

## **Note For Contributors**

*Journal of Bangladesh Institute of Planners* is a refereed journal published by Bangladesh Institute of Planners (BIP). The Editorial Board of the Journal invites articles, notes and book reviews on any topic relevant to urban and regional planning discipline. Contributions must be original on issues related to urban or regional/rural planning that adds to the existing knowledge base on the subject. The Editorial Board of the Journal considers all submissions to select those most appropriate for publication according to its editorial policy.

Contributions must be accompanied with a written and signed statement by the author(s) asserting that the article submitted has not been published or is not being considered for publication elsewhere, and *Journal of Bangladesh Institute of Planners* reserves the copyright of the article, if it is published in the Journal. Individual authors are responsible for the opinion expressed in his/her article. Articles are selected on the basis of originality, ingenuity, rigor of methodology, and validity of research findings.

### Submission Format / Guidelines for Authors

- i) The manuscripts should be in Microsoft Word Format, within 15 pages in length, typed double-spaced on one side of the paper with an abstract of not more than 150 words. The abstract should be clear and informative, giving an indication of the scope, methodology and results contained in the paper.
- ii) Title of the article and the name and affiliation of the author(s) should appear on a separate page. The title of the article should also appear on the first page and in order to permit anonymity, the author's name should not appear in this page.
- iii) The main heading and subsection headings should be in "Title Case". Footnotes should be kept to a minimum and be listed consecutively throughout the text with subscript Arabic numerals. Acknowledgements or reference to grants or other notes should appear at the end of the manuscript before the Reference section.
- iv) Each Table or Figure must have its source(s) specified. All Tables and Figures should be numbered sequentially. Maps and photographs should be considered as figures and should be numbered accordingly. Captions shall appear on top of tables and below figures.
- v) References should be cited in the text by giving the last name of the author(s) followed by the year of publication and page number in parentheses, e.g. (Rahman, 2007:67); Rahman and Islam (2007:101); (Rahman and Islam, 2007:101). For three or more authors, use "*et al.*" after the first author's last name. If the year of publication is unknown, use 'nd' instead. Multiple references should be separated by semi-colons for example, (Rahman, 2007:67; Chowdhury, 2005:245). If two or more works are cited for the same author in the same year, the years of publication should be distinguished by the letters a, b, c for example Rahman, 2007a, 2007b, 2007c.

The full references should include all author's names and initials (do not use *et al.* here), year of publication, title of articles or book, the full title of the journal, volume and page numbers, and for books and other documents, place of publication and name of the publisher.

- vi) Manuscripts should be submitted to the Editor by post or email. If hard copy is submitted by post, a digital copy in CD (in Microsoft Word Format) should also be submitted. If submitted by email, please mention "Journal of Bangladesh Institute of Planners" in the Subject line.