

Guidelines for Authors

❖ Manuscript Submission

- **Legal Requirements:** Submission of a manuscript implies that (1) the work described has not been published before (except in the form of a conference abstract or as part of a published lecture or thesis for an academic qualification), (2) is not under consideration for publication anywhere else, (3) its publication has been approved by all co-authors, if any, as well as by the responsible authorities-tacitly or explicitly-at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.
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- **Change of Authorship:** Before the acceptance of the manuscript authors can change (add or remove or rearrange) the authors' names. After the acceptance of the manuscript authors cannot change (add or remove or rearrange) the authors' names.
- **How to Submit:** Authors should submit their manuscripts online via Email: journal@nwu.ac.bd and one hard copy to North Western University Journal Editorial Board. Manuscripts file should be in PDF format. For all new submissions, the first page of the manuscript should be a blinded title page (author(s)' names, affiliations etc. should be removed). In the final submission authors should add their name, affiliations etc.

❖ Manuscript format and preparation

- All the manuscripts should be written in one column format.
- All submissions should include, in the following order: (1) title page, (2) abstract, (3) keywords, (4) main text, (5) endnotes, (6) acknowledgements, (7) references etc. All pages must be typed. Please use a 1-inch margin (Right, Top, and Bottom) and 1.25 (Left) sides of all the pages in the manuscript. The main body text should be 12 point and Times New Roman. Line space is 8 point.
- Title font size should be 20 point and bold style.
- Abstract: 220-250 words, Font size: 10 point, Font style: Times New Roman and Italic.
- Keywords' length is 5-7 words which can be used for indexing purpose.

- Endnotes should be used instead of footnotes, and endnotes should be used sparingly. If information is important to the reader, it should be placed in the text.
- Language: The official language of Population Research and Policy Review is English, and all documents must be written in English, using correct diction, syntax, and grammar. American English standards for spelling and punctuation are preferred. Manuscripts that draw heavily on a foreign language for figures, modeling, literary reviews, etc. may contain phrases or blocks of text in the foreign language, but must be translated into English as well. Any manuscript that does not meet a level of English proficiency consistent with English-language journals will be rejected.
- Guidelines for graphical representation:
Photo Color: Typically black and white or color and 300dpi.
File format for graphics: Format and save your graphics using a suitable graphics processing program that will allow you to create the images as PostScript (PS), Encapsulated PostScript (.EPS), Tagged Image File Format (.TIFF), Portable Document Format (.PDF), Joint Photographic Expert Group (JPG) or Portable Network Graphics (.PNG) sizing them, and adjusting the resolution settings.
- Figure labels are given below the figure. Format is: Example. Fig.1.
- Table caption should be given over the table and font size of the table text should be 10 point.
- Equation should be typed and written in Arabic, equation or text format.
- References need not be cited in text. When they are, they appear on the line, in square brackets, inside the punctuation. Multiple references are each numbered with separate brackets. When citing a section in a book, please give the relevant page numbers. In text, refer simply to the reference number. Do not use “Ref.” or “reference” except at the beginning of a sentence: “Reference [3] shows” Please do not use automatic endnotes in *Word*, rather, type the reference list at the end of the paper using the “References” style.

Reference format:

1. For Web links: website link [Access Date]

Example: <https://medlineplus.gov/diabetes.html> [Accessed: 11-03-19]

2. Authors Name, “paper title”, Year of Publication, volume, issue etc.

Example: K. Elissa, I. S. Jacobs “Title of the paper”, 2020. Vol:2, Issue: 1.

3. For Book: Authors Name, “Book title”, Year of Publication, Page no, Publisher name etc.

Example: Gary Black and Robert W. Bly “The Elements of Technical Writing”, 1993, pg.117. New York: Macmillan Publishers.