



## EAST WEST UNIVERSITY

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Office of the Assistant Editor

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## Call for Papers: 2018

### *East West Journal of Business and Social Studies: Vol. 7*

The Editorial Board of *East West Journal of Business and Social Studies* (ISSN 2074-5443) invites manuscripts on original empirical work, theoretical papers, literature reviews, book reviews and case studies dealing with basic and applied topics across a full range of management and social sciences. EWJBSS is a fully refereed journal published yearly by East West University Center for Research and Training (EWUCRT), Bangladesh. Articles in EWJBSS primarily examine emerging trends and changing concerns common to the business and society of developing countries.

Authors should clearly write their designation(s), address(es), telephone number(s), email address(es) and fax number(s) on the cover page for potential use by the editorial office and later by the production office. Articles must be clearly written in concise and unambiguous English and must be logically organized. Previously published manuscripts must not be submitted. Moreover, the manuscript must not be submitted elsewhere simultaneously for review.

Manuscripts, prepared according to EWJBSS guidelines, should be submitted through email: [editor\\_ewjbss@ewubd.edu](mailto:editor_ewjbss@ewubd.edu), on or before August 31, 2017 for consideration in the forthcoming issue of EWJBSS, Vol. 7, 2018.

Dr. Farhana Ferdousi

Assistant Editor, East West Journal of Business and Social Studies (EWJBSS)

East West University Center for Research and Training (EWUCRT)

East West University

**Enclosed:** EWJBSS Guidelines to Authors

# 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 paper. Please submit hard copy of the manuscript to the editor or soft copy as an email attachment (email address: [editor\\_ewjbss@ewubd.edu](mailto:editor_ewjbss@ewubd.edu))

- Papers should be completed in Microsoft WORD 2000 (or higher Version) and typed on 7.40" by 9.81" 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.
- The title should be in bold and in Times New Roman 16 point font and the names of the authors should be in Times New Roman 12 point font in capital letters.
- There should be a 0.25 inch (¼ inch) space between the title and the names and affiliations of the authors.
- Abstracts (for full papers) should not exceed 120 words typed in Times New Roman with 12 point font, and be placed 0.25 inch (¼ inch) below the names and affiliations of the authors.
- 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 (¼ 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 (¼ 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 and references and notes should also be left justified.
- Tables, Figures and Illustrations – Use the entire page width for tables and graphs, where required. All tables, figures, Illustrations, etc should be included in the text of the paper. Tables should be consistent with the text. The endnotes should be consecutively numbered within the text and substance of the endnotes should appear at the end, preceding the references.
- Paper must not exceed 30 double spaced pages including tables, figures, illustrations, and references.
- Contract details of each author must be given in a separate cover page with the submission for potential use by the editorial office and later by the production office.

### 2. Review Process and Evaluation Criteria

There will be a blind review process for evaluating the manuscript by *two anonymous reviewers*. The editorial board will decide whether a manuscript merits review. It is recommended that authors have their colleagues to review the manuscripts 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

Every article is first read by one of the members of Editorial Board. If the article meets the general expectations of a scholarly article, it is usually sent out to two blind reviewers. It can then be accepted, resubmitted with attention to the reviewer(s)' comments, or rejected. 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 120 words (maximum of 960 characters, including spaces) 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. Citations

Manuscripts must follow the APA style. In **APA** style, citations must be accompanied by citing the author's last name, year of publication, and page number in parenthesis. If the author's name is mentioned in the text, the date and page number should be cited in parenthesis. The salient features of the APA style are given below:

#### For instance,

A prominent analyst has concluded that stock markets are volatile because of frequent changes in the exchange rate (Rahman, 2001).

Or

Rahman concludes that "stock markets are volatile because of frequent changes in the exchanging rate" (1999, p.17).

For additional information on APA style documentation, please consult APA's website (<http://www.apa.org>)

Use "&" instead of "and" to separate names when references to works by two authors. For work by more than three to five authors, cite all the authors in the first reference and the last name of the first author followed by *et al* for subsequent references. For works with more than five authors give only the last name of the first author and follow it up with *et al.* from the very first edition.

For an anonymous work, use a shortened version of the title. Use a semicolon to separate studies cited in tandem.

#### 5.2 References

All entries are to be arranged alphabetically according to the author's surname.

The first line of each entry in the reference list must be typed with flush left and subsequent line(s) are to be indented five spaces,

### **For Journal**

Brown, C. M. (1989). Women in the American workplace and discrimination: Some Questions. *Journal of Women and Management*, 25(2), 201-209.

Or

Deutsch, F. M., Lussier, J. B., & Servusm L. J. (1993). Husbands at home: Predictors of parental participation in childcare and housework. *Journal of Personality and Social Psychology*, 65, 1154-1166.

### **For Book**

Huq, C. H. (1997). *Gender and development: An Inquiry into the Roots of Unequal Development*, Dhaka: UCL Publishers.

### **For Edited Book**

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

### **For Encyclopedia or Dictionary**

Sadie, S. (Ed.). (1980). *The new grove dictionary of music and musicians*. Vols. 1-20, 6<sup>th</sup> edition, London: Macmillan.

## **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, in uppercase and lowercase letters. Double space, indent the first line five to seven spaces and begin the text of the appendix.

## **7. Copyright**

East West University Center for Research and Training (EWUCRT), East West University, Bangladesh reserves full copyright of all articles published in *East West Journal of Business and Social Studies*.

## **8. Contact Information**

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**Note:** Paper(s) that will not follow the guidelines will be returned to the author(s) for correction and resubmission. Any form of plagiarism will result in the rejection of the paper. Author(s) must transfer the copyright to the publisher at the time of submission of the manuscript.