



# BANGLADESH UNIVERSITY OF PROFESSIONALS

Mirpur Cantonment, Dhaka-1216, Bangladesh.

Phone : +88-02-8000261-4, Fax : +88-02-8000443, Web: www.bup.edu.bd

28/12/23

## Bangladesh University of Professionals Faculty of Arts & Social Sciences

### FASS INQUEST

#### Contributors' Guideline

##### I. Description

**FASS INQUEST**, Journal of Faculty of Arts & Social Sciences (FASS) of Bangladesh University of Professionals aims to be the leading journal in the interdisciplinary field of **Arts and Social Sciences**. Serving the breadth of the general and applied research communities, **FASS INQUEST** offers a highly visible, open-access home for authors. An international, peer-reviewed journal, **FASS INQUEST** provides authors with an open-access venue to disseminate a wide range of research in an equally wide range of formats, prioritizing rapid peer review and publication so that researchers can share their work in its most current and innovative form. In response to the global thrust toward open source, open data, and open access, **FASS INQUEST** offers the opportunity for authors to make their research freely available to everyone, opening their work to a wider audience and increased readership.

**FASS INQUEST** caters to a comprehensive audience, ranging from economists, civil servants, development workers, sociologists, social workers, language researchers, linguists, teachers, educationalists, practitioners to those with a general interest in **Arts and Social Sciences**. The journal aims to encourage the free exchange of information between researchers through being a forum for the constructive discussion and debate of issues in both theoretical and applied research.

The journal welcomes all types of submission format: 'full' research articles, short communications, opinion pieces, book reviews, case studies and literature reviews (please check below for the sample format). **FASS INQUEST** also offers the opportunity to publish special issues or sections to reflect current interest and research in topical or developing areas.

It encourages the submission of high-quality articles concerning the **fundamentals** of the following subjects:

- Economics
- Public administration
- Development Studies
- Disaster Management
- Literature & Cultural Studies
- English Language Teaching & Applied Linguistics



# BANGLADESH UNIVERSITY OF PROFESSIONALS

Mirpur Cantonment, Dhaka-1216, Bangladesh.

Phone : +88-02-8000261-4, Fax : +88-02-8000443, Web: www.bup.edu.bd

- Sociology
- Education
- History
- Philosophy
- Archeology
- Political Science
- Other fields of Arts & Social Sciences

The journal can only accept papers whose primary subject area lies within the above Aims and Scopes.

All submitted papers are subject to strict double-blind peer reviewing process. The Journal is committed to publishing manuscripts via a rapid, impartial, and rigorous review process. Once accepted, manuscripts are granted free online open access immediately upon publication, which permits its users to read, download, copy, distribute, print, search, or link to the full texts, thus facilitating access to a broad readership. The journal is a half yearly publication and thus, will be published twice a year.

The submitted manuscripts should contain presentations which are:

- a) of **interdisciplinary interest**,
- b) easily **accessible also to a non-specialized-audience**, and
- c) written **in an excellent English style**.

Notice that if the above criteria are not fulfilled, submissions may be desk-rejected by the Journal's Editors without being sent to reviewers.

Papers accepted for publishing are open access without any publication fee. The copyright of the papers will be of **FASS INQUEST**, Bangladesh University of Professionals (BUP) Dhaka, Bangladesh.

## II. General Instructions for Different Write-ups by Authors

### a. Book Review

A book review tells not only what a book is about, but also how successful it is and what it is trying to do. The reviewer needs to focus on the purposes and the ultimate contribution of the book along with his/her own reactions.

### b. Short Communications

Short Communications are short papers that present original and significant material for rapid dissemination. It may focus on a particular aspect of a problem or a new finding having significant impact. Short articles should include, developing new materials, cutting-edge experiments and theory, novelty in simulation and modelling and elucidation of mechanisms.



# BANGLADESH UNIVERSITY OF PROFESSIONALS

Mirpur Cantonment, Dhaka-1216, Bangladesh.

Phone : +88-02-8000261-4, Fax : +88-02-8000443, Web: www.bup.edu.bd

The paper should contain at least an abstract, main body and references. The components are described below.

- **The Title** is brief, informative, and specific without abbreviations. The title should be as If the title is long (more than 80 characters and spaces), a shortened running title having no more than 50 characters and spaces should be provided.
- **Name (s)** of author (s) should be clearly mentioned.
- Affiliation, telephone, fax, electronic addresses and URL's of personal and institutional WEB pages.
- **Keywords** must be provided (3 to 6 in numbers)
- **Abstract** of the manuscript for short communication should not exceed 200 words reflecting background, context, purpose, processes, and result of the study.
- **References** must be cited in the prescribed style.

## c. Case-studies

A case study analysis requires the authors to investigate a problem, examine the alternative solutions, and propose the most effective solution using supporting evidence. Before beginning the writing, the author should examine the case thoroughly, take notes and highlight relevant facts, focus the analysis, identify key problems, reasons and their impact and find out solutions. After necessary revisions, proofreading and editing the final draft can be submitted for publication.

## d. Full Research Articles

Nearly all articles are divided into the following major sections: abstract, introduction, methods, results, discussion, and references.

### *The Abstract*

The abstract is a short summary (150-200 words). It should generally include the study problem, purposes, methodology and result of the study in brief.

### *Introduction*

The introduction provides the key question that the researcher is attempting to answer and a review of any literature that is relevant. The introduction provides the background information necessary to understand why the study was conducted.

### *Methodology*

The methodology section is arguably the most important part that should be arranged in chronological order.

In methodology section, author should describe:

- The research procedure, data collection methods, data collection tools/instruments, data sources, study areas, sample (if any), sampling procedure, sample size, data analysis procedure, data analyzing tools, data presentation tools etc.
- Experimental procedures and results should be narrated in the past tense whereas conclusions from the results can be given in the present tense.



# BANGLADESH UNIVERSITY OF PROFESSIONALS

Mirpur Cantonment, Dhaka-1216, Bangladesh.

Phone : +88-02-8000261-4, Fax : +88-02-8000443, Web: www.bup.edu.bd

- Mathematical equations and statistical tests should be described in this section along with the actual experimental work (if any).
- Tables and figures should be used when they are a more efficient way to convey information than verbal description. They must be independent units, accompanied by explanatory captions that allow them to be understood by someone who has not read the text.
- Active rather than passive sentences should preferably be used.

## *Discussion*

The discussion section evaluates and interprets results of the study against the existing body or research literature. The discussion section should attempt to connect the results to the bigger picture and show how the results might be applied.

The Discussion should contain the explanation of the relationship between the results and the original hypothesis, i.e., whether they support the hypothesis, or cause it to be rejected or modified. Discussion should end with a summary of the principal points the author wants the reader to remember.

## **e. Opinion Piece (e.g. Editorials)**

Opinion articles present the author's viewpoint on the strengths and weaknesses of a hypothesis or scientific theory. Opinion articles are generally based on constructive criticism and should be backed by evidence. However, opinion articles do not contain unpublished or original data. These articles promote scientific discourse that challenges the current state of knowledge in a particular field.

Opinion pieces are also relatively short articles, of around 2000-2500 words, typically with a short abstract of about 150 words, at least five references, and one or two figures or tables.

It reports original and personal views on a given subject. Authors should outline and craft selected arguments by bringing original and ground-breaking ideas and imaginative research solutions. The proposed structure of an opinion paper is:

- introduction to the topic;
- presentation of innovative and original hypotheses, and discussion of published data;
- analysis of the impact of the proposed hypotheses and of the target audience.

Opinion papers should be based on published data, and should not expand on opinions by others, and should be written in a logical, professionally sound and convincing way. The structure may slightly vary but each paragraph should develop a single item.



# BANGLADESH UNIVERSITY OF PROFESSIONALS

Mirpur Cantonment, Dhaka-1216, Bangladesh.

Phone : +88-02-8000261-4, Fax : +88-02-8000443, Web: www.bup.edu.bd

## **f. Literature Review (i.e. Review Article)**

Review articles are divided into 2 categories as narrative, and systematic reviews.

- Narrative reviews are written in an easily readable format and allow consideration of the subject matter within a large spectrum.
- Systematic reviews contain a very detailed, and comprehensive literature survey performed on the selected topic.

Before inquiring for the method of preparation of a review article, it is more logical to investigate the motivation behind writing the review article in question. The fundamental rationale of writing a review article is to make a readable synthesis of the best literature sources on an important research inquiry or a topic. This simple definition of a review article contains the following key elements:

- The question(s) to be dealt with
- Methods used to find out and select the best quality researches so as to respond to these questions.
- To synthesize available, but quite different researches

For the specification of important questions to be answered, number of literature references to be consulted should be more or less determined. Discussions should be conducted with colleagues in the same area of interest, and time should be reserved for the solution of the problem(s).

### ***Preparation for Review***

To write a good review article following items should be implemented step by step.

- Formulation of researchable question:
  - Select answerable question
- Disclosure of studies:
  - Databases, and key words
- Evaluation of its quality:
  - Quality criteria during selection of studies
- Synthesis:
  - Methods interpretation, and synthesis of outcomes

### ***Literature Search***

In a systematic review on a focused question, methods of investigation used should be clearly specified. Ideally, research methods, investigated databases, and key words should be described in the final report. Different databases are used dependent on the topic analysed.



# BANGLADESH UNIVERSITY OF PROFESSIONALS

Mirpur Cantonment, Dhaka-1216, Bangladesh.

Phone : +88-02-8000261-4, Fax : +88-02-8000443, Web: [www.bup.edu.bd](http://www.bup.edu.bd)

## *Evaluation of the Quality*

As an indispensable component of the review process is to discriminate good, and bad quality researches from each other, and the outcomes should be based on better qualified researches, as far as possible.

- The first component of the quality is its general planning/design of the study.
- General planning/design of a cohort study, a case series or normal study demonstrates variations.

## *Concluding a Review Article*

During the writing process of a review article, the best procedures to achieve its goal can be indicated as follows:

- Get rid of fixed ideas, and obsessions from your head, and view the subject from a large perspective,
- Research articles in the literature should be approached with a methodological, and critical attitude and
- Finally, data should be explained in an impressive way.

## *References*

This section provides a list of each author and paper cited in the research report. Any fact, idea, or direct quotation used in the report should be cited and referenced.

## **III. General Guidelines**

### *Before the Beginning*

Authors are requested to review the **Author's Guidelines** before their submission. All information is available at Bangladesh University of Professional's website. After considering all the guidelines authors can send their manuscript and other required documents to the following email address:

[fassinquest.journal@bup.edu.bd](mailto:fassinquest.journal@bup.edu.bd)

### *Submission Checklist*

You can use this list to carry out a final check of your submission before you send it to the journal for review.

*Please ensure that the following items are present:*

- One author has been designated as the corresponding author with contact details:
- E-mail address
- Full postal address

The Manuscript should have the following information:



# BANGLADESH UNIVERSITY OF PROFESSIONALS

Mirpur Cantonment, Dhaka-1216, Bangladesh.

Phone : +88-02-8000261-4, Fax : +88-02-8000443, Web: www.bup.edu.bd

- Title Page (Title of the study, Corresponding author's details, Co-author's details)
- Abstract
- Keywords (maximum 6)
- Main body
- References
- All figures (include relevant captions)
- All tables (including titles, description, footnotes)
- All figure and table citations in the text match the files provided
- Indicate clearly if color should be used for any figures in print
- Graphical Abstracts/Highlights files (where applicable)
- Supplemental files (where applicable)

Authors should consider the following points before their manuscript submissions:

- This journal considers only manuscript written in English (British). Authors are advised to get support from any English Editorial Service. Currently we don't have any English Editorial Service.
- References follow this journal's prescribed format
- All references mentioned in the Reference List are cited in the text, and vice versa
- Permission for 3<sup>rd</sup> party information and ethical approval (where applicable)
- Declaration of competing interest statement
- Manuscript has been 'spell checked' and 'grammar checked'
- Permission has been obtained for use of copyrighted material from other sources (including the Internet)

## ***Declaration of Interest***

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Authors should complete the declaration of interest statement.

## ***Role of the Funding Source***

You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement, then this should be stated.



# BANGLADESH UNIVERSITY OF PROFESSIONALS

Mirpur Cantonment, Dhaka-1216, Bangladesh.

Phone : +88-02-8000261-4, Fax : +88-02-8000443, Web: www.bup.edu.bd

## *Submission Declaration and Verification*

Submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright holder.

To verify originality, your article may be checked by the originality detection service *Crossref Similarity Check/turnitin etc.*

## *Use of Inclusive Language*

Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Content should make no assumptions about the beliefs or commitments of any reader; contain nothing which might imply that one individual is superior to another on the grounds of age, gender, race, ethnicity, culture, sexual orientation, disability or health condition; and use inclusive language throughout. Authors should ensure that writing is free from bias, stereotypes, slang, and reference to dominant culture and/or cultural assumptions. We advise to seek gender neutrality by using plural nouns (“clinicians, patients/clients”) as default/wherever possible to avoid using “he, she,” or “he/she.” We recommend avoiding the use of descriptors that refer to personal attributes such as age, gender, race, ethnicity, culture, sexual orientation, disability or health condition unless they are relevant and valid. These guidelines are meant as a point of reference to help identify appropriate language but are by no means exhaustive or definitive.

## *Changes to Authorship*

Authors are expected to consider carefully the list and order of authors **before** submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only **before** the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the **corresponding author**: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors **after** the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.





# BANGLADESH UNIVERSITY OF PROFESSIONALS

Mirpur Cantonment, Dhaka-1216, Bangladesh.

Phone : +88-02-8000261-4, Fax : +88-02-8000443, Web: www.bup.edu.bd

## *Ethics in Publishing the Research Papers*

The journal has an ethical committee. The publication is a direct reflection of the quality of work of the author and the institutions that support them. The Ethical committee expects the integrity and quality of research from the authors.

Ethical Committee will check strictly the following points:

- ✦ **Authorship of the Paper:** This journal considers authors of a manuscript who had substantial contribution. Changes of authorship after publication won't be accepted. Authors have to check carefully the list of all authors before submission. Changes in authorship after the article being accepted may be possible with application statement to the Editorial Body. Editorial Body and Ethical Committee will carefully check and make decision.
- ✦ **Originality and Plagiarism:** This journal only consider the original work from authors, if they need to use other information, they must need to cite other sources. To verify originality, your article may be checked by the originality detection service Crossref or, Similarity Check/Turnitin etc.
- ✦ **Data Access and Retention:** FASS INQUEST encourages authors to share their raw or 3<sup>rd</sup> party data (with permission) where applicable.
- ✦ **Multiple, Redundant or Concurrent Publication:** This journal won't accept any work which has already been published or is still under consideration to another journal. Regarding this, a statement has to be provided by the author (s) during the submission.
- ✦ **Acknowledgement of Sources:** Authors have to acknowledge others where applicable.
- ✦ **Disclosure and Conflicts of Interest:** Disclosures of all relationships that could be viewed as presenting a potential conflict of interest have to be provided during submission. Any funding source for the research has to be provided during submission.
- ✦ **Fundamental Errors in Published Works:** If there is any significant error in published works, authors have to inform the editorial body. Editorial body will decide after careful check.
- ✦ **Hazards and Human or Animal Subjects:** Ethical approval from the author's institution or other institution has to be submitted in case of hazard, human or animal subjects.
- ✦ **Use of Patient Images or Case Details:** Ethical approval is required (please check Artwork portion).

## **Copyright**

After acceptance of the manuscript the authors will be asked to join in the 'Exclusive License Agreement'.



# BANGLADESH UNIVERSITY OF PROFESSIONALS

Mirpur Cantonment, Dhaka-1216, Bangladesh.

Phone : +88-02-8000261-4, Fax : +88-02-8000443, Web: www.bup.edu.bd

## *Review Policy*

This journal follows double blind peer review process. The reviewer and author (s) will be anonymous to each other. The Review Policy will maintain the following steps:

1. Manuscripts submitted will first be screened by the Editors and the Managing Editors. They will check quality, scope of the journal and originality. If they consider they will assign to a relevant Associate Editor.
2. Associate Editors will again check the manuscript if it can meet the minimal requirements for publication considering the field. Then he/she will forward the manuscript to the relevant reviewers.
3. A reviewer is now asked to evaluate whether the manuscript is scientifically sound, original, relevant, clear, whether it correctly refers to previous work, and whether it falls within the scope of the journal.
4. Finally, Editors (Chief Editor and Associate Editor) will take final decision based on the reviewer's evaluation.

## *Transparency*

**FASS INQUEST** seriously maintains the quality, efficiency, and transparency of the editorial processes.

## PREPARATION

### **Word Limit**

Articles submitted to **FASS INQUEST** should normally have a maximum word count of 6,000 (excluding abstract, references, tables and figures). Flexibility with this limit may be exercised at the discretion of the handling Editor. In general, authors are requested to write concisely avoiding exceedingly lengthy paper.

### **Peer Review**

This journal functions in a double-blind review process which means the identities of the authors remain hidden from the reviewers and vice - versa. All contributions' suitability will be initially umpired by the editor for the journal. Papers considered suitable will be then typically sent to a minimum of two independent expert reviewers to evaluate the methods and the quality of the paper. The Editor will finally decide the acceptance or the rejection of the article/s. The Editor's decision is final.

### **Why do we prefer the Double-Blind Review?**

There are some advantages of this type of review. First, author's anonymity reduces the possibility of reviewer's bias based on an author's gender, country, ideology, culture, academic status or previous publication history. Second, the process is objective, and helps to ensure the publication of the quality writings on the basis of the contents of the papers, not on



# BANGLADESH UNIVERSITY OF PROFESSIONALS

Mirpur Cantonment, Dhaka-1216, Bangladesh.

Phone : +88-02-8000261-4, Fax : +88-02-8000443, Web: www.bup.edu.bd

the basis of their reputation. Finally, it is widely practiced in academia all over the world to ensure justice, ethics and neutrality.

## Essential Title Page Information

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. You can add your name between parentheses in your own script behind the English transliteration. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lowercases upper script letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. This responsibility includes answering any future queries about Methodology and Materials. **Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.**
- **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

## Highlights

Highlights are optional yet highly encouraged for this journal, as they increase the discoverability of your article via search engines. They consist of a short collection of bullet points that capture the novel results of your research as well as new methods that were used during the study (if any).

Highlights should be submitted in a separate editable file. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point).

## Article Structure

### Introduction

'Introduction' states the objectives of the work and provides an adequate background, avoiding a detailed literature survey or a summary of the results. It also hints at literature gap and the rationale of the study in brief.



# BANGLADESH UNIVERSITY OF PROFESSIONALS

Mirpur Cantonment, Dhaka-1216, Bangladesh.

Phone : +88-02-8000261-4, Fax : +88-02-8000443, Web: [www.bup.edu.bd](http://www.bup.edu.bd)

## Results

'Results' clearly outlines the visible outcomes of the study. This section should be well-presented, clear and concise. It should not be the duplication of your table and figure.

## Discussion

This section should explore the significance of the results of the work without repeating the results of the study. A combined *Results and Discussion* section is often appropriate. The author is advised to avoid extensive citations and discussion of published literature.

## Conclusions

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.

## 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. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly, for tables and figures: Table A.1; Fig. A.1, etc.

## Subdivision - Numbered Sections

It is preferred to divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

## Abstract

A brief and accurate abstract is required within 200 words maximum. The abstract should outline briefly the purpose of the research, methods, the principal results and major conclusions. References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential there must be full elaboration at the first mention in the abstract itself.

## Graphical Abstract

This journal also considers graphical abstract where applicable. If you consider graphical, it should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership. Graphical abstracts should be submitted as a separate file. Image size: Please provide an image with a minimum of 531 × 1328 pixels (h × w) or proportionally more. The image should be readable at a size of 5 × 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files.



# BANGLADESH UNIVERSITY OF PROFESSIONALS

Mirpur Cantonment, Dhaka-1216, Bangladesh.

Phone : +88-02-8000261-4, Fax : +88-02-8000443, Web: www.bup.edu.bd

## Keywords

Directly after the abstract, provide a maximum of 6 keywords, using British/American spelling. Try to avoid general and plural terms and multiple concepts (for example, 'and', 'of'). Be vigilant with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

## Abbreviations

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

## Acronyms

Define acronyms at their first mention. Ensure consistency of acronyms throughout the article.

## Acknowledgements

Organize acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. Mention here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof-reading the article, etc.).

## Formatting of Funding Sources

Write clearly the funding sources to facilitate compliance to funder's requirements. For example:

Funding: This work was supported by the UGC [grant numbers xxxx, yyyy]; etc.

It is not necessary to include detailed descriptions of funding; you can write only the name of the institute or organization that provided the funding and year. If no funding has been provided for the research, write that also specifically.

## Footnotes

Footnotes should be used carefully. Number them consecutively throughout the article. Many word processors can build footnotes into the text, and this feature may be used. Otherwise, please indicate the position of footnotes in the text and list the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.

## Artwork Guidelines

Artwork should maintain the highest quality, and preferably in publishable electronic format (please follow below). Content relevant to the identity of patients, study participants or study subjects must follow the ethical issue.



# BANGLADESH UNIVERSITY OF PROFESSIONALS

Mirpur Cantonment, Dhaka-1216, Bangladesh.

Phone : +88-02-8000261-4, Fax : +88-02-8000443, Web: www.bup.edu.bd

Published artworks can only be re-used where appropriate permissions are available from the copyright owner. In this case, a clear statement of the permission must be mentioned in the manuscript. The original source of the artwork must be cited (whether it is copyright or not). Additional permissions are required where applicable (Some cultures may have restriction in case of images). Authors have to follow ethical guideline in case of any images for indigenous community related research.

In case of electronic artwork some general information should be maintained (to make it publishable) such as, ensuring lettering and sizing, embed fonts, number and size of illustrations, captions, description of any acronym used in the figure.

This journal accepts TIFF or JPEG format, PDF or Microsoft Word files of electronic artwork. Images attached on main manuscript and separate image files are required. Minimum 300 dpi is required. However, more dpi may be required for clear presentation.

For colour reproduction in print, you will receive information regarding the costs after receipt of your accepted article. Please indicate your preference for colour: in print or online only.

## Tables

Editable table (in Microsoft Word or Excel) is required. It can reduce the likelihood of error during production phase of your article. Tables need to be placed next to the relevant text in the manuscript. Table title should be placed above the table. Consistency should be maintained in case of multiple Tables. Table note should be placed below Table (if any). Third party tables must be cited with the statement of permissions from the original source (where required). Table should have new information. It should not be duplicated version of text. It must be refereed in the text. The size of the table should consider the journal page (A4).

## Video

**FASS INQUEST** accepts video material and animation sequences to support and enhance your scientific research. Authors who have video or animation files that they wish to submit with their article are strongly encouraged to include links to these within the body of the article. This can be done in the same way as a figure or table by referring to the video or animation content and noting in the body text where it should be placed. All submitted files should be properly labeled so that they directly relate to the video file's content. In order to ensure that your video or animation material is directly usable, please provide the file in one of our recommended file formats with a preferred maximum size of 150 MB per file, 1 GB in total. Video and animation files supplied will be published online in the electronic version of your article. Please supply 'stills' with your files: you can choose any frame from the video or animation or make a separate image. These will be used instead of standard icons and will personalize the link to your video data. For more detailed instructions please visit our video instruction pages. Note: since video and animation cannot be embedded in the print version of the journal, please provide text for both the electronic and the print version for the portions of the article that refer to this content.



# BANGLADESH UNIVERSITY OF PROFESSIONALS

Mirpur Cantonment, Dhaka-1216, Bangladesh.

Phone : +88-02-8000261-4, Fax : +88-02-8000443, Web: www.bup.edu.bd

Published artworks can only be re-used where appropriate permissions are available from the copyright owner. In this case, a clear statement of the permission must be mentioned in the manuscript. The original source of the artwork must be cited (whether it is copyright or not). Additional permissions are required where applicable (Some cultures may have restriction in case of images). Authors have to follow ethical guideline in case of any images for indigenous community related research.

In case of electronic artwork some general information should be maintained (to make it publishable) such as, ensuring lettering and sizing, embed fonts, number and size of illustrations, captions, description of any acronym used in the figure.

This journal accepts TIFF or JPEG format, PDF or Microsoft Word files of electronic artwork. Images attached on main manuscript and separate image files are required. Minimum 300 dpi is required. However, more dpi may be required for clear presentation.

For colour reproduction in print, you will receive information regarding the costs after receipt of your accepted article. Please indicate your preference for colour: in print or online only.

## Tables

Editable table (in Microsoft Word or Excel) is required. It can reduce the likelihood of error during production phase of your article. Tables need to be placed next to the relevant text in the manuscript. Table title should be placed above the table. Consistency should be maintained in case of multiple Tables. Table note should be placed below Table (if any). Third party tables must be cited with the statement of permissions from the original source (where required). Table should have new information. It should not be duplicated version of text. It must be refereed in the text. The size of the table should consider the journal page (A4).

## Video

**FASS INQUEST** accepts video material and animation sequences to support and enhance your scientific research. Authors who have video or animation files that they wish to submit with their article are strongly encouraged to include links to these within the body of the article. This can be done in the same way as a figure or table by referring to the video or animation content and noting in the body text where it should be placed. All submitted files should be properly labeled so that they directly relate to the video file's content. In order to ensure that your video or animation material is directly usable, please provide the file in one of our recommended file formats with a preferred maximum size of 150 MB per file, 1 GB in total. Video and animation files supplied will be published online in the electronic version of your article. Please supply 'stills' with your files: you can choose any frame from the video or animation or make a separate image. These will be used instead of standard icons and will personalize the link to your video data. For more detailed instructions please visit our video instruction pages. Note: since video and animation cannot be embedded in the print version of the journal, please provide text for both the electronic and the print version for the portions of the article that refer to this content.



# BANGLADESH UNIVERSITY OF PROFESSIONALS

Mirpur Cantonment, Dhaka-1216, Bangladesh.

Phone : +88-02-8000261-4, Fax : +88-02-8000443, Web: [www.bup.edu.bd](http://www.bup.edu.bd)

## Supplementary Material

Supplementary material such as applications, images and sound clips, can be published with your article to enhance it. Submitted supplementary items are published exactly as they are received (Excel or PowerPoint files will appear as such online). Please submit your material together with the article and supply a concise, descriptive caption for each supplementary file. If you wish to make changes to supplementary material during any stage of the process, please make sure to provide an updated file.

## Research Data

This journal encourages and enables you to share data that supports your research publication where appropriate and enables you to interlink the data with your published articles. Research data refers to the results of observations or experimentation that validate research findings. To facilitate reproducibility and data reuse, this journal also encourages you to share your software, code, models, algorithms, protocols, methods and other useful materials related to the project. Below are a number of ways in which you can associate data with your article or make a statement about the availability of your data when submitting your manuscript. If you are sharing data in one of these ways, you are encouraged to cite the data in your manuscript and reference list. Please refer to the “References” section for more information about data citation. For more information on depositing, sharing and using research data and other relevant research materials, visit the research data page.

## Data Linking

If you have made your research data available in a data repository, you can link your article directly to the dataset.

There are different ways to link your datasets to your article. When available, you can directly link your dataset to your article by providing the relevant information in the submission system.

## Data Statement

To foster transparency, we encourage you to state the availability of your data in your submission. This may be a requirement of your funding body or institution. If your data is unavailable to access or unsuitable to post, you will have the opportunity to indicate why during the submission process, for example by stating that the research data is confidential.

## References

This journal follows APA style 7<sup>th</sup> edition for references. Please ensure the references both in text and in the reference list. Please ignore citation in abstract. If required in abstract, please give full reference. Authors are advised to use any reference management software such as Mendeley, Zotero. It can automatically generate references both in text and in the reference list. Please select APA style 7<sup>th</sup> edition. If you use reference management software, your submitted manuscript must not have field codes.





# BANGLADESH UNIVERSITY OF PROFESSIONALS

Mirpur Cantonment, Dhaka-1216, Bangladesh.

Phone : +88-02-8000261-4, Fax : +88-02-8000443, Web: www.bup.edu.bd

Please follow the brief reference guide below:

## *Basic Form*

APA style dictates that authors are named with their last name followed by their initials; publication year goes between parentheses, followed by a period. The title of the article is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. The periodical title is run in title case, and is followed by the volume number which, with the title, is also italicized. If a DOI has been assigned to the article that you are using, you should include this after the page numbers for the article. If no DOI has been assigned and you are accessing the periodical online, use the URL of the website from which you are retrieving the periodical.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages. <https://doi.org/xx.xxx/yyyy>

## *Article in Print Journal*

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(3), 5–13.

**Note:** APA 7 advises writers to include a DOI (if available), even when using the print source. The example above assumes no DOI is available.

## *Article in Electronic Journal*

As noted above, when citing an article in an electronic journal, include a DOI if one is associated with the article.

Baniya, S., & Weech, S. (2019). Data and experience design: Negotiating community-oriented digital research with service-learning. *Purdue Journal of Service-Learning and International Engagement*, 6(1), 11–16. <https://doi.org/10.5703/1288284316979>

DOIs may not always be available. In these cases, use a URL. Many academic journals provide stable URLs that function similarly to DOIs. These are preferable to ordinary URLs copied and pasted from the browser's address bar.

Denny, H., Nordlof, J., & Salem, L. (2018). "Tell me exactly what it was that I was doing that was so bad": Understanding the needs and expectations of working-class students in writing centers. *Writing Center Journal*, 37(1), 67–98. <https://www.jstor.org/stable/26537363>

Note that, in the example above, there is a quotation in the title of the article. Ordinary titles lack quotation marks.



# BANGLADESH UNIVERSITY OF PROFESSIONALS

Mirpur Cantonment, Dhaka-1216, Bangladesh.

Phone : +88-02-8000261-4, Fax : +88-02-8000443, Web: www.bup.edu.bd

## *Article in a Magazine*

Peterzell, J. (1990, April). Better late than never. *Time*, 135(17), 20–21.

## *Article in a Newspaper*

Schultz, S. (2005, December). Calls made to strengthen state energy policies. *The Country Today*, 1A, 2A.

## *Review*

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*, by R. A. Wicklund & M. Eckert]. *Contemporary Psychology*, 38(5), 466–467.

## **Production Phase**

After acceptance, authors have to send the proofreading version of manuscript within three days to ensure the publication process quickly and accurately. Our production team will do their best for rapid and accurate publication. Authors are expected to check their accepted article carefully before final publication. Please consider minimal corrections during proofreading phase. In case of any major corrections, please contact editorial bodies. Authors are completely responsible for proofreading.

## **Manuscript Rejection Policy of FASS INQUEST**

Research articles, submitted for publication, should be original, complete, methodically structured and follow the general norms of **FASS INQUEST**. The manuscript ensuring capability of meeting the following criteria can avoid rejection:

1. The submitted article has to qualify in technical screening having no elements suspected to be plagiarized. It should not be under review at another journal at the same time.
2. The topic of the article should be self-explanatory, interesting and the research problem is well formulated demonstrating sufficient rationale of significance of the study.
3. The paper is complete with the key elements e.g. the title, keywords, a befitting abstract (maximum 200 words), main text, references (APA), required tables and figures.
4. The article reviews sufficient literature in relation to concepts, theories and relevant works in respective field of study. It raises logical research questions and shows the research gaps or hiatus.
5. The manuscript provides appropriate methodology used for the study and contains original data, logical data analysis procedure and observations or findings.
6. The arguments and interpretations are logical, structured and valid, supporting the findings of the study.



# BANGLADESH UNIVERSITY OF PROFESSIONALS

Mirpur Cantonment, Dhaka-1216, Bangladesh.

Phone : +88-02-8000261-4, Fax : +88-02-8000443, Web: [www.bup.edu.bd](http://www.bup.edu.bd)

7. The language (English), structure or figures should be sufficiently research standard for comprehensibility and the peer review processes.
8. A clear hypothesis (if used) has to be tested and well-established.
9. APA Style of References (at least 7<sup>th</sup> edition) should be used by the researchers.
10. The manuscript must be free from violation of research ethics and publication ethics of INQUEST.
11. The research should not be over-ambitious.
12. The article is concluded well enough to prove its ultimate contribution in the respective field of the study.

## Submission

Please check the submission deadline.

The last date of manuscript submission for the current issue is **31 January 2024**. All correspondence, including notification of the Editor's decision and requests for revision, is sent by e-mail. For further information contact the editorial office at the following email address:

[fassinquest.journal@bup.edu.bd](mailto:fassinquest.journal@bup.edu.bd)