

# East West Journal of Business and Social Studies (EWJBSS)

## Guidelines to Authors

### 1. Manuscript Submission

Manuscripts must meet professional standards and should be computer-composed and double spaced in Times New Roman 12-point font on A4 size paper. Manuscripts can either be submitted through our automated submission portal <https://ewjbss.ewubd.edu/index.php/ewjbss/about/submissions> or can be sent to the Editor at [editor\\_ewjbss@ewubd.edu](mailto:editor_ewjbss@ewubd.edu)

- The word count for the articles should be between 3000 to 7000 excluding end-text references. Papers should be completed in Microsoft WORD 2016 (or higher Version) on A4 size paper, double spaced.
- The first page of the papers should have a spacing of 1.5 inch from the top edge and a 1-inch margin on both sides and bottom of the page. All other pages will have a 1-inch margin all around.
- In the title page, an informative and concise title of the article should be in bold and in Times New Roman 16-point. This page must also include name, designation, affiliation, and contact details of each author and should be in Times New Roman 12-point. Among the authors, the corresponding author must be clearly indicated, and his/her telephone number and postal/mail address must be provided. The corresponding author will be responsible for communicating with other authors about revisions and final proof approval. In case of co-authored papers, the title page must contain contributions of each author.
- There should be a 0.25-inch ( $\frac{1}{4}$  inch) space between the title and the names and affiliations of the authors.
- Abstracts (for full papers) should not exceed 250 words typed in Times New Roman with 11point font and be placed 0.25 inch ( $\frac{1}{4}$  inch) below the title.
- The first heading should be Times New Roman in Bold, 12-point font, centered. The second headings should be Times New Roman bold, 12-point font, with a 0.25-inch ( $\frac{1}{4}$  inch) space from the text and the third headings should be Times New Roman bold and italics, 12-point font, with a 0.25-inch ( $\frac{1}{4}$  inch) space from the text and left aligned.
- The text should be in Times New Roman 12-point font, paragraphs should be justified with double space between paragraphs. End-text references and notes should also be left aligned.
- Tables, Figures and Illustrations – Use the entire page width for tables and graphs, where required. All the end-text references should be alphabetically sorted according to the author's surname and in conformance with APA style. The in-text citations should also follow the same style.

### 2. Review Process and Evaluation Criteria

There will be a blind review process for evaluating the manuscript by *anonymous reviewers*. The editorial board will decide whether a manuscript merits review. It is recommended that all authors have reviewed the manuscript prior to submission to the journal. The journal strives to provide decisions and constructive feedback to authors. Articles submitted for publication in the East West Journal of Business and Social Studies are evaluated according to the following criteria.

- Significance of research topic

- Quality of theoretical arguments
- Quality of methodology and data analysis
- Clarity and coherence

### **3. Peer Review Policy**

Each article submitted will be evaluated through multiple steps to maximize rigorous screening process:

- a) Initial check using Turnitin, a plagiarism detection software
- b) Editorial screening for technical specifications and research rigor (manuscript maybe declined at this stage)
- c) Editor/Editorial committee send the article for review
- d) Decision taken on reviewers' and editorial comments (accepted/revise/resubmit/reject)

If two reviewers have widely different conclusions on the acceptability of the article, it is sent to an additional reviewer, or a decision is taken by the Editorial team.

### **4. Abstract and Keywords**

Manuscripts must include an abstract of approximately 250 words that succinctly summarizes the key points. A list of three to five keywords should be included to identify the contents of the paper.

### **5. Citations and References**

#### **5.1. In-text citations**

Manuscripts must follow the APA style for in-text citations. The following link clearly mentions the APA style for in-text citations.

<https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/author-date>

#### **5.2. End-text references**

All entries are to be arranged alphabetically according to the author's surname. The following link clearly mentions the APA style for end-text citations.

<https://apastyle.apa.org/instructional-aids/reference-examples.pdf>

### **6. Appendices**

Double space the appendices and begin each one a separate page. Type the word "Appendix" and the identifying capital letters (A, B, etc. in the order in which they are mentioned in the text) centered at the top of the page. If there is only one appendix, do not use an identifying letter; the word "Appendix" is sufficient. Double space and type the title of the appendix, centered.

## **7. Copyright**

East West University Center for Research and Training (EWUCRT), East West University, Bangladesh reserves the copyright of all articles published in the East West Journal of Business and Social Studies. As an open access journal, authors and users are allowed to share and use the materials by providing due credit to the authors and EWJBSS.

## **8. Contact Information**

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