

ESS WORKING PAPER SERIES Instruction for Authors

Aims and Scope

The ESS Working Paper Series seeks to appeal to an interdisciplinary audience and authorship which focuses upon original research. It is an opportunity to receive substantial comments about the paper from the relevant researchers and prepare it for publication in a journal. The ESS Working Paper is concerned with sociology, economics, development studies, and anthropology. Contributions should be based on original research. Articles must conform to the style guideline specified as below.

ESS Working Paper Series: Submission Guidelines

1) Who may submit?

The ESS Working Paper Series is open for ESS fellows, affiliates, and staff members. It is also open for submissions from interested scholars from other disciplines.

2) What topics are accepted?

Submitted papers must fit into at least one topic from disciplines of anthropology, sociologies, economics, and development studies.

3) Am I allowed to submit my paper simultaneously?

Yes. There are no restrictions on submitting your paper in other working paper series. **Note** that we do not accept published papers, and some journals may not accept published discussion papers. It is the writer's responsibility to ensure that the submission in the ESS Working Paper Series has no copyright conflict.

4) What stage of completion should the paper be?

The ideal time of submission is when your paper is ready for submission for consideration in a journal, conference volume, or books. We suggest that you submit your paper in a **mature stage**. Working Paper should benefit from comments from experts. However, it is essential to remember that the Working Paper should not be identical to the published version elsewhere, i.e., same as the other working paper. **Please note** that we do not update, replace, or delete ESS Working Paper once they have been submitted.

5) How should I Submit?

We require e-mail submission. Submit electronically to **esswp@bracu.ac.bd** as an attachment. All submission should be prepared with proper acknowledgment and has no copyright issue in all publication formats, i.e., print, electronic, web.

6) Data

Data used in paper must be properly cited when applicable. It is the author's responsibility to ensure that proper permission has been taken for the use of data and there are no copyright issues.

7) Formatting

File format: We accept files in doc/docx format only. **Do not** use the automated referencing feature of MS Word. The body of your paper should start on a separate page.

Paper details:

- a. Submission must include a title, all figures and tables and abstract (maximum length 300 words), keywords, and affiliations of all the authors. Economics papers **must include JEL** classification codes.
- b. Papers **should not exceed 8,000 words** in length, including references and footnotes. In rare instances, longer articles may be included, depending on their significance and availability of space.
- c. Footnotes should be kept to a minimum. Do not use endnotes.
- d. Turn off the automatic numbering feature of MS Word.
- e. Sections of articles should not typically be numbered. Only initial letters and names or proper nouns should be capitalized in headings. Where different levels of section heading are required, please use the following:
 - Level 1: Use **Bold**
 - Level 2: Use *Italics*
 - Level 3: Underline
- f. Referencing and citation: **ALL** submission requires appropriate referencing and citation.

Referencing and citation style: Use **Harvard referencing** style.

Table

Tables and figures should be numbered separately (Table 1, Table 2, Table 3, and so on; and Figure 1, Figure 2, Figure 3, and so on). Turn off the automatic numbering and captioning feature of MS Word.

Author, Publication Date, Table(s) #/Title of Table

National Center for Education Statistics, 2008, Table 3.

Author, Publication Date, Table(s) #. Publisher (Eds.), Title of reference book (pp. xxx-xxx) or reference journal. Global identifier

Example: American Veterinary Medical Association. (2010). Table 1204: Household Pet Ownership: 2006. In US Census Bureau (Ed.), Statistical Abstract of the United States (129th ed.). <http://www.census.gov/compendia/statab/2010/tables/10s1204.pdf>

Figure

Author, Publication Date, Figure(s) #/Title of Figure

Centers for Disease Control and Prevention. (2005). [Interactive map showing the percentage of respondents reporting "no" to, During the past month, did you participate in any physical activities?].

Author, Publication Date, Figure(s) #/ Title of Figure, Publisher, Global identifier

Centers for Disease Control and Prevention. (2005). [Interactive map showing the percentage of respondents reporting "no" to, During the past month, did you participate in any physical activities?]. Behavioral Risk Factor Surveillance System. Retrieved from <http://apps.nccd.cdc.gov/gisbrfss/default.aspx>

- g. Please insert a 1cm indent in the first lines of paragraphs, except for paragraph~~2~~

immediately after headings which should not be indented. Quoted paragraphs should also be indented, without quotation marks.

- h. Use 12-point Times New Roman for regular text, 10-point for notes, 16-point for chapter titles, and 14-point for authors' names. The text should be double-spaced.
- i. There should be a complete list of references at the end, sorted in alphabetical order.

The **ESS Working Paper Series** recognizes the importance of proper citation of reference so that:

1. author's sources should be acknowledged
2. it becomes easy to locate the references
3. encourage the reproduction of research results
4. tracing the bearing of reference
5. identifies and can recompense reference generators
6. generate impact and reputation of publications

Published articles will be circulated among the staff and students of BRAC University. In addition, the Working paper series will be uploaded and be downloadable at the ESS page of BRAC University.

Contact details: Please include both the e-mail and postal address of the corresponding author. Note that we provide contact details for one author only, which will usually be the submitting author – unless you inform us otherwise.

Committee

The Working Paper Committee will review the papers and send feedback to the authors. The revised and resubmitted version, if accepted by the committee, will be published. The committee consists of the following members:

1. Professor Farzana Munshi
2. Professor Shahidur Rahman
3. Dr. Salma Begum
4. Dr. Seuty Sabur

We are looking forward to your submission.