



Office of Research and Publications (**ORP**)  
American International University – Bangladesh (**AIUB**)

*Call for papers for AIUB Journal of Business and Economics (AJBE)*

*ISSN 1683-8742*

Office of the Research and Publications (ORP) is going to publish its regular research based journal, that is, AIUB Journal of Business and Economics (AJBE). The Editorial Board of the journal invites research based articles /papers in the broader areas of accounting, finance, banking, business, management and economics. This journal 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 for practicing enterprise managers. The papers must adhere to the following guidelines:

1. The submitted manuscript must be original and must not be submitted for publication anywhere else. Once submitted, the same article should not be re-submitted for publication elsewhere until an editorial decision is made.
2. An article should not be co-authored by not more than two. In case of a highly technical or multi-disciplinary article, the number of co-author can be three.
3. 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.
4. The manuscript must be typed (Times New Roman, 11 pt.) on one side of the A4 size paper in a double spaced manner and should not exceed 25 pages (including the abstract, figures, tables, references and appendixes) with 1-inch left/right margins and 1-inch top/bottom margins. Tables should have a font size of 9 pt. and these should be numbered consecutively.
5. The title page of article should contain the name (s) of the authors' along with their designations, contact and email addresses. The corresponding author must be indicated by an asterisk. Any symbol except asterisk should be used to amplify the credentials of other authors.
6. The second page of the submitted paper should contain the title and single-spaced abstract of the paper not exceeding 150 words. 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.
7. Footnotes should be avoided as much as possible. Essential notes should be numbered consecutively in the text and grouped together at the end in an annexure. Equation editor should be used for mathematical expressions and these should be referenced by consecutive numbering throughout the text, on the right hand side of the page, using (1), (2) etc.
8. All figures and images should be in **grayscale** format with appropriate labels. In case of any images are used, those are prescribed to be a single file with adequate quality.
9. Bibliographical references should be made in a defined structure (**Harvard Style**):

<b>1. Books (with named authors):</b> Author's last name, initials, year published, <i>title</i> , publisher, place of publication.
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<b>Momsen, J. H. (2004), <i>Gender and Development</i>, Routledge, London.</b>
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When there are two writers then you should use “and” to separate the authors.
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<b>Momsen, J. H. and Mahmud, M.T. (2004), <i>Gender and Development</i>, Routledge, London.</b>
When there are more than two writers then you should use both “comma” (,) and “and” to separate the authors.
<b>Momsen, J. H., Tariq, M.H. and Mahmud, M.T. (2004), <i>Gender and Development</i>, Routledge, London.</b>
<b>2. Books (by editors):</b> Editor’s last name, initials, year published, <i>title</i> , publisher, place of publication.
<b>Momsen, J. H. (Ed.) (2004), <i>Gender and Development</i>, Routledge, London.</b>
<b>3. Chapter (in a book):</b> Author's last name, initials, year published, "Chapter title," author or editor's last name, initials, <i>book title</i> , publisher, place of publication.
<b>Wilson, B. (2004), "Gender and Urbanization", in Momsen, J. H. (Ed.), <i>Gender and Development</i>, Routledge, London.</b>
When the book author and chapter are the same, then mentioning the second author name / editor name is not required.
<b>Wilson, B. (2004), "Gender and Urbanization", <i>Gender and Development</i>, Routledge, London.</b>
<b>4. Article (in a periodical):</b> Author's last name, initials, year published, "Article title," <i>periodical/journal/magazine title</i> , volume, number, pages.
<b>Wilson, B. (1995), "Good Citations," <i>Style Quarterly</i>, Volume IX, Number 3, pp. 102-130.</b>
<b>5. Web page:</b> Author's last name, initials, year of publication, "page title," URL, date and time of site visit.
<b>Wilson, B. (1995), "Good Citations", <a href="http://www.domain.com/style.html">http://www.domain.com/style.html</a>, March 4, 2009, 10:00 am.</b>
If no trace of the writer is available, then just mention the title of the web page and link:
<b>"Good Citations", <a href="http://www.domain.com/style.html">http://www.domain.com/style.html</a>, March 4, 2009, 10:00 am.</b>

For **citation** of published papers/books **in the text**, following style should be followed:

- a. Kirkwood (2005)
- b. Kirkwood and Nahm (2006)
- c. (e.g. see De Fond and Jiambalvo, 1994; Dichev and Skinner, 2002)
- d. (FASB 1986:9)
- e. (Skinner and Sloan, 2002:75)

10. The **Soft copy** is to be emailed to: [orp@aiub.edu](mailto:orp@aiub.edu) or [firoz.hasan@live.com](mailto:firoz.hasan@live.com). Additionally, **two Set of printed** copies should be submitted to this address: Associate Editor, AIUB Journal of Business and Economics (AJBE), Office of Research and Publications (ORP), House 83/B, Kemal Ataturk Avenue, Banani, Dhaka 1213, Bangladesh.

Articles can be submitted in any time throughout the year. Articles are reviewed and accepted as an on-going process. However, article **submission deadline** for “**November 2018**” issue of the journal is

**30 July 2018.** A letter of acknowledgement will be sent to the author(s) upon receiving the paper. Papers approved by the editorial board will receive another notification and **author/s** has to take initiative to **format the paper** according to the following guidelines (**please maintain this in a very meticulous manner**):

## **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 – Times New Roman

Alignment – Centre

Font Style – Bold

Font Size – 14

Case – Title Case

## **3. Author:**

Font – Times New Roman

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 – Times New Roman

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 – Times New Roman

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 – Times New Roman

Alignment – Right

Font Style – Regular

Font Size – 8

## **8. Footnotes**

### **8.1 General**

Font – Times New Roman

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 – Times New Roman

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 – Times New Roman

Alignment – Justified

Font Style – Regular

Font Size – 11

Hanging Indent by 0.5”

## **Dr. Carmen Z. Lamagna**

Editor, AIUB Journal of Business and Economics (AJBE)

American International University – Bangladesh (AIUB)

House 83/B, Kemal Ataturk Avenue, Banani, Dhaka-1213, Bangladesh

And

## **Md. Firoz Hasan**

Associate Editor, AIUB Journal of Business and Economics (AJBE) &

Director, Office of Research and Publications (ORP)

American International University – Bangladesh (AIUB)

House 83/B, Kemal Ataturk Avenue, Banani, Dhaka-1213, Bangladesh