

Submission Guidelines for CIU Journal

Manuscript Submission:

- All editorial correspondence and manuscript should be submitted to the journal online portal:
<http://101.2.163.34:9018/journal/index.php/xciu/login>
- Authors should ensure that the manuscript submitted to CIU Journal is not simultaneously submitted to any other journal or publisher. Similarly, it should not be submitted anywhere else during the review process which will take approximately 2 to 3 months.
- Financial or other contribution for conducting the research that might have been received by the authors must be declared.
- The Main Files/Uploaded Files should include title, abstract, keywords, manuscript text and reference. Figures and tables may also be submitted as a separate document. There should not be any recognizable information about the authorship anywhere in this copy.

Basic formatting of the manuscripts:

- Word limit for research articles (8000-10000 words), case study/research note (6000-8000 words), practitioner perspectives (2000-5000 words), book reviews (1000-1500 words).
- All articles must contained an abstract of 150-200 words and up to 10 keywords.
- All manuscript must be in Microsoft word format - double spaced with one inch (2.5 cms) margin throughout and 12 point Times New Roman font.
- Quotations, notes, tables and figures should be prepared in accordance with the seventh edition of the *Publication Manual of the American Psychological Association (APA)*.

In-text citations (as per APA, seventh edition):

(Kotler, 2015, p. 50), (Mahmood & Absar, 2010, pp. 50–66), (Chowdhury et al., 2007)

References:

Book:

Dessler, G., & Varkkey, B. (2016). *Human resource management*. Pearson.

Book Chapter:

Chachra, S. (2011). The national question in India. In S. Moyo & P. Yeros (Eds.), *Reclaiming the nation* (pp. 67–78). Pluto Press.

Journal Articles:

Journal Article with DOI:

Quader, M., & Taylor, K. (2018). Corporate efficiency, credit status and investment. *The European Journal of Finance*, 24 (6), 439-457.
<https://doi.org/10.1080/1351847X.2017.1312475>

Journal Article without DOI (when DOI is not available):

Hamfi, A. G. (1981). The funny nature of dogs. *E-journal of Applied Psychology*, 2(2), 38 -48. <http://ojs.lib.swin.edu.au/index.php/fdo>

Absar, M. M. N. (2016). Stakeholders' views on voluntary human capital disclosures in corporate annual reports of top Bangladeshi and Indian listed companies. *Journal of Human Values*, 22(3), 209-220.

Website with no author or date of publication:

Census data revisited. (n.d.). *Harvard, Psychology of Population*.
<http://harvard.edu/data/index.php>

Online Newspaper Articles:

Nath, D. K. (2017, July 07). Family planning saves lives and transforms the community. *The Daily Star*. <http://www.thedailystar.net>

Academic Integrity & AI Disclosure:

- Similarity Limit: The journal maintains a similarity threshold of 20%. Submissions exceeding this limit, or containing more than 3% overlap with a single source, will be returned for revision or rejected.
- AI Disclosure: If any AI tool (e.g., ChatGPT, Gemini) was used for data analysis, literature screening, or text enhancement, it must be disclosed in the Acknowledgments section specifying the tool name, version, and the nature of its use.
- Human Accountability: Authors are legally and ethically responsible for the validity of the data.

The Review & Publication Process:

- Each paper shall preliminarily be reviewed by the Editor/Associate Editor of the Journal and, if the content of the submission is considered suitable for publication, it is then sent to at least two independent referees for double blinded peer review.
- As per the recommendations of the reviewers, the manuscript is accepted/ rejected or most likely suggestions for revisions are given to the authors, who then revise the manuscript as per the requirements and resubmit the revised manuscript.
- Once the Editor has decided to accept the manuscript, the authors will require submitting a duly signed contributor copyright assignment form.
- In the production stage, the Editor may decide to send further queries to the authors, if needed.
- Typeset proofs of the articles may be shown to the respective authors so that they can review their articles and send proof corrections before printing.
- Every author will get a Complimentary Copy of the issue containing his/her paper.

For details, please contact:

Editor
CIU Journal
Chittagong Independent University
12, Jamal Khan Road,
Chattogram - 4000
Bangladesh.
Email: ciu.journal@ciu.edu.bd
Phone: +88-02333352926, +88-02333352946;
Fax: + 88-02333351263, Web: www.ciu.edu.bd