

Manuscript Preparation Guidelines

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Article file format and structure

A file should process preferably using 'MS Word' in English and saved as **.doc/.docx** format. **Times New Roman 11 font should be used to prepare the manuscript throughout with [single] spacing except otherwise mentioned.** Article should be typed on one side of A4 sized paper having margins of at least 25 mm around. The article should be divided into clearly defined sections such as I. Introduction, II. Materials and Method, III. Results and Discussion, IV. Conclusion etc. The paper must have segments, such as 'Abstract', 'Introduction', 'Materials and Method', 'Results and Discussion', 'Summary/Conclusion', 'Acknowledgements' and 'References'.

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First page and Title

The first page of the manuscript should contain the **Title (Times New Roman 14 font with bold)**, **[fully spelled]** name of the **Author and Co-authors (Times New Roman 13 font)** along with the **Affiliation/address of the institution (Times New Roman 12 font)** where the work was carried out. The **email of corresponding author** should be mentioned (**Times New Roman 11 font & Italic**). The Title should be concise and informative as titles are often used in information-retrieval systems and represent scientific findings.

Abstract and keywords

A concise and factual **Abstract (Times New Roman 11 font)** is required (maximum length 1250 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. The authors should provide 5-8 keywords below the abstract.

Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results. Only essential information should be presented.

Materials and Method

This segment should be brief but contain adequate details about the materials studied, period of study, instruments used, procedures, chemicals source and related experimental details.

Results and Discussion

Results should be clear and concise. This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate but not always. Avoid extensive citations and discussion of published literature.

Summary/Conclusion

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section and or the author could integrate it during discussion if suitable and justified. Manuscript should have preferably a relevant conclusion (limit of 350) and should reflect the importance and future scope.

Acknowledgements

Place acknowledgements, including information on grants received, parties or personnel involved, before the references, in a separate section, and not as a footnote on the title page.

Tables and Appendices

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (1), Eq. (2), etc.; in a subsequent appendix, Eq. (1) and so on. Similarly for tables and figures: Table 1.; Figure 1., etc. **Do not bold the title of tables and figures.**

Figure captions

Ensure that each illustration has a caption. Supply captions separately, where necessary attached to the figure. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

Tables

Number tables consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. **Avoid vertical rules.** Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

References

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

Example of References

Journal article, one author, accessed online

Ku, G. (2008). Learning to de-escalate: The effects of regret in escalation of commitment. *Organizational Behavior and Human Decision Processes*, 105(2), 221-232. doi:10.1016/j.obhdp.2007.08.002

Journal article, two authors, accessed online

Sanchez, D. & King-Toler, E. (2007). Addressing disparities consultation and outreach strategies for university settings. *Consulting Psychology Journal: Practice and Research*, 59(4), 286-295. doi:10.1037/1065-9293.59.4.286

Journal article, more than two authors, accessed online

Van Vugt, M., Hogan, R. & Kaiser, R. B. (2008). Leadership, followership, and evolution: Some lessons

from the past. *American Psychologist*, 63(3), 182-196. doi:10.1037/0003-066X.63.3.182

Book

Frank, R. H. & Bernanke, B. (2007). *Principles of macro-economics* (3rd ed.). Boston, MA: McGraw-Hill/Irwin.

Edited book

Gibbs, J. T. & Huang, L. N. (Eds.). (2001). *Children of color: Psychological interventions with culturally diverse youth*. San Francisco, CA: Jossey-Bass.

Dissertation, accessed online

Young, R. F. (2007). *Crossing boundaries in urban ecology: Pathways to sustainable cities* (Doctoral dissertation). Available from ProQuest Dissertations & Theses database. (UMI No. 327681)

Essays or chapters in edited books

Hammond, K. R. & Adelman, L. (1986). Science, values and human judgment. In H. R. Arkes & K. R. Hammond (Eds.), *Judgement and decision making: An interdisciplinary reader* (pp. 127-143). Cambridge, England: Cambridge University Press.

Technical and/or research reports, accessed online

Deming, D. & Dynarski, S. (2008). *The lengthening of childhood* (NBER Working Paper 14124). Cambridge, MA: National Bureau of Economic Research. Retrieved July 21, 2008, from <http://www.nber.org/papers/w14124>

Reference from proceedings and workshop

Wudiri, B. B. & Ftoba, I. O. (1992). Cereals in the Food Economy of Nigeria. In Proc. of Workshop on Recent Dev. in Cereal Prod. in Nigeria. Kaduna, 2-4 Sept. 1991. Organised by IITA Ibadan, Nigeria. pp: 13-32.

Saheed, S. M. (1992). Soil Survey: perspective and strategies for the 21st century. In J. A. Zinck, Editor, An International Workshop for Heads of National Soil Survey Organizations, ITC publication, No. 21, p. 55-60, The Netherlands.

Note: Referencing is done as Publication Manual of the American Psychological Association [APA]. Read more and create APA style reference from here: <http://apareferencing.ukessays.com/>. Further reading: <https://www.library.cornell.edu/research/citation/apa>.

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