

Notes to the Contributors

JOURNAL OF THE INSTITUTE OF BANKERS, BANGLADESH is a yearly peer-refereed Journal. The Journal contains research-based papers mainly on Trade, Insurance, Finance, and Banking and related issues.

Contributors are requested to submit papers/articles on the above issues for publication in the journal.

The following may be treated as guidelines for submission of the article/paper:

1. The article/paper should be based on research and should demonstrate the author's own analysis, thought and judgment.
2. Name(s) and address(es) of the author(s) with the title of the article/paper and institutional affiliation(s) should be provided on a separate page.
3. The manuscript must be typed (Font—Times New Roman, Font Size—11 point) on one side of the paper in double space and normally should not exceed 20 pages.
4. All footnotes and Equations should be numbered consecutively. Explanation of footnotes should be given at the bottom page.
5. An abstract of 150 words or less (in Time New Roman 9 point) should be given along with the article/paper.
6. Keywords of the paper should be given below the abstract.
7. Bibliographical references should be made in a defined structure. In the case of article, the citation should be as follows:

Author's last name, First name and Middle initial, Year of Publication, "Title of the Paper", name of the journal (to be italicized), volume number, month and page number.

For example,

Mussa, M., 1974, "A Monetary Approach to Balance of Payments Analysis", *Journal of Money, Credit and Banking*, Vol. 6, No.3, pp. 333-351.

In the case of Text Books/Monograph, the citation should be as follows:

Author's last name, First name and Middle initial, Year of Publication, "Title of the Book"(to be italicized), Name of the Publisher.

For example,

Hicks, Junior R., 1946, *Value and Capital*, Oxford University Press.

8. For citation of published papers/books in the text, it should be, for example, as follows:

- a) Smith (1998)
- b) Jensen and Smith (1992)
- c) Smith et al. (1988) [with more than three authors]
- d) (e.g. see Smith 1982; Goldner 1991) [with more than one source cited together]
- e) (FASB 1986:9) states
- f) (Collins and Salarka 1993: 122)

9. Use suffix a, b,c etc. when the references list contains more than one work of an author in the same year.

For example,

- a) Becker 1990a
- b) (e.g; see Smith 1987a; Becker 1995b)

10. The Institute or the Journal Committee does not take any responsibility for opinions expressed in the articles/papers published in the journal.

11. The papers should be original and unpublished. The copyright of the paper will be reserved by the Institute once it is accepted for publication in the Journal.

12. A soft copy to the **bpeaid.ibb@gmail.com** or a hard copy of the paper/article to be submitted to:

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