitted must be organized generally into the following sections:

Abstract (within 250 words)

Every submission should begin with an abstract of a maximum of 250 words in italics, 11 font size with six space indentation from the both sides, followed by a set of keywords. The abstract should be a concise, accurate presentation of the contents of the paper. It should be self-contained and understandable by the general reader and it should be free from specialized jargon and acronyms. The abstract must state the problem(s) and indicate the purpose/objectives of the paper, the approach taken, and also the nature of results or conclusions that were reached outlining the contribution of the paper. References citation is not required in the abstract. This is limited to one paragraph including Introduction, stating the Background and Problem, Objectives/Purpose, Methodological Issues Involved, Findings and Analysis, Policy Implications and Conclusion.

Formatting Main Text

For original research articles, it is recommended to use the following structure:

INTRODUCTION: Provides the background of the paper including definition of the problem and allows readers from any field to understand the purpose of the study. Be brief and concise with no subheading but includes the key literatures relevant to the study. Objectives, rationale and contribution of the study will be given in the concluding part of this section.

MATERIALS AND METHODS: Tells the way of conducting the study by the researchers including study design, study population, sample, and equipment used. Subsections or subheadings can be used along with the cited references (when necessary). For human subjects' research, ethics approval statement can be included here.

RESULTS: Delineates the detailed findings, drawn from analysis of collected data of any study. Contains tables, figures, graphs, etc. with subheadings.

DISCUSSION: Provides the important summarized findings and connects with other researches which got similar or different findings.

CONCLUSION: Clearly indicate advantages, limitations, and possible applications with the discussion of future work. It is particularly important to state clearly what has been done. Not merely what is the plan to do, and explain how the work is different from previously published work (contribution or originality of work).

1.a Headings


Dr. Krishna Gayen
Sr Research Fellow
Bangladesh Institute of
Governance & Management


Dr. Mohammad Tareque
Director
Bangladesh Institute of
Governance and Management (BIGM)

Headings should be in CAPITALS, starting with **1 INTRODUCTION**, and should be set in **bold** (font size 12) and aligned flush left. All headings should be numbered sequentially like 1,2,3, etc. Headings must be short and clear. Note that it is not necessary to use numbers to show the other headings such as ABSTRACT, ACKNOWLEDGEMENTS and REFERENCES. Subheadings should appear in upper- and lower-case letters, and be set in **bold** (font size 11). Subheadings should be numbered 1.1,1.2, etc. If you have a further division of sub-headings you can use “1.1.1,1.1.2 etc.” as required. However, maximum use of up to two-level numberings is admissible.

1.b. TEXT

Use single column and single line spacing (for the first submission use double line spacing). Use 12 points font size. The first paragraph under each heading or subheading (defined as “Normal”) should be flushed left and subsequent paragraphs (“Normal Indent”) should have six space indentation. Use full justification for all paragraphs.

In the case of equations, programming codes and lists, authors are free to use their own style without violating basic formatting requirements such as 12 points font size, single column, single line spacing, etc.

The paper must use a page size corresponding to A4 Size which is (8.5") wide and (11") long. The margins must be set as follows:

Top = 1", Bottom = 1", Left = 1", Right = 1"

All paragraphs must be indented and justified, i.e. both left-justified and right-justified. Line Spacing: Multiple (1.5).

The entire document should be in Times New Roman with 12 font size.

The cover page of the paper should include the Title, Name, Designation, Institutional Address, Phone/Mobile Number, and Email Address of each author.

Authors should not identify themselves either directly or indirectly in the article on the first page.

Authors must ensure that the paper is complete, grammatically correct, and without spelling errors. Both USA/UK spelling is accepted, but not to mixed-up in same paper. Acronyms are spelled out at first mention but not thereafter unless there is good reason to do so.

The length of the manuscripts should not exceed 30 pages, including footnotes, references, appendices, charts, figures, and tables.

Sources must be mentioned below each Table and Figure of the article.


Dr. Krishna Gayen
Sr Research Fellow
Bangladesh Institute of
Governance & Management


Dr. Mohammad Tareque
Director
Bangladesh Institute of
Governance and Management (BIGM)

Page Numbers must be included at the bottom right corner of the page.

The article should also contain at least one classification code according to the Journal of Economic Literature (JEL) classification. Three to five keywords are also required to be mentioned after the abstract of the article.

The title of the article should be short. The Editorial Board reserves the right to modify the title of the article.

1.c TABLES AND FIGURES

Tables are to be numbered sequentially with an explanatory title aligned and centered above the table. The figure must be drawn using good quality graphical software, which must be numbered sequentially and should have an informative title aligned and centered below the figure. Figures must be black and white.

Figures are also numbered sequentially and a colon is inserted before the description of the caption. Moreover, the caption must be kept in a single line and multiline captions will not be accepted. All figures and tables should use Arabic numerals like 1,2,3, etc. Table/figure should appear in the body of the text after the paragraph that it referred to.

All the Figures and Tables should be Black-and-White in Color.

APPENDIX

Lengthy technical portions should appear in a separate appendix to the manuscript.

ACKNOWLEDGMENT

A brief acknowledgment section may be included between the CONCLUSIONS and REFERENCES.

Referencing

APA referencing style should be followed everywhere.

Appendix/ Appendices

References in the text should be cited as follows:

1. Author's last name and year of publication, without a comma, in parentheses, e.g. (Rahman, 1980); with two authors e.g. (Hye and Rahman, 1994); with more than two authors e.g. (Hye *et al.*, 1995); with more than one source cited together e.g. (Siddique, 1982; Hye, 1990; Choudhury, 2001); with two or more works by one author e.g. (Smith, 1982, 1990).


Dr. Krishna Gayen
Sr Research Fellow
Bangladesh Institute of
Governance & Management


Dr. Mohammad Tareque
Director
Bangladesh Institute of
Governance and Management (BIGM)

2. When the list of references contains more than one work of an author in the same year use the suffix a, b, c, etc., e.g. (Hye, 1980a) or (Haque, 1975a; Hye, 1985b).
3. If an author's name is mentioned in the text for quotation write, Anthony (1980) says that "no rules and regulations can substitute of the financial system".
4. References mentioned in the text should be included in the "Reference" section of the manuscript.

In preparing the list of references, the following rules should be adopted.

Articles:

Anderson, R.N. (1975), "Financial Reporting Practices: Disclosures and Comprehensiveness in an International Setting", *Journal of Accounting Research*, Vol. 14, Spring, pp. 450-600.
 Benjamin, Y.K. and C.L. Marston (1974), "Financial Disclosure in Relation to the Capital Market", *Journal of Business, Finance and Accounting*, Vol. 20, No. 4, June, pp. 113-150.

Books/ Monographs:

Hye, Hasanat Abdul (1995), *Integrated Approach to Rural Development*, 2nd Edition, Dhaka: University Press Limited, pp. 5-12.
 Iqbal, Z. and A. Mirakhor (1987), "Financial Intermediaries and the Savings- Investment Process", *IMF Working Paper*, No. 12, Washington, D.C.: International Monetary Fund (IMF).

Edited Work:

Sherman, Anther W. and Y. C. Herbert (1984), "Personal Training Hand Book of Organizational Psychology", in Edward I. Altman and R.N. Hicks (eds.), *Human Resource Management and Development*, London: St. James Press (Pvt.) Limited, pp. 20-45.

Proceeding Papers:

Gandi, P. (2000) How Information Systems Give Competitive Advantages, Proceeding of the 12th International Strategic information Systems Symposium: 529-535.

Articles/Chapters in Book Edited by Another Author:

Buckley, P.J. and Casson, M. (1986) A theory of cooperation in international business, Contractor, F.J. and Lorange, P. (Eds) *Cooperative Strategies in International Business – Joint Venture and Technology Partnerships Between Firms*, Lexington Books, Lexington, Mass: 31-53.

WWW pages:

Pezzey, J.C. (2002) Sustainability Policy and environmental policy, draft, 17 October, Economics and Environmental Network, ANU, accessed on 18-11-2003, <http://een.anu.edu.au/download_files/een0211.pdf>


 Dr. Krishna Gayen
 Sr Research Fellow
 Bangladesh Institute of
 Governance & Management


 Dr. Mohammad Tareque
 Director
 Bangladesh Institute of
 Governance and Management (BIGM)

Unpublished Doctoral Dissertation:

Wou-Sue, D. (1991) Essence of Supply Chain in Operations Management: Test of a Model, Unpublished Doctoral Dissertation, University of San-Sun, Gebeing.

Note: References should not be numbered and they should appear in alphabetical order.

References included in the "Reference" section, should be mentioned in the text of the paper.

Notes for Contributors and General Readers

Please read the “Abstracting, formatting, referencing” section very carefully before submitting an article for the BIGM Journal of Policy Analysis

Submission Procedure

Paper Submission:

There are **two mandatory procedures** for submit an article in Policy Analysis Journal of BIGM:

1. Article Submission Procedure through Email:

Requirements:

- Article
- Author(s) Biography
- Forwarding/Cover Letter Addressing to the **Executive Editor** of BIGM Policy Analysis Journal with the signature of the corresponding author.

Complete papers should be sent electronically, **e-mail:**

One copy of the paper with the author(s) name and affiliation and one copy without the name(s) and affiliation of the author(s) should be sent to the above-mentioned mailing address including the author(s) and corresponding author’s full name, affiliation, address, contact numbers, e-mail address and a short biography (maximum 100 words) of each author. Under the biography, authors may include educational and other qualifications, research work, and research interests.

2. Article Submission Procedure through Online: (Under Construction)

Review process

Initially, the manuscripts will be reviewed briefly by the editorial board for general suitability for the journal. After this screening, the paper will be sent to two reviewers, for the purpose of double


Dr. Krishna Gayen
Sr Research Fellow
Bangladesh Institute of
Governance & Management


Dr. Mohammad Tareque
Director
Bangladesh Institute of
Governance and Management (BIGM)

blind review process. Note that referees will receive a soft copy of the paper without the author(s) name, affiliation and addresses, and the acknowledgments, if any. The journal strives to provide decisions and constructive feedback to the author(s) within a specific period of time (by three to six months).

Based on the reviewers' comments, the editorial board will take one of the following decisions:

- To accept the paper
- To reconsider the paper after changes
- To reject the paper

Note: Rejected manuscript will not be returned.

More Information

Copyright:

By submitting a manuscript, the author(s) must agree that the copyright of the published article is transferred to the 'Bangladesh Institute of Governance and Management'. The copyright covers the exclusive rights to reproduction, translation and distribution of the papers.

Editorial Office:

If you have further queries please don't hesitate to contact the "Policy Analysis Journal" editor.

Address of Editor's Office: Executive Editor, Policy Analysis Journal, Bangladesh Institute of Governance and Management (BIGM), Plot#E-33, Agargaon Administrative Area, Sher-E-Bangla Nagar, Dhaka-1207 Bangladesh. **Phone:** 88-02-9141031, 88-02-9141065, 88-02-9141252; **Web:** www.bigm.edu.bd




Dr. Krishna Gayen
Sr Research Fellow
Bangladesh Institute of
Governance & Management



Dr. Mohammad Tareque
Director
Bangladesh Institute of
Governance and Management (BIGM)



Dr. Krishna Gayen
Sr Research Fellow
Bangladesh Institute of
Governance & Management



Dr. Mohammad Tareque
Director
Bangladesh Institute of
Governance and Management (BIGM)



Bangladesh Institute of Governance and Management (BIGM)

E-33, Syed Mahbub Morshed Sharoni, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207

PABX: 880-2-223374041-44 (Ext:102, 106, 107, 114), Email: info@bigm.edu.bd

www.bigm.edu.bd

A handwritten signature in black ink, appearing to read "Krishna Gayen", is positioned above the printed name and title.

Dr. Krishna Gayen
Sr. Research Fellow
Bangladesh Institute of
Governance & Management

A handwritten signature in black ink, appearing to read "Mohammad Tareque", is positioned above the printed name and title.

Dr. Mohammad Tareque
Director
Bangladesh Institute of