

Editorial Policy for the Bangladesh Journal of Tariff and Trade (BJTT)

The Bangladesh Trade and Tariff Commission welcomes submission of papers for the *Bangladesh Journal of Tariff and Trade*, published annually whose ISSNis 2412-6209(Print Version) and 2413-0702 (Online Version). This journal is dedicated publish to any trade and tariff related research and analysis.

**A. Guideline for the Authors**

BJTT will not accept any submission which is under review for publication or has already been published, or accepted for publication in a journal. Selection criteria include originality and accuracy of ideas, clarity, precision and significance of results, quality of presentation and relevance to the theme. Contributors are requested to meet the following guidelines:

**1. Language, Submission Procedure and Submission Criterion**

- 1.1 The language of the manuscript should be English.
- 1.2 The papers are original, not followed by any sort of plagiarism.
- 1.3 The papers must follow the APA style guide (Journal Guideline for Referencing)
- 1.4 The title must clearly contribute to the Journal theme.
- 1.5 Manuscript must not be previously published or under simultaneous consideration in other journals or reports (except any part of any thesis paper approved by any authorized public university or foreign university).
- 1.6 Manuscript should not be subversive against the state, existing law/s.
- 1.7 There must be no word, symbol or sentence(s) which is derogative to the dignity and honor of any person/group of people/ organization/institutions/ religion/ values/ customs etc.
- 1.8 All manuscripts (formatted in Microsoft Word 2007-2013) and correspondence should be sent by electronic mail to: [journal.btc@bdtariff.gov.bd](mailto:journal.btc@bdtariff.gov.bd)
- 1.9 Manuscripts may also be hand carried or mailed in duplicate (formatted in Microsoft Word 2007-2013) to the following address: Editor, Bangladesh Journal of Tariff and Trade, Bangladesh Trade and Tariff Commission, 1<sup>st</sup> 12<sup>th</sup> Storied Government Office Building (9<sup>th</sup> Floor), Segunbagicha, Dhaka-1000, Bangladesh.
- 1.10 Authors whose manuscript has been accepted for publication will be asked to send an electronic file (both in Microsoft Word 2007-2013 and PDF format) of the final version of the manuscript.
- 1.11 Articles, not accepted for publication, will not be returned to the author.

**2. Preparation of Manuscripts**

**2.1 Typing**

- ✓ The paper size should be A4. The margin should be 1.5 inches on the left side and other 3 sides should be contained one inch.

- ✓ Every manuscript should be typed in 1.25 line space (except for footnotes, it should be single spaced)
- ✓ The font should be Times New Roman and the font size for the general text should be 11 normal, font size for the title of the article should be 16 bold, font size for the caption of the paragraph should be 12 bold, font size for the abstract, footnote and references should be 10.
- ✓ The length of the paper must be limited to 5000 words.

## 2.2 Spelling, Equation, Mathematical Notation

- ✓ American spelling is preferred.
- ✓ Equations should be embedded within the body of the document and should be sequentially numbered in round brackets at the end of the equation line, and where possible, indented. A single line space should be included above and below the equation for clarity.

## 2.3 Numbering and Symbols

- ✓ Within text, in one sentence words and numbers should not be mixed together.
- ✓ Commas should be used to separate groups of thousands: 1,000.
- ✓ Numerals and % symbol to be used in both text and tables (e.g. 10%, not ten percent).
- ✓ No space should be used before %, for percentages of less than 1 use a dot after the 0 (e.g. 0.58%).
- ✓ In case of currencies use acronyms before amount, then space (e.g. BDT 2,000, not Tk. of Tk./Taka).
- ✓ Fiscal Year should be used as FY2020, not FY20 or 2019-2020.
- ✓ Number system unite is preferred to be in western system, i.e. million, billion, etc.

## 2.4 Footnotes

Footnotes to the text should be limited as much as possible and should be numbered consecutively. The corresponding reference numbers must be clearly indicated in the text. Footnotes to a table should be typed directly beneath the table and numbered with superscripts.

## 2.5 Tables , Graphs and Maps

Tables, graphs and maps may be used in the article. The title and sources of such tables, etc. should be mentioned. Tables should be embedded within the body of the document as close as possible to the first reference to the table. Tables should be numbered serially and cited in the text. The title of each table as well as the captions of its columns and rows should be clearly expressive of its contents. The source of the table should be typed directly below the table in a 10-point, normal, Times New Roman font. Tables containing huge information should be attached as an annexure.

## 2.6 Figures

Figures and illustrations should be embedded within the body of the document as close as possible to the first reference to the figure or illustration.

### 2.7 Title Page

Each copy of a manuscript should include a separate title page, which should be the first page of the manuscript.

### 2.8 Author's Brief Biography

The author should not mention his name and address on the text of the paper. A separate sheet bearing the author's full name, affiliation, mailing address, telephone number and a short biography within 50 -100 should be sent along with the main paper.

### 2.9 Organization of the Manuscript

- ✓ Manuscripts are preferred to be organized into the following sections: (i) Introduction, (ii) Background and Description, (iii) Analysis, (iv) Results and Finding, (v) Limitations of Analysis, (vi) Policy Implications/Recommendations, and (vii) Conclusions
- ✓ Sub-sections should carry clear and distinct sub-headings.

### 2.10 Honorarium and Complimentary Copy

- ✓ A token honorarium of BDT 5,000.00 will be paid for each published article. Each author will receive two complimentary copies of the Bangladesh Journal of Tariff and Trade.
- ✓ Each member of the editorial committee/body will receive a token honorarium of BDT 5,000.00 for each annual publication. Each member of the editorial committee/body will receive two complimentary copies of the Bangladesh Journal of Tariff and Trade.

## 3. Copyright

- 3.1 It is the author's responsibility to ensure that his or her works do not trim any existing copyright.
- 3.2 Furthermore, the author should assure the editors and publishers against any violation of such a warranty.
- 3.3 Authors should obtain letters of permission to reproduce or adapt copyright material and enclose copies of these letters with final version of the accepted manuscript.

## B. Guideline for Editors

### 1. Editorial Procedure:

- 1.1. An Editorial Board consisting of members and headed by an Editor will select the articles for publication. Any correspondence will be conducted through Public

Relations and Publication Officer of Bangladesh Trade and Tariff Commission.

1.2. All communications should be addressed to the Editor of the Journal. Manuscripts submitted for publication are to be sent to the Editor of the Editorial Board of Bangladesh Journal of Tariff and Trade.

1.3. Once a paper is finally accepted, comments by the *Editorial Board* are to be forwarded to the author for *final revision*. The paper should be corrected accordingly and returned to the Editor before the declared deadline.

C. The Commission reserves the right to make necessary changes in the Editorial Policy from time to time.

