Memo No. BGCTUB/CHRP/23/10

Date: 31 January, 2023

Call for Papers (Extension of Time)

BGC Trust University Journal (ISSN 2073-5448)

Volume 07

Extended Submission Deadline: February 28, 2023

The editorial board of BGC Trust University Journal, an annual journal of BGC Trust University Bangladesh, invites manuscripts on original research papers on Business & management issues, Law, Computer Science & Engineering, Pharmacy, English language & literature, Education, Journalism & media studies for Volume 07, which is expected to be published in Fall 2023.

Authors should clearly write their designations, postal addresses, telephone/cell numbers, and e-mail addresses on the cover page for ready reference. Articles must be clearly written in concise and unambiguous English and must be logically organized. Articles submitted for publication must not have been published previously or simultaneously submitted elsewhere.

Due to the recent events and unforeseen circumstances, we have received a number of requests for an extension of the submission deadline. Therefore, we have decided to extend the deadline for paper submissions to February 28, 2023.

BGCTUB Journal has no submission or article processing charges. Attached is the "Author Guidelines" for the convenience of the authors. For detailed guidelines, please visit: https://www.bgctub-edu.net/.

Submission Guidelines:

- **Format:** Microsoft Word Document
- **Style:** Times New Roman, 12-points, 1.5-lines
- **Article:** Between 4000-6000 words (without abstract and reference list)
- **Abstract:** 150-200 words
- **References:** APA 6th (American Psychological Association)
- **Information:** Authors Name, institutional affiliations, and contact details (with email and phone number)
- **Authors Limit:** Science disciplines (maximum 05 authors), other disciplines (maximum 03 authors)

Authors Must Remember:

- Submitted articles must not be published elsewhere or be under consideration for publication.
- Authors must not reveal their identities in the main body of the paper.
- Authors are fully responsible for the integrity of their works.

Submission:

- Electronic submission (along with hard copies) should be sent to: **chrp@bgctub.ac.bd**
- Submission deadline: **February 28, 2023**
- Expected date of review and feedback: **April 30, 2023**
- Expected date of publication: **July 30, 2023**

Yours sincerely



Professor Dr. A.F.M Aowrangazab
Executive Editor, BGC Trust University Journal

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Volume 07
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Author Guidelines

BGC Trust University Journal is a multidisciplinary annually, double-blind peer-reviewed journal of the BGC Trust University Bangladesh (BGCTUB). Academicians, practicing executives, or any researcher may contribute their articles to regular issues of the journal. Articles that receive favorable recommendations from two blind reviewers will finally be selected for publication by the Editorial Board.

Introduction

Articles on contemporary issues in the multidimensional fields of Business & Management, Computer Science, Communication Engineering & Information Technology, English Language & Literature, Education, Law, Physical & Biological Sciences, Arts & Social Sciences, Journalism & Media Studies are appreciated. Contributions offer constructive ideas and analysis and highlight the lessons to be learned from the experiences of different nations and societies. The journal welcomes diverse, interdisciplinary, and multidisciplinary studies that engage with these contemporary issues. It is not limited to any particular school of thought, geographic region, or research methodology. Submissions having empirical, quantitative, or qualitative research methods are welcome.

In furnishing your manuscript, please read these guidelines thoroughly, particularly the References, Endnotes, Figures, and Tables sections. **Ensure that the formatting requirements specified in this document are followed or the paper will be returned to you.**

Careful adherence to BGC Trust University Journal House Style expedites the editing/publication process, ensuring a better-finished product. We urge you to be particularly vigilant in adhering to these requirements. Authors should only submit papers that have been carefully proofread to avoid any spelling, grammatical, or punctuation errors. Before submission, please ensure that your paper is prepared following the format and style guide of the BGCTUB journal.

Submission of Manuscripts

1. ***Language:*** Manuscripts must be original and written in good American English. Authors must edit their text to eliminate possible grammatical or spelling errors and to conform to correct scientific English.

2. ***Formatting & Number of Copies:*** Three (03) hard copies of the article(s) should be submitted to the "Editor" of this journal (The Editor, BGC Trust University Journal, BGC Trust University Bangladesh, BGC Biddyanagar, Chandanaish, Chittagong) in font size 12-points, Times New Roman on A4 size papers with line spacing of 1.5-lines. The manuscripts should be 2.54 cm on all sides throughout (normal margins, 2.54 cm). The page number should appear in the lower right-hand corner throughout the manuscript. A soft copy must be sent in **"Microsoft Word"** format by email to "**chrp@bgctub.ac.bd**" to check for plagiarism and for reviewers.

3. ***Plagiarism:*** The journal's editorial board deals with this issue seriously. In order to avoid plagiarism and increase your manuscript's likelihood of publication, paper must go through **Turnitin screening**, and the expected level of similarity index is **20-25%.**

4. ***Word Limit:*** The paper should have 4000-6,000 words, exclusive of references, endnotes, figures, and tables.

5. ***Cover Page & Authors Details:*** The first page should contain the title, which should be brief. The name of the author (s) should be typed below the title, affiliation, address, telephone/cell number, and e-mail address. Correspondence [asterisk symbol (*)] will be sent to the first-name author unless otherwise indicated. The second page of the manuscript should contain the title and an abstract. The paper should begin on the third page and should not relist the title or author(s). The article should be divided into sections and subsections to aid readability. **Footnotes** should be avoided. Essential notes should be numbered consecutively in the text and grouped together at the end of an annexure. The paper type (research/review) should also be mentioned on the first page (cover page).

Example of writing authors name, affiliations and corresponding authors:

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[2] **D**epartment of **P**harmacy, **B**GC **T**rust **U**niversity **B**angladesh, **C**hittagong 4381, **B**angladesh

[3] **D**epartment of **P**harmacy, **F**aculty of **A**llied **H**ealth **S**ciences, **D**affodil **I**nternational **U**niversity, **D**haka 1207, **B**angladesh

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6. *Title of the Article:* The title of the article needs to be precise and concrete. Title should not be in statement form.

7. *Abstract:* The second page of the manuscript should contain the title and an unstructured abstract. The abstract should have a line spacing of 1.5-lines and font size 11-points. The cover page should be followed by an informative abstract no more than **150-200** words long, clearly written to convey the salient features of your paper. The abstract has to cover purpose, research design, findings and contributions. Abstract will focus on the total picture of the article in a nutshell.

8. *Keywords:* A list of **4–6** appropriate keywords, in alphabetical order, separated by semicolons (;) should be provided below the abstract. Keywords should express the precise content of the manuscript, as they are used for indexing purposes.

9. *Tables and Figures:* Please ensure the figures and the tables included in the single file are placed next to the relevant text in the manuscript rather than at the bottom or the top of the file. Tables and figures should be numbered separately. The table or figure will be placed after the first mention in the text. Legends should be short, descriptive and define any acronyms, abbreviations, or symbols used. Tables and figures use Arabic numerals (e.g., Table 1, Table 2; Figure 1, Figure 2). Ensure all figure and table citations in the text match the files provided.

10. *References:* References should be listed **alphabetically** (Harvard system) by the author at the end of the manuscript. Type the word "References" aligned left with the initial letter capitalized. The first line of each reference should be set flush left, and subsequent lines should be indented. The Journal adopts the **APA 6th** (American Psychological Association) format for the text and referencing. References should contain: where applicable, author(s) name(s), year of publication, article title/book title, journal/chapter title, volume number/book chapter, and the pagination must be present. Use of DOI is highly encouraged. Books must include the location and name of the publisher. In the text, where the author's name appears, the date should follow in parentheses, e.g., Mintzberg (1985). If the author's name is not present in the text, insert it with the author's name and date in parentheses, e.g., (Mintzberg, 1985).

References in the text to an article should be by author's name and year of publication as in these examples.

Akbar (2001) states that---------

Further evidence is provided by John (2006) --------

The model indicated a lateral increase (Smith and James, 1989).

Multiple references should be listed alphabetically in parentheses, separated by semicolons e.g., (Jackson, 1996; Watson, 1986).

Page numbers, to indicate a passage of special relevance or to give the source of a quotation, should appear in parentheses as (Willmott, 1992: 12).
If there is more than one reference to the same author in the same year, postscript the date with a, b, c, etc. e.g., (Sparrow, 1998a). Other than text, please consult as follows:

Book
Cresswell, J. W. (1994). *Research design: Qualitative and quantitative approaches*. Thousand Oaks, CA: Sage.

Bryman, A., & Bell, E. (2011). *Business research methods* (3rd ed.). New York, USA: Oxford University Press.

Book-more than five authors
Cronbach, L. J., Ambron, S. R., Dornbusch, S. M., Hess, R. D., Hornik, R. C., Phillips, D. C., et al. (1980). *Toward reform of program evaluation.* San Francisco, CA: Jossey-Bass.

Book (edited)
Aspinall, V. (Ed.). (2014). *Clinical procedures in veterinary nursing* (3rd ed.). Edinburgh, Scotland: Elsevier.

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

Book, No Author or Editor
Merriam-Webster's dictionary. (10th ed.). (1993). Springfield, Ma: Merriam- Webster.

Book Chapter (edited)
Belasco, J. A., & Trice, H. M. (1975). Unanticipated returns of training. In D. L. Kirkpatrick (Ed.), *Evaluating training programs* (pp. 66-71). Washington: ASTD Inc.

Dubin, R. (1976). Theory building in applied areas. In M. D. Dunnette (Ed.), *Handbook of industrial and organizational psychology* (pp. 17-39). Chicago: Rand-McNally.

Journal
Journal article-two to five authors (with/out DOI)
Khan, M. A., & Ali, A. J. (2015). Do non-governmental organisations' socio-economic and training programmes improve disaster prevention capacity of their beneficiaries? *International Social Work,* 58(3), 401-420. doi: 10.1177/0020872815570074.

Huy, C., Becker, S., Gomolinsky, U., Klein, T., & Thiel, A. (2008). Health, medical risk factors and bicycle use in everyday life in the over-50 population. *Journal of Aging & Physical Activity,* 16(4), 454-464.

Journal article-eight or more authors (with DOI)

Alam, M. A., Hadi, M. A., Nasir, M. T., Roknuzzaman, M., Parvin, F., Zilani, M. A. K., … Naqib, S. H. (2016). Structural, Elastic, and Electronic Properties of Newly Discovered Li2PtSi3 Superconductor: Effect of Transition Metals. Journal of Superconductivity and Novel Magnetism, 29(10), 2503–2508. doi:10.1007/s10948-016-3619-7.

Journal article-eight or more authors (online-no DOI)

Crooks, C., Ameratunga, R., Brewerton, M., Torok, M., Buetow, S., Brothers, S., … Jorgensen, P. (2010). Adverse reactions to food in New Zealand children aged 0-5 years. *New Zealand Medical Journal*, 123(1327). Retrieved from http://www.nzma.org.nz/journal/123-1327/4469/.

In press

Bradley, S. W., Shepherd, D. A., & Wiklund, J. (2011). The importance of slack for new organizations facing "tough" environments. *Journal of Management Studies*. doi:10.1111/j.1467-6486.2010.00906.x.

Axelrod, J. N. (in press). Politics and poker: deception and self-deception in marketing research. *Journal of Advertising Research*, in press.

Dissertation

Gnyawali, D. R. (1997). Creation and utilization of organizational knowledge: an empirical study of the effects of organizational learning on strategic decision making. Unpublished PhD Dissertation: University of Pittsburgh, PA.

Book review

Dent-Read, C., & Zukow-Goldring, P. (2001). Is modeling knowing? [Review of the book *Models of cognitive development, by K. Richardson*]. *American Journal of Psychology*, 114, 126-133.

Conference paper

Dhakal, T. N., & Nawaz, F. (2009, December 11-13). *Strategy for improving human capital in Bangladesh and Nepal: Does it help for women empowerment*. Paper presented at the Network of Asia-Pacific Schools and Institutes of Public Administration and Governance (NAPSIPAG), Annual Conference, Malaysia.

Conference paper (online)

Cannan, J. (2008). Using practice-based learning at a dual-sector tertiary institution: a discussion of current practice. In R. K. Coll, & K. Hoskyn (Eds.), *Working together: Putting the cooperative into cooperative education.* Conference proceedings of the New Zealand Association for Cooperative Education, New Plymouth, New Zealand. Retrieved from http://www.nzace.ac.nz/conferences/papers/Proceedings_2008.pdf

Workshop paper

Campa, M., & Webb, R. (1999). *Mobility and poverty dynamics in the 1990's*. Paper presented at the IDS/IFPRI Workshop on Poverty Dynamics, Institute of Development Studies, University of Sussex.

Working paper

Burnside, C., & Dollar, D. (2004). *Aid, policies, and growth: Revisiting the evidence, Policy Research Working Paper 3251*. Washington, DC: World Bank.

Organization/Corporate author

Bangladesh Bureau of Statistics [BBS]. (2013). *Statistical pocket book of Bangladesh.* Dhaka: BBS.

FAO. (1988). *Guidelines on socio-economic indicators for monitoring and evaluating agrarian reform and rural development.* Rome: FAO, UN.

Organization/Corporate author (internet/online)

Ministry of Health. (2008). *Drug policy in New Zealand*. Retrieved from http://www.moh.govt.nz/moh.nsf/wpg_index/About-drugs

World Health Organization. (2002). D*isasters and emergencies definitions training package.* Retrieved November 10, 2012, from http://www.who.int/disasters/repo/7656.pdf

Newspaper article-online

Becker, E. (2001, August 27). Prairie farmers reap conservation's rewards. *The New York Times*. Retrieved from http://www.nytimes.com

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 with a comma, e.g., (pp. B1, B6)

Magazine article

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

11. ***Authors Limit:*** For articles in Science disciplines, a maximum of **five (05) authors** will be allowed. A maximum of **three (03) authors** for other disciplines will be allowed. **One Corresponding Author** will be allowed for one manuscript.

12. ***Simultaneous Submission:*** The manuscript submitted to this journal is not allowed for simultaneous submission to any other journal or publisher.

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The journal uses gender-neutral language. For example, 'man' is not acceptable as a generic term ('human' is). Masculine pronouns should be applied only to males. The journal uses American rather than British spelling. Numbers from zero to nine should be written out (e.g., three); Arabic numerals should be used for all other numbers (e.g., 14). Dates should be written as follows: April 14, 2018.

14. ***Submission Checklist:*** As part of the submission process, authors can use this list to carry out a final check of your submission before you send it to the journal for review. Please check the relevant section in this "Author Guidelines" for more details. Ensure that the following items are present and submissions may be returned to authors that do not adhere to these guidelines:

One Corresponding Author has been designated with contact details: (1) E-mail address, (2) Full postal address.

Manuscript with all necessary files have been uploaded: (1) Include keywords, (2) All figures (include relevant captions below), (3) All tables (including titles above, description, footnotes), (4) Ensure all figure and table citations in the text match the files provided, (5) Indicate clearly if color should be used for any figures in print, (6) Standard abbreviations should be used throughout the manuscript.

Further Considerations

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- All references mentioned in the Reference List are cited in the text, and vice versa.
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- Relevant declarations of interest have been made. Journal policies detailed in this guide have been reviewed.
- Referee suggestions and contact details provided, based on journal requirements.

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16. ***Proof:*** Galley proof will be sent to the corresponding author, which s/he is requested to correct and return as soon as possible. No new matter be inserted in the text and no changes be made in the title and author name(s) at the time of proofreading.