

Instructions for Contributors

BHABNAGAR : INTERNATIONAL JOURNAL OF BENGAL STUDIES

Bhabnagar international journal of Bengal Studies (BIJBS), peer-reviewed academic journal published twice a year by the Bhabnagar Foundation of Bangladesh. It features scholarly articles representing theoretical perspectives and research in Bangla or Bengal Studies and related fields, as well as book, audio recording, film, video, and multimedia reviews.

MANUSCRIPT SUBMISSION

Articles submitted for publication should be e-mailed as Microsoft Word file attachments to: saymonzakaria@gmail.com

The Editors

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At the time of submission, the author will be required to declare that the paper is unpublished and is not being considered for publication elsewhere. Prior to publication of a paper, the author will be asked to assign copyright to Ektara, a publication winks of Bhabnagar Foundation.

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All articles in the journal are peer-reviewed by two anonymous assessors.

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MANUSCRIPT PREPARATION

Articles must be in Bangla and in principle between 9,000 and 12,000 words in length, including footnotes, to be submitted by e-mail attachment as a Word file. The title of the manuscript, author's name, institutional affiliation, address, email address, an abstract of up to 200 words in English, and a list of approximately five to eight key words should appear at the top of the file. Submissions, or enquiries about prospective

submissions, may be sent to the Editor of the Bhabnagar.

All submissions should be made in Bangla, although exceptions may be made in certain circumstances after consultation with the editors. Any non-Bangla manuscript must be translated into Bangla before final acceptance.

Submitted articles are sent out to at least two anonymous reviewers for evaluation. Bhabnagar : IJBS editors will delete the author's name from the head of the file, but authors should ensure that they cannot be identified in other ways – for example, in the Microsoft word “File Properties”, or citations of the author's own work.

The article title should be given in capitals at the top of the file, with the author's name, institutional affiliation, and e-mail address in lower case beneath.

The abstract (maximum 200 words in English) should be included before the main text, in italics, single spaced; please do not put this in a separate file. Bear in mind that the abstract will be freely available for viewing online, and that readers will often decide whether or not to download the article on the basis of what they see in the abstract. The abstract should reflect the article contents as clearly and concisely as possible.

If you use characters with diacritics (e.g. Vietnamese, or transcriptions from Arabic, Farsi, Sanskrit or other languages) please provide a PDF version of the file so that we can check that all fonts are displaying correctly.

Headings within the article should be unnumbered, with the first level of headings in capitals, second level in bold lower case (with the first letter of the first word and important words capitalized), and the third level in lower case italics (first letter of the first word capitalized). Format headings individually, rather than applying Word styles.

For quotations, double quotation marks should normally be used, with single quotation marks for quotations within quotations, though single quotes may also be used for glosses and definitions if desired (e.g. ‘Way’). Quotations of more than 50 words should be broken off from the text without quotation marks, one blank line inserted above and below, left-indented 1 cm.

Footnotes should be inserted using the Word footnote (not endnote) function, consecutively numbered from beginning to end. Any acknowledgements should be placed in a separate paragraph after the end of the main text, before the list of references, marked “Acknowledgements”; this will be typeset as an unnumbered footnote at the bottom of the first page.

All tables, graphs, figures and illustrations should be submitted as

separate, clearly identified files. A descriptive heading, with a citation of the source and text placement advice, should be inserted inside the main text of the article after the paragraph in which the item is first referred to; the item will normally be typeset at the top of the next page. If at all possible, create tables and graphs in Excel, so that they can be edited and reformatted before typesetting. Illustrations submitted as graphics files must be at a resolution of 300 dpi or more.

MANUSCRIPT PROCESSING

1. A manuscript is read first by the editor, who determines if it is of sufficient interest to proceed further. If not, the editor notifies the author that this is the case. If the manuscript is of sufficient interest, it is sent to outside referees who send written evaluations and recommendations, sometimes with suggestions for revision, to the editor. The editor may reject the manuscript, delay a decision while encouraging revisions, or accept it substantially as is. Ordinarily, the editor will forward the referees evaluations (anonymously) along with their decisions. Authors of articles may suggest names of appropriate (and inappropriate) referees.
2. The review process is intended to be a "double blind" peer-review. Authors have the responsibility for removing information that might reveal their identity to reviewers, and may choose to omit or abbreviate acknowledgements or notes that contain personal information such as the names of advisors, institutions, or spouses/partners. (If the article is accepted for publication, this information can be reinserted.) Requests by authors or reviewers to have their names revealed to the other party will, of course, be honored.
3. The review process is generally completed within four months. Authors will be notified if there is a delay.
4. Articles and reviews are accepted for publication subject to editing for style. Authors of articles will have an opportunity to make final changes after copyediting, and to correct printer's errors in page proofs.
5. Authors of articles will receive three copies of the journal free of charge; authors of reviews will receive one copy. Authors will also receive a PDF file of their article or review.

PLANNING OF BHABNAGAR

Bhabnagar's main mission is to evaluate and reconcile all kinds of effort and research work on Bengal Studies, as carried out by different scholars and researchers in different languages around the world.

For more than a hundred years, different studies on Bengali topics have been accomplished in many different countries in Europe, the Americas and Asia. But all of this research work has never been reconciled together. Thus a global knowledge network of Bengal Studies may usher in a new era. Through this initiative, researchers will be able to add new dimensions to their work in Bengal Studies.

In the planning of Bengal Studies for International Knowledge Network, Bhabnagar is paying deep respect to the famous U.S. scholars Edward C Dimock, Edward C Dimock Jr., Charles Capwell, Clinton B. Seely, Tony K. Stewart, Mary Frances Dunhan, Sally Grossman, Carol Salomon; Joseph O'Connell, Kathleen O'Connell of Canada; William Radice and Jeanne Openshaw of the UK, William Smith of Sweden, France Bhattacharya, Khoshe Pass and Philippe Benoit of France; Dusan Zbavitel of the Czech Republic; Hanna R. Thompson and Hans Harder of Germany; Dong Yu Chen of China; Tsuyoshi Nara and Masayuki Onishi of Japan and so forth for their love for Bengali, and their tremendous works on Bengali linguistics, literature and culture.

Bhabnagar's primary mission is to evaluate and reconcile all kinds of efforts and research work on Bengal Studies done by different scholars and researchers of different languages around the world.