

<p style="text-align: center;">AIUB Journal of Business and Economics [AJBE] Faculty of Business Administration, AIUB</p>

Aims and Scope

AIUB Journal of Business and Economics [AJBE] is a publication of the Faculty of Business Administration, American International University-Bangladesh [AIUB]. This journal publishes original, empirical and innovative materials in functional and support areas of business and economics. It is primarily devoted to the extension and further development and dissemination of knowledge in the field of business and economics for the benefit of academics as well as practicing enterprise managers.

Coverage

Within the boundary of the above-mentioned aims and scope, the journal covers a wide area of interest in the field of business and economics. In the backdrop of global scenario local and regional issues are picked up on a systematic manner to help develop the insight into the managerial practices and theoretical underpinnings. Although the write-ups are expected to be mainly from local and regional authors, we plan to attract authors from all over the world.

Frequency of Publication

The journal is published twice a year in English in months of January and August. AJBE is available at the Office of Research

and Publications [ORP], Admin. Building, American International University-Bangladesh [AIUB]. All queries should be addressed to the Editor, AJBE, American International University-Bangladesh [AIUB], House 83/B, Road 4, Kemal Ataturk Avenue, Banani, Dhaka 1213, Bangladesh, E-mail: orp@aiub.edu, orp.aiub@gmail.com

Notes to contributors

- 1) All articles to be published are processed through a blind referral system by a panel of experts. The responsibility for opinions in signed articles, studies and other contributions rest entirely on their authors and publication does not necessarily constitute endorsement of the same by AIUB.
- 2) Manuscript submitted for publication must be original. If a paper contains material reproduced from other sources it must be acknowledged or necessary permission should be submitted along with the paper.
- 3) At least two copies of the manuscripts, along with a copy in the compact disk (CD), and data, sources of data and regression results (where applicable) should be submitted for consideration to the editorial board. Papers submitted for consideration must be typed in A4 sized offset paper. The manuscripts should be typed, double-spaced throughout (excepting the abstract) with wide (default) margins, printed on one side of the paper only.
- 4) Tables and figures should be placed on separate sheets with an indication for inserting table/figures in the text as to their appropriate placement. Tables and figures should be numbered consecutively.

- 5) Normally, papers submitted for consideration should be restricted to 20-25 typed pages (including annexes and references). The pages should be numbered consecutively.
- 6) The paper should have a title page containing the title of the paper, name of the author, mailing address, telephone number and e-mail address. In case of joint authorship, correspondence will be made to the first name author only unless otherwise indicated.
- 7) The second page of the submitted paper should contain the title and single-spaced abstract of the paper not exceeding 200 words.
- 8) The main paper should begin from third page and should not relist the title or author. The paper should be divided into sections and subsections to aid smooth reading. Section headings should be held in all capital letters while subsections should be held upper lower cases.
- 9) Footnotes should be avoided as far as possible. Essential notes should be numbered consecutively in the text and grouped together at the end in an annexure. Equations should be referenced by consecutive numbering throughout the text, on the right hand side of the page, using (1), (2) etc.
- 10) AJBE will follow the Harvard system of referencing. All references in the text to an article should be author's last name and year of publication as shown below:

Hossain (1997) states that.....

The growth of publication indicates a tapering of effect (Abedin & Ahsan, 1990)

- 11) All articles (papers) intended for publication should be sent to the following address:

Editor

The AIUB Journal of Business and Economics (AJBE)

House 83/B, Road 4, Banani, Dhaka 1213, Bangladesh.

E-mail: aiub@citechco.net; info@aiub.edu

A letter of acknowledgement will be sent to the author(s) upon receiving the paper, and regarding the decision of the editorial board.

- 12) After the paper has been approved by the editorial board, author has to take initiative to format the paper according to the following guidelines

1. Page Setup:

1.1 Margins

Top - 1.2", Bottom - 1.2", Left - 0.8" and Right - 1.0"

Gutter - 0", Gutter Position - Left

Orientation - Portrait

Pages: Multiple pages - Normal

Preview: Apply to - Whole documents

1.2 Paper

Width - 6.5"

Height - 9.5"

1.3 Layout

Different odd and even

Different first pages

Header - 0.5"

Footer - 0.5"

2. Title:

Font – Garamond
Alignment – Centre
Font Style – Bold
Font Size – 14
Case – Title Case

3. Author:

Font – Garamond
Alignment – Right
Font Style – Bold and Italics
Font Size – 10

4. Headings:

First: 1. [tab] Sentence case, Font Style–Bold, Font Size–12
Second: 1.1 [tab] Sentence case, Font Style–Regular, Font Size–12
Third: [no numbering] Sentence case, Font Style–Bold, Font Size–11

5. Abstract & Body:

Font – Garamond
Alignment – Justified
Font Style – Regular
Font Size – 11

6. Paragraphs:

Indent and spacing

6.1 Indentation

Left – 0”

Right – 0”

Special – First line By: 0.5” *

** Except first paragraph under each heading (or sub heading)*

6.2 Spacing

Before – 0 pt

After – 6 pt

Line Spacing – Single

7. Header:

7.1 Odd page header

Text – Title of the paper in Title Case

Font – Garamond

Alignment – Left

Font Style – Regular

Font Size – 8

7.2 Even page header

Text – Name of the Journal and Issue Number [filled
by publisher]

Font – Garamond

Alignment – Right

Font Style – Regular

Font Size – 8

8. Footnotes

8.1 General

Font – Garamond

Alignment – Right

Font Style – Regular

Font Size – 8

8.2 Format

Number of Format – 1, 2, 3...

Start at – 1

Numbering – Continuous

Apply changes to – Whole documents

9. Tables/Figures:

9.1 Title

Font – Garamond

Alignment – Centre

Font Style – Bold

Font Size – 9

Format – Number: [space] Title [Sentence Case]

Size: Preferred width – 4.7, Measure in – Inches

Alignment – Centre, Text wrapping – None

9.2 Text

Font – Garamond
Alignment – Centre
Font Style – Regular
Font Size – 9

10. References:

Font – Garamond
Alignment – Justified
Font Style – Regular
Font Size – 11
Hanging Indent by 0.5”

Examples:

10.1 Journal Article:

Deeg, R. (1998): What Makes German Banks Different? *Small Business Economics*, Volume 10(2), pp. 93–101.

10.2 Book:

Zweig, K. (1980): *The Origins of the German Social Market Economy*,
London: Adam Smith Institute.

10.3 Book Chapter:

Pistor, K. (1999): Codetermination: A Sociopolitical Model with Governance Externalities, in Blair and Roe (eds.), *Employees and Corporate Governance*, Washington, DC: Brookings Institution.

13) The copyright of the paper published in this journal will be reserved by AIUB.