

## ARTICLE PREPARATION GUIDELINES

The total length of the article is desired to be within 12 pages, including tables and figures, on A4 paper size (21 cm × 29.7 cm). The manuscript should contain the **Title, Abstract, Key words, Introduction, Methodology, Results and Discussion, Conclusions, Acknowledgement (if any), Conflict of interest and References**. The Manuscript should be written as editable/source files e.g. Microsoft Word (.doc or docx and pdf.). Tables, figures and captions/legends should be embedded in the text where they naturally belong. The language of the manuscript should be in American English and be **single-spaced** throughout and **double column** typed using Times New Roman with font size **10**. The page margin of the paper at the top, bottom, left and right is **1 inch** (2.54 cm).

In general, authors are encouraged to review and mimic the format and style of the manuscript provided on the RRI website ([www.rri.gov.bd](http://www.rri.gov.bd)). Further guidance is provided herein.

**Title page:** The first page should indicate the title, the author(s) surname with stated as template and affiliations, postal and institutional e-mail address (if any, rather than a personal address) only for the corresponding author. The title of the paper should **not exceed 90 characters** without spaces and font size should be Times New Roman **12** (*Sentence case, bold*). The name of the author(s) should appear just below the title of the paper in the center position with font size **9**. Affiliations, postal and e-mail address should appear as the foot note at the bottom of the 1<sup>st</sup> page of the paper with font size **8** (Times New Roman). The title should unambiguously reflect the content of the paper.

**Abstract:** Each manuscript should begin with a single-paragraph abstract within limit of **200-300** words (font size **9**). The abstract should summarize all aspects of the manuscript [problem(s) addressed, objective(s), methodologies, important result(s), and conclusion(s)].

**Key words:** Provide a list of **6-8** key words (in alphabetical order, font size **9**) is essential. Key words should include important words cited in the text.

### Heading and Sub-heading:

**Headings** identify new sections of your disquisition, and must be easy to distinguish from the paragraph text. The font for **all headings must be the same size** (**10 pt. bold**) and type as the rest of the disquisition. Subheadings appear between paragraphs of text, and do not use the same formatting that is used for the major headings. If you use several levels of sub-headings, the different levels of sub-headings must be easily identifiable. **Sub-headings** can be distinguished through the use of *italic font* (**10 pt.**).

### Figures and tables:

The final size of the figures and tables should be fitted within the page margin. All figures must be numbered consecutively with Arabic numerals along with concise descriptive captions provided just beneath it. Each figure and table must be clearly referenced in the text. When referring to a Figure in the text, the word "Figure" should be abbreviated as "**Fig.**", while "**Table**" is **not abbreviated**. (e.g. **Fig. 4, Table 5**). Place the tables as **editable text** and **not as images**. All illustrations should be in **“.jpg”** format. Use a resolution of at least **300 dpi**. Remember that text and symbols should be **legible** in print.

Please avoid bogging down the statement with too many facts and figures. Please **avoid** sentences that give no information other than directing the reader to the Figure or Table. The font size of **table and figure captions** should be **10** Times New Roman throughout and **not bold**.

**Table captions** will go above the body of the Table and are **left justified**; Tables are read from the top down while figures are bottom down. Tables should be numbered consecutively with Arabic numerals (**Table 1, Table 2** etc.). **Foot-notes to tables** (if any) indicated by lower-case superscript letters are acceptable (**usually 9 pt**).

## Conclusions

The main conclusions of the work should be presented in a short conclusion section, which may stand alone. The contribution of the work to the scientific community and its implications should be emphasized.

## Units, abbreviations, symbols and equations

Only metric units (**SI**) should be used in a manuscript. After the first appearance of a term in full, a standard abbreviation may be used. Please take care that all terminology and notation used will be widely understood. Superscripts, **not slashes (/)**, should be used to describe units, e.g. **m<sup>3</sup>s<sup>-1</sup>, kg m<sup>-3</sup> s<sup>-1</sup>, m s<sup>-1</sup>**.

**Equations:** Mathematical expression/equation should be inserted using Microsoft Word. Equations should be numbered consecutively and referenced in the text [e.g. **Eq. (1)**],

for example,

$$Q = (0.403 + 0.53h_w/p)(2g)^{0.5}b [(h_w + u_w^2/2g)^{1.5} - (u_w^2/2g)^{1.5}] \quad \text{Eq. (1) (not bold)}$$

## In case of double-spaced columns (for resubmitted article)

Column Width: 2.48 inch  
Column Spacing: 0.2 inch  
with equal column width

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## File Format

MS Word (doc or. docx)

**File Name** 2 to 4 words. Use the title of your research paper as the file name. **Avoid** the words RRI, Journal, Manuscript, Paper for RRI etc.

## Citation

In text citation should be according to the **APA citation style (7<sup>th</sup> edition)**. APA in-text citation style uses the author's last name and the year of publication. For example: (Butterly, 2023) for single author, (Butterly & Wilmott, 2023) for two authors and (Wilmott et al., 2018) for three or multiple authors.

## References

Reference should be listed at the end of the manuscript according to the **APA reference style (7<sup>th</sup> edition)**. Different types of APA reference styles are given below:

### *In case of scientific journal*

For a journal article, reference list entry in APA include:

- Author or authors. The surname is followed by first initials.
- Year of publication of the article (in round brackets).
- Article title.
- Journal title (in italics).
- Volume of journal (in italics).
- Issue number of journal in round brackets (no italics).
- Page range of article.
- DOI or URL

- The first line of each citation is left adjusted. Every subsequent line is indented 5-7 spaces.

Example:

For single author:

Ruxton, C. (2016). Tea: Hydration and other health benefits. *Primary Health Care*, 26(8), 34-42. <https://doi.org/10.7748/phc.2016.e1162>

For double authors:

Kumar, S., & Mishra, A. (2015). Critical erosion area identification based on hydrological response unit level for effective sedimentation control in a river basin. *Water Resources Management*, 29, 1749-1765. <https://doi.org/10.1007/s11265-015-9999-9>

### In case of Book:

The in-text citation for a book includes the author's last name, the year, and (if relevant) a page number. In the reference list, start with the author's last name and initials, followed by the year. The book title is written in sentence case (only capitalize the first word and any proper nouns).

APA format	Last name, Initials. (Year). Book title (Editor/translator initials, Last name, Ed. or Trans. Italic) (Edition). Publisher.
APA reference entry	Anderson, B. (1983). <i>Imagined communities: Reflections on the origins and spread of nationalism</i> . Verso.
APA in-text citation	(Anderson, 1983, p. 23)

Example:

Guy H.P. (1999). *Laboratory methods for sediment analysis*. Adelaide Univ. Press Australia P.500.

Hasler, E. (2018). *The built environment*. Liverpool University Press.

### In case of thesis or dissertation:

The basics of a reference list entry for a thesis or dissertation:

- Author. The surname is followed by first initials.
- Year (in round brackets).
- Title (in *italics*).
- Level of Thesis or Dissertation [in square brackets].
- University, also in [square brackets] following directly after the Level of Thesis, for e.g. [Doctoral dissertation, Victoria University]
- Database or Archive Name
- URL
- The first line of each citation is left adjusted. Every subsequent line is indented 5-7 spaces.

Example:

Mosek, E. (2017). *Team flow: The missing piece in performance* [Doctoral dissertation, Victoria University]. Victoria University Research Repository. <http://vuir.vu.edu.au/35038/>

**N.B.** Article format should strictly adhere the aforementioned instructions.