



Style Format: Guide for Authors

JBS uses the formatting guidelines from APA (American Psychological Association). For detailed information, please see the Publication Manual of the American Psychological Association, Sixth Edition (2010); <http://www.apastyle.org/>.

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).

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:

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

Table sources must be cited.

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.

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* (2nd 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.

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

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, all manuscripts should be prepared following the submission guidelines below:

- Abstract should not exceed 200 words
- All tables, graphs, figures, and images should be in black & white
- References should follow the APA style (provided above)
- Text in the body should be in Times New Roman 12-point font, and tables and endnotes should be in 11-point font
- Tables, graphs and figures should be placed in the body
- Endnotes should be listed at the end of the document, not footnotes.