

## **GUIDELINES FOR AUTHORS**

### **[PLAGIARISM is Strictly Prohibited]**

Manarat International University Studies (MIUS), a biennial peer-reviewed research Journal welcomes original manuscript for publication. The Journal emphasizes on the fields of (i) Business and Economics, (ii) Social Sciences, (iii) Language and Literature, (iv) Law and Islamic Jurisprudence, (v) Applied and Allied Sciences (Pharmacy, EEE, ECE, CSE etc.), (vi) Media and Journalism (vii) Education, (viii) Islamic Studies, (ix) Sociology and Philosophy. The guidelines for the author are as follows:

#### **THE MANUSCRIPT**

- Article should be maximum of 3,500 words (*approximately 7-8 pages including references but excluding graph, chart and table*), book reviews and conference reports should be about 1,000 words in length.
- The original paper must have an appropriate main titles with appropriate subtitles with maximum of 15 words;
- All quotations in the main text should consistently be in double quotation marks.
- The final manuscript should be prepared in MS-Word, 12-point (font size), and double-spaced (Line and Paragraph). Leave wide margins (1”) on all sides of the page (Top, Bottom, Left and Right).
- English manuscripts should be prepared in Times New Roman and in AHT Times New Roman (if there is any transliteration).
- Four separate types of documents should be prepared. Arrange them in the following order: (1) Title page, (2) Abstract, (3) main text and references (at the end of the manuscript), and (4) Table, Figures (if any) or Appendix.
- Remove all author-identifying details from the main text in order to ensure anonymity for a blinded review process.

#### **TITLE PAGE:**

The Title Page should contain:

- The author's name (full name of each author with maximum of three degrees), institutional affiliation, phone/fax number and mailing addresses (e-mail and postal) should be given on the title page of the manuscript only to facilitate blind reviewing.
- A short biography of the author(s) within 50 words should be given on the title page only.
- The title page will be removed before the manuscript is sent out for the review.

### ABSTRACT:

- A succinct and factual abstract is required (maximum of 200 words). The abstract should state:  
(i.) **the purpose of the research**, (ii.) **the method(s) used**, (iii.) **the major results obtained**, and (iv.) **key conclusions**.
- The abstract should be followed by **3-5 keywords** in the article.
- Please note that Book Reviews, Conference/Seminar reports, research notes do not require an Abstract.

### MAIN TEXT:

- 1 INTRODUCTION, (*Including problem statement and research question/s*)
  - 1.1 OBJECTIVES,
  - 1.2 LITERATURE REVIEW / BACKGROUND OF THE STUDY,
- 2 METHODOLOGY,
- 3 ANALYSIS AND FINDINGS,
- 4 CONCLUSION AND RECOMMENDATIONS,
- 5 REFERENCES,
- 6 APPENDIX (if any).

### THE TEXT:

In-text citations, author-date-page number system is highly recommended. The followings are the examples:

#### Author Citation:

- Single author:
  - (i) Banu (1991) asserted that .... and
  - (ii) ...found in South African snakes (Edwards, 2002).
- When material is quoted verbatim, the page number must be included. Examples are as follows:
  - (i). Aminuddin (1985: 120) mentioned that “acquisition is best in an immersion programme.” and
  - (ii.) One assumption is that “...grammatical shifts do not occur in literary texts arbitrarily” (Johns, 2002: 23) and should “not be treated lightly” (Kazmi, 2003: 10-11).
- If a work has two authors, always cite both names every time the work is referred to in the text.  
e.g., Rollen and Osmond (1983) have given a detailed explanation on the crowding-out effect in their paper entitled....
- If a work has three to five authors, cite all authors the first time the reference occurs; in subsequent citations, include only the name of the first author followed by “et al.” And the year whenever the work is cited (in the reference list, however, all names must be given). For instance:

- (i). **First text citation:** Wudak, Howard, Rosenthal, Gertman and Lock (1994) found...and
- (ii.) **Subsequent citations:** Wudak et al., (1994) in their study....
- Page numbers should be provided when specific arguments or findings of authors are paraphrased, summarized, or directly quoted.

## REFERENCES:

- An alphabetically-ordered reference list should be included at the end of the manuscript. All references cited in the text must appear in the reference list.
- Several references by the same author(s) should be ordered chronologically (earliest date first).
- Begin the reference list on a new page and type the word **REFERENCES** centered and bold at the top of the page.
- Type each entry using a hanging-indent format and follow the format and references style of the example below.

## REFERENCES

- Banu, U.A.B. Razia Akter. (1991). *Islam in Bangladesh*. E.J. Brill.
- Brockett, O. (1967). *History of the theatre* (2nd edn.). Boston: Allyn and Bacon.
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- Ibrahim, A. H. (2003). A history of The. In N. Osmon, R. Moten, & P. O'Connor (eds.), *The word "the" as a word* (pp. 23 – 35). Kuala Lumpur: Pelandik Publications.
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- Wilson, J. G., & Fraser, F. C. (eds.). (1977). Teratology in Bolivia, vol. 1, *Handbook of teratology*. New York: Plenum Press.

### **REVIEW AND ACCEPTANCE:**

- Submission of a manuscript **does not ensure** that it is accepted and will be published in the MIUS.
- All received manuscripts will be sent to the peer-reviewers. The author will be informed the comments of the reviewers.
- Upon the reviewers' comments, the committee will decide either the manuscript is accepted or rejected.
- If there is any corrections or amendments, the author are responsible to do that.

### **COPYRIGHTS AND DECLARATION:**

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