

# GUIDELINES FOR AUTHORS FOR THE JOURNAL OF BANGLADESH NATIONAL MUSEUM

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## ABSTRACT:

The *Journal of Bangladesh National Museum* is an English language peer reviewed journal for publishing original research paper among historians or other researchers who study about Museum, History and Culture of Bangladesh. Bangladesh National Museum welcomes participants from domestic and abroad to submit their research paper and share ideas for exploring knowledge.

**KEY WORDS:** Museum, History, Culture, Guidelines for Authors.

## 1. PAPER

### 1.1 General Instructions

These guidelines are provided for preparation of papers accepted for the *Journal of Bangladesh National Museum*. The research papers should be related to museology, archaeology, ethnology, painting, preservation, conservation, ancient history, natural history of Bangladesh and aspects of our culture that impact on these fields. Submissions should not normally exceed 10,000 words. To assure timely and efficient publication of the Journal and easy to read format, authors must submit their manuscripts/original research paper in strict conformance with these guidelines. In addition, a soft copy of the same should be submitted. The Editorial Committee/Board may omit/suggest for editing any paper that does not conform to the specified requirements. Papers will be reviewed by the experts in relevant fields.

### 1.2 Paper Length and Page Layout

Good quality A4 paper (size 297 mm x 210 mm) is recommended to use including abstracts, figures, tables and references.

The paper must be compiled in one column for the Title and Abstract and two columns for all subsequent text. Print on one side of papers. All text should be single-spaced, unless otherwise stated. Left and right justified typing is preferred.

The font type Times New Roman with a size of ten (10) points is to be used.

Setting	A4 size paper	
	mm	inches
Top	25	1.0
Bottom	25	1.0
Left	20	0.8
Right	20	0.8
Column Width	82	3.2
Column Spacing	6	0.25

Table 1. Margin settings for A4 size paper

## 2. TITLE AND ABSTRACT BLOCK

### 2.1 Title

The title should appear centered in bold capital letters, at the top of the first page of the paper with a size of twelve (12) points and single-spacing. After two blank lines, type the author(s) name(s), affiliation and e-mail address in upper and lower case letters, centred under the title. In the case of multi-authorship group them by firm or organization as shown in the title of these Guidelines.

### 2.2 Name Order

It is preferred to use the original name order in the author's own culture, with the surname in capital letter.

### 2.3 Abstract

Type "ABSTRACT:" flush left in bold Capitals followed by one blank line. Start now with a concise Abstract (100 - 200 words) which presents briefly the content and very importantly, the findings and results of the paper in words understandable also to non-specialists.

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## 2.4 Key Words

Type "KEY WORDS:" in bold capital letters, followed by 4-8 key words. They must be carefully selected to facilitate reader's search.

## 3. MAIN BODY OF TEXT

Introduction should be concise and should be relevant to the study. Type text single-spaced with one blank line between paragraphs and following headings. Start paragraphs flush with left margin. Simple data may be presented as a text instead of Tables and Figs.

### 3.1 Headings

Major headings are to be centered after two blank lines, in bold capitals without underlining.

Sub-headings are to be typed in bold upper case and lower case letters after one blank line flush with the left margin of the page, with text following on the same line. Sub-headings may be followed by a period or colon, they may also be the first word of the paragraph's sentence.

Use decimal numbering for headings and sub-headings

### 3.2 Footnotes

Mark footnotes in the text with a number. Place footnotes at the bottom of the page, separated from the text above it by a horizontal line.

### 3.3 Figures and Tables

**3.3.1 Placement:** Figures must be placed in the appropriate location in the document, as close as practicable to the reference of the figure in the text. While figures and tables are usually aligned horizontally on the page, large figures and tables sometimes need to be turned on their sides. If you must turn a figure or table sideways, please be sure that the top is always on the left-hand side of the page.

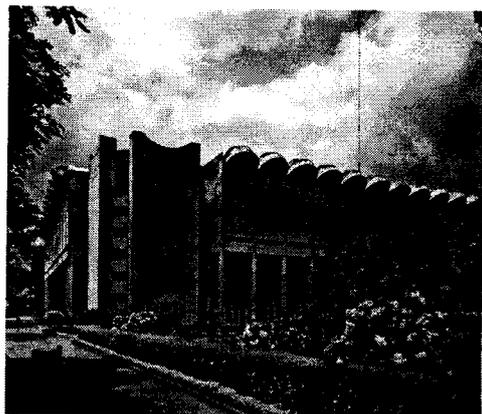


Figure 1. Figure placement and numbering.

**3.3.2 Captions:** All captions should be typed in upper and lower case letters, centered directly beneath the illustration. Use single spacing if they use more than one line. All captions are to be numbered consecutively, e.g. Figure 1, Figure 2, Figure 3, Table 1, Table 2, Table 3.

### 3.4 References

The Harvard System is used. References in the text should be quoted in the following manner: Smith (1975) or (Brown and Green, 1976) or if there are more than two authors, Jones et al. (1980).

References should be listed at the end of the paper in alphabetical order by the first author's surname. If references to the same author have the same year, they should be differentiated by using 1980a and 1980b etc. The style should follow the examples in the "REFERENCE" section.

For non-English references, texts in their original language are preferred, with English translation if possible, but the style should be consistent with English references.

### ACKNOWLEDGEMENTS (OPTIONAL)

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### REFERENCES

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