
Submission Guidelines for CIU Journal

Manuscript Submission:

- All editorial correspondence and manuscript submission should be made by email to the Editor at ciu.journal@ciu.edu.bd
- Authors should ensure that the manuscript submitted to CIU Journal is not simultaneously submitted to any other journal or publisher. Similarly, it should not be submitted anywhere else during the review process which will take approximately 2 to 3 months.
- Each submission should include two files: A 'Title Page' and an anonymous 'Main File/Blind Copy' file. The Title Page should include a Cover Letter to the Editor, article classification (i.e., research paper, research note, case study, practitioner perspective, book review), title of the manuscript, abstract, and author information (including authors names, affiliation, address, phone number, and email address). The name of the Corresponding Author should be clearly identified with an asterisk symbol (*) next to the relevant author's name. Financial or other contribution for conducting the research that might have been received by the authors must be declared in the title page as well. The 'Main File/Blind Copy' should include title, abstract, keywords, manuscript text and reference. Figures and tables may also be submitted as a separate document. There should not be any recognizable information about the authorship anywhere in this copy.

Basic formatting of the manuscripts:

- Word limit for research articles (8000-10000 words), case study/research note (6000-8000 words), practitioner perspectives (2000-5000 words), book reviews (1000-1500 words).
- All articles must contain an abstract of 150-200 words and up to 10 keywords.
- All manuscript must be in Microsoft word format - double spaced with one inch (2.5 cms) margin throughout and 12 point Times New Roman font.
- Quotations, notes, tables and figures should be prepared in accordance with the sixth edition of the *Publication Manual of the American Psychological Association (APA)*.

In-text citations (as per APA, sixth edition):

(Kolter, 2015, p. 50), (Mahmood & Absar, 2010, pp. 50-66), (Chowdhury, Hasan, & Abid, 2007) [first instance up to five authors], (Chowdhury et al., 2007) [Second instance onwards]

References

Book:

Dessler, G., & Varkkey, B. (2016). *Human resource management*. New Delhi: Pearson.

Book Chapter:

Chowdhury, M. H., Absar, M. M. N., & Quader, S. M. (2020). Challenges and developments in the higher education system of Bangladesh. In P. Sarangapani & R. Pappu (Eds.), *Handbook of education systems in South Asia*. Singapore: Springer.

Journal Articles:

Journal Article with DOI:

Quader, M., & Taylor, K. (2018). Corporate efficiency, credit status and investment. *The European Journal of Finance*, 24 (6), 439-457. doi: 10.1080/1351847X.2017.1312475

Journal Article without DOI (when DOI is not available):

Hamfi, A. G. (1981). The funny nature of dogs. *E-journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/fdo>

Absar, M. M. N. (2016). Stakeholders' views on voluntary human capital disclosures in corporate annual reports of top Bangladeshi and Indian listed companies. *Journal of Human Values*, 22(3), 209-220.

Website with no author or date of publication:

Census data revisited. (n.d.). Retrieved March 9, 2009, from Harvard, Psychology of Population website, <http://harvard.edu/data/index.php>

Online Newspaper Articles:

Nath, D. K. (2017, July 07). Family planning saves lives and transforms the community. *The Daily Star*. Retrieved from <http://www.thedailystar.net>

The Review & Publication Process:

- Each paper shall preliminarily be reviewed by the Editor/Associate Editor of the Journal and, if the content of the submission is considered suitable for publication, it is then sent to at least two independent referees for double blind-peer review.
- As per the recommendations of the reviewers, the manuscript is accepted/rejected or most likely suggestions for revisions are given to the authors, who then revise the manuscript as per the requirements and resubmit the revised manuscript.
- Once the Editor has decided to accept the manuscript, the authors will require submitting a duly signed contributor copyright assignment form.
- In the production stage, the Editor may decide to send further queries to the authors, if needed.

- Typeset proofs of the articles may be shown to the respective authors so that they can review their articles and send proof corrections before printing.
- Every author will get a Complimentary Copy of the issue containing his/her paper.

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