

**Journal of Business and Society (JBS)**  
ISSN 1815-3291

## **Guidelines for Contributors**

### **Scope and publication policy**

- The Journal of Business and Society (JBS) is a peer reviewed Journal devoted to the advancement of research on business studies and social sciences (broadly defined). Contributions reporting any relevant aspect, in the categories of research papers, critical reviews, conceptual discussions, analytical descriptions and field notes, will be considered for publication.
- The Journal is a yearly publication. Book reviews will also be published periodically. A collection of papers dealing with a special theme (e.g., proceedings of special workshops and symposia, or invited papers on a selected topic) may occasionally be published as a special issue. Individuals who plan to organize such special issues are advised to discuss the matter with the Editor-in-Chief in advance.
- The content and quality of papers should be in accordance with the scope and nature of the Journal. All manuscripts will be peer –reviewed by at least one competent reviewer, together with an in-house examination by the Editor-in-Chief or his/her representative. Reviewers’ comments will be forwarded to the authors. While submitting the revised manuscript, the authors should explain how the reviewers’ comments have been addressed. If the author(s) disagree with the reviewers’ comments, the reason(s) should be explained.

### **Manuscript submission**

- All manuscripts for publication, and communications concerning editorial matters, should be submitted in original and one through e-mail to:

**The Editor-in-Chief**

Journal of Business and Society (JBS)  
Southern University Bangladesh  
739/A Mehdibag Road  
Chittagong 4000, Bangladesh  
e-mail: info@southern.edu.bd ; southern.edu@gmail.com

- The author should retain a complete copy of the manuscript.
- One copy of the Journal will be made available to the author(s) free of charge. The authors may order additional copies at subsidised rates.

### ***Presentation***

- The Journal’s language is English.
- Papers should be typed clearly, double-spaced on only one side of high-quality offset papers of A4 size, with approximately 3-cm wide margin and Papers should be also sent via email to the address given.
- Manuscripts should be written in clear and simple language in a readable and persuasive style. Please note that it is the authors’ responsibility to prepare the manuscript and get it published in the way it should appear; do not expect the editors or reviewers to rewrite the article for you.
- The first page should contain the title of the contribution, name(s) of the author(s), address(es) of the Institution on whose behalf the work was carried out, and complete address (with telephone, fax, and e-mail) of the author to whom correspondence should be sent.

- A brief (100-200 words) and informative Abstract, preceded by the title of the paper, must be typed on a separate sheet, and numbered as page 2 of the manuscript. The Abstract should begin with a brief statement of the rationale and objective of the paper. Quantitative data should be given, but for key results only, not in detail.
- All pages must be numbered consecutively.
- All diagrams, figures, photographs, and other illustrations should be listed as figures and numbered consecutively.
- Captions for figures and Tables should be complete, clear and concise.

### **References**

- Literature references should be arranged alphabetically. In the text, they should be referred to author's name and year of publication enclosed in brackets, e.g. (Khan 1988, Ahmed and Mustafa 1992, Chowdhury *et al.* 1990).
- Refer to unpublished work only in the text, in this manner: (A. K. Azad, unpub.), (K. Alam, pers. comm., 1993).
- References should contain: author's name followed by author's initial(s), year, title of article (Only first letter and proper nouns capitalized), journal (Italic), volume number, and inclusive page numbers. Books must include the location and name of the publisher.

### **Examples:**

Brammer, H. (1990) Floods in Bangladesh: geographical back ground to the 1987 and 1988 floods. *The Geographical Journal* Vol. 56, No. 1: 12-22.

Nair, P. K. R. (1993) *An Introduction to Agroforestry*, Kluwer Academic Publishers, Dordrecht.

Abedin, M. Z. and Quddus, M. A. (1990) Household fuel situation, homegardens and agroforestry practice at six agro-ecologically different locations of Bangladesh. In: M. Z. Abedin, C. K. Lai and M. O. Ali, (eds.), *Homestead plantation and agroforestry in Bangladesh*. pp. 19-53. BARI, Joydebpur, Bangladesh.

- Footnotes should be kept to a minimum. Footnotes in tables should be referred to by superscript letters, <sup>a</sup>, <sup>b</sup>, <sup>c</sup>, etc. Text footnotes should be identified by superscript numbers, <sup>1</sup>, <sup>2</sup>, <sup>3</sup>, etc. These can be placed at the end of the article as a Notes section, so they must be numbered consecutively throughout the text, and not anew on each page.

### **Proofs and off-prints**

- When the paper has been accepted, the author will be informed of the approximate time of publication. A set of proofs will be sent approximately one month before the publication date. Authors should read the proof thoroughly and return the corrected proof and an edited manuscript to the publisher within three days of receipt.

### **Manuscript**

- Editorial
- Original Articles
- Book Review

