



BJPA Editorial Policy 2018

Bangladesh Public Administration Training Centre

Savar, Dhaka

Website: www.bpatc.org.bd

Why Publish in Bangladesh Journal of Public Administration (BJPA)?

Bangladesh Journal of Public Administration (BJPA) is an international and peer-reviewed journal publishing high quality original research. This journal began publication in 1987. BJPA contributes to the community of practice where **practitioners** can collaborate with **academics** such as students, researchers, scholars, and educators.

The very basic benefits of publishing in BJPA include:

- Contributing to and filling the gaps in the emerging global issues
- Proliferating best practices, including new strategies, techniques, and approaches
- Contributing to the critical dialogue between practitioners and academics and to encourage collaboration in applied research and publishing
- Creating the opportunity for personal and professional development by delivering innovative ideas
- Networking with researchers and readers to enhance knowledge in the areas of administration, governance, social and economic development, international trade, regional collaboration and globalization.

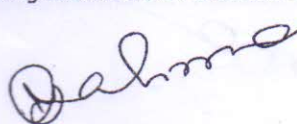
Aims and Scope

Bangladesh Journal of Public Administration (BJPA) publishes manuscripts concerned with social sciences. It also encourages any scientific research for achieving Sustainable Development Goals (SDGs). BJPA emphasizes best practices and tools related to the planning, development, gender, public administration, public policy, management, training and leadership. The journal encourages submitting manuscripts on local, regional and global challenges; mega-projects; negotiation; fourth industrial revolution, future mega trends, information technology, climate change, blue economy and contemporary issues. The journal closely works to bridge the interests of practitioners and academics. The journal accepts applied research-based papers, case studies, project post-mortems, effective strategies, impact analyses, new possibilities (problems-solving, opportunity-taking and the like) for publication.

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In submitting works to the journal, authors agree that their works may be published (if accepted). Submission does not guarantee acceptance. The journal follows the double-blind peer-review system where neither the author nor the reviewer is aware of the other's identity. The Editor first reviews each submission to determine whether or not it is suitable to be sent out to the Editorial Board. If the submission is not suitable, the Editor either rejects the submission or returns the submission to the Editorial Board for further screening. After getting consent from the Editorial Board, the submission undergoes review process. Reviewers are asked to evaluate whether the manuscript:

- Is original
- Makes clear links to themes and sub-themes of the journal
- Makes theoretical or substantive contribution to the research knowledge



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- Is methodologically sound
- Follows ethical guidelines
- Has results that are clearly presented and support the conclusions
- Correctly refers to previous relevant works and contribution

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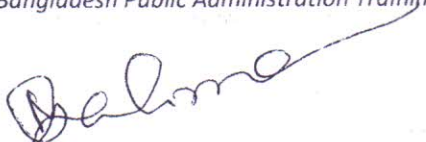
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BJPA is a biannual publication and is published every year in June and December.

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- The editor will acknowledge the receipt of the paper within 10 days through e-mail.
- The primary feedback about the paper (just after primary screening by the editor to decide whether the paper should be given for review or not) should be provided in a month.
- The reviewers' reports should be delivered within three months after the editor's primary feedback

Pre-Submission and Peer-Review Evaluation Criteria

The criteria for evaluating materials submitted to the Journal, in no particular order, include:

- Its topical relevance to the theme and sub-themes of the journal
- The quality of writing, especially its clarity, logic, professional tone, and appropriateness to the audience of applied researchers and practitioners
- The appropriateness and execution of the applied research methodology used in relevant cases
- The value of the insights gained from the paper in terms of its contribution to the literature

As an applied journal, BJPA has a wider audience than a strictly academic journal would. Please keep this in mind in your writing style, and lean toward writing for an educated but not necessarily academic reader. Define terms and spell out abbreviations that may not be familiar to all readers.

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The journal's language is English. British English spelling and terminology will be used. Authors are responsible for ensuring the language quality prior to submission.

Spacing

Please double-space all material, including notes and references.

Manuscript Submission

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

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Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

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Please follow the hyperlink "Submit online" on the right and upload all of your manuscript files following the instructions given on the screen.



Article Types

Original Research (Maximum 6,000 words):

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

Review Article (Maximum 7,000 words):

Reviews are encouraged, generally should 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. Extensive lists of references are expected. The general guidance given for original research submissions should be followed, but the system of headings and subheadings generally varies depending on the topic. Reviews generally include indications of outstanding issues to be addressed, and directions for future work could take to elucidate those issues

Commentary (Maximum 2,000 words):

Remarks on particular topical issues or criticisms of published work in this or other journals, often controversial and bringing attention to matters of concern is treated as commentary. They should follow the general guidance under "Original Articles", and require an Abstract, but the internal structure will depend on the topic. Commentaries do not generally include original previously unpublished data.

Letter to the Editor (Maximum 1,000 words):

Opinions or criticisms drawing attention to issues of concern, or pointing out errors or inadequacies in Original Research articles published either in this journal or in other journals, are welcomed. They can be controversial, but need to cite supporting evidence for views expressed. No Abstract is required, no headings or subheadings are generally necessary, and References should normally not exceed 10-15. The word count should include title, abstract, keywords, body of the text, figures, and tables but excluding authors' affiliations, references and on-line supplementary material.

Title Page

The title page should include:

- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) and address(es) of the author(s)
- The email address, and telephone number(s) of the corresponding author
- If available, the 16-digit ORCID of the author(s)

Abstract



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Please provide an abstract of 200 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.

Keywords

Please provide 5 to 7 keywords under the text of abstract separated by commas or semicolons. Consider standard words or terms that describe your methodology, empirical investigation, and conclusions. Avoid general and plural terms and multiple concepts (avoid, for example, "and," "of"). Only use abbreviations that are firmly established in the field. If a common abbreviation or synonym is used, please include this in addition to the standard word(s). These keywords are critical for Web searching and indexing purposes.

Introduction and Literature Review

State the objectives of the work and provide background, including a brief review of the relevant literature. Address previous work of others related to the topic, particularly their approach and results. This section should explain why the topic of the research is important, providing adequate background in order to set the stage for the remainder of the paper.

Text

Text Formatting

Manuscripts should be submitted in Word.

- Use a normal, plain font (e.g., 12-point Times Roman) for text.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or Math Type for equations.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).

Headings

Please use no more than three levels of displayed headings.

Abbreviations/Acronyms

Abbreviations or acronyms should be defined at first mention and used consistently thereafter.

Footnotes

Footnotes can be used to give additional information. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables. Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes



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to the title or the authors of the article are not given reference symbols. Always use footnotes instead of endnotes.

Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.

Appendices

If there is more than one appendix, they should be identified as A, B, etc. It is suggested that the appendices should be as concise as possible.

Referencing

In both text citation and reference list **Harvard** Reference System will be applied.

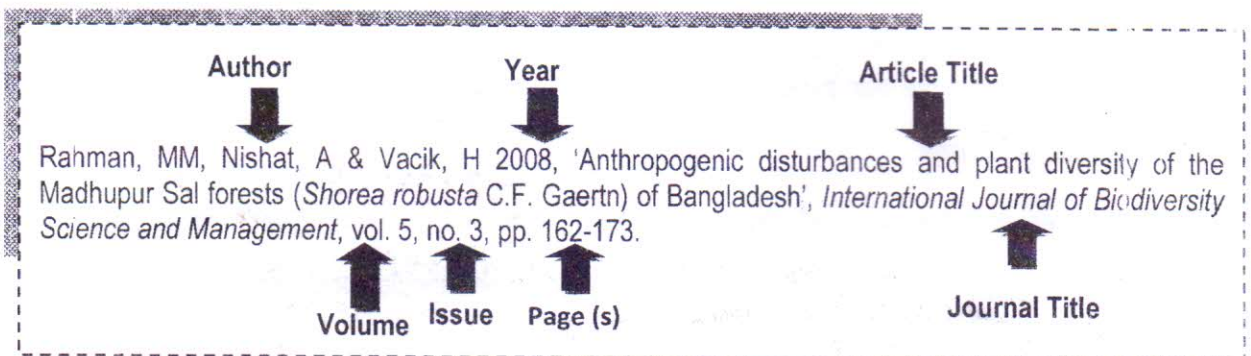
Basic format to reference journal articles

The basics of a Reference List entry for a journal article:

- Author or authors. The surname is followed by first initials.
- Year of publication of the article.
- Article title (in single inverted commas).
- Journal title (in italics).
- Volume of journal.
- Issue number of journal.
- Page range of article

Example

Rahman, MM, Nishat, A & Vacik, H 2008, 'Anthropogenic disturbances and plant diversity of the Madhupur Sal forests (*Shorea robusta* C.F. Gaertn) of Bangladesh', *International Journal of Biodiversity Science and Management*, vol. 5, no. 3, pp. 162-173.



Bahome

Referencing journal articles: Examples

Material Type	In-Text Example	Reference List Examples
Direct quote	According to Paul (2011, p. 4), Bangladesh maintained a fixed exchange rate until the late 1970s.	Paul, BR, 2011, 'Revisiting Export-Led Growth for Bangladesh: A Synthesis of Cointegration and Innovation Accounting', <i>International Journal of Economics and Finance</i> , vol. 3, no. 6, pp. 3-15.
Indirect quote	Paul (2011) found that Bangladesh maintained a steady exchange rate until the late 1970s.	
Two authors	(Alam & Teicher 2012) or Alam & Teicher (2012) found that	Alam, Q & Teicher, Julian, 2012, 'The State of Governance in Bangladesh: The Capture of State Institutions', <i>South Asia: Journal of South Asian Studies</i> , vol. 17, no. 45, pp. 1-27
More than two authors	(Vacik et al. 2009) or Vacik et al. (2009) found---	Vacik,H, Rahman,MM, Ruprecht, H & Frank, G, 2009, 'Dynamics and structural changes of an oak dominated Natural Forest Reserve in Austria', <i>Botanica Helvetica</i> , vol. 119, no. 1, pp. 23-29

Tables:

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

Figure Lettering

- To add lettering, it is best to use same fonts of the main text.
- Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Avoid effects such as shading, outline letters, etc.



- Do not include titles or captions within your illustrations.

Figure Numbering

- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures.

Figure Captions

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc. as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

Figure Placement and Size

- When preparing your figures, size figures to fit in the column width.
- For most journals the figures should be 39 mm, 84 mm, 129 mm, or 174 mm wide and not higher than 234 mm.

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If you include figures that have already been published elsewhere, you must obtain permission from the copyright owner(s).

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Authors should refrain from misrepresenting research results which could damage the trust in the journal, the professionalism of authorship, and ultimately the entire research endeavour. Maintaining integrity of the research and its presentation can be achieved by following the rules of good scientific practice, which include:

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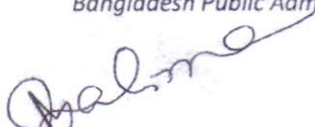
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- The manuscript has not been submitted to more than one journal for simultaneous consideration.
- The manuscript has not been published previously (partly or in full), unless the new work concerns an expansion of previous work (please provide transparency on the re-use of material to avoid the hint of text-recycling ("self-plagiarism").
- A single study is not split up into several parts to increase the quantity of submissions and submitted to various journals or to one journal over time.
- No data have been fabricated or manipulated (including images) to support your conclusions.
- Consent to submit has been received explicitly from all co-authors, as well as from the responsible authorities - tacitly or explicitly - at the institute/organization where the work has been carried out, **before** the work is submitted.
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- Adding and/or deleting authors and/or changing the order of authors **at revision stage** may be justifiably warranted. A letter must accompany the revised manuscript to explain the reason for the change(s) and the contribution role(s) of the added and/or deleted author(s). Further documentation may be required to support your request.
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