

Author Guidelines

Notes to the Authors for Manuscript Preparation

- 1. Publications Scheme:** Bangladesh Journal of Physics publishes half-yearly.
- 2. Refereeing:** All contributions submitted will be refereed. The Board of Editors reserves the right to reject manuscript and to edit a contribution if necessary.
- 3. Preparation of Manuscripts:** The following are the requirements which should be met before submission of the manuscripts to Bangladesh Journal of Physics.

(i) Manuscript

The original typescript for **Review article** and **Full paper** should be typed on one side of good quality offset paper, with double spacing and a wide margin. The title page should contain title, author(s) name, address (es), abstract, **PACS Nos.** and **Keywords**, the main text should start on a new page. All pages should be numbered. The paper must be divided into sections starting preferably with Introduction and ending with Conclusions. The main sections should be numbered as 1, 2, 3, etc. and the subscriptions as 2.1, 2.2, etc.

Rapid communication is devoted to the announcement of timely and important results. Contributions to this and **Note** sections should not exceed 8 typed pages (double spaced), including figures, equations, tables and references. They should follow the same style and format as the full paper except that they need not be divided into sections.

A soft copy of the manuscript (the Text in WORD 97-2003 or higher Version containing Figures, images, tables, etc.) should be sent to the Editor in the address mentioned below with a mention of the field under which the paper is being submitted.

(ii) Title: The title should be brief and yet convey to the reader the particular nature of the contents of the paper.

(iii) Address: The name(s) of the author(s) and address (es) of the institute where the research work was done should be indicated. The name of the author to whom correspondence is to be addressed, should be underlined. The present address (es) of the author(s), if it is different, may be given as a foot note. E-mail address and Telephone number of the corresponding author must be provided.

(iv) Abstract: An abstract of less than 200 words is required. It should contain the essence of the result achieved.

(v) Keywords and PACS number: Appropriate Keywords and PACS nos. (Physics and Astronomy Classification Scheme of American Institute of Physics) (Not more than three) must be provided for indexing and information retrieval services.

(vi) Text: In the preparation of text, the authors should pay attention to the language (usage of words grammar and construction of sentences), logical presentation, enumeration of assumption made, justifications of approximations made etc. and all the limitations must be stated wherever and wherever necessary. Moreover, a paper must be self-contained, its presentation being clear, concise and satisfactory.

(vii) References: All references referred to text, tables and figures of a manuscript must be combined in a single list, numbered consecutively in their order of first appearance and arranged in the same order at the end of the text material. They should be cited in text by Arabic numerals in square brackets at appropriate places of a sentence, for example [1], [3], [4-6], etc. The references cited should be limited to the absolute minimum and the list to the submitted in a separate sheet containing names of all authors (et al. is not allowed). They should be as complete as possible and be presented at follows:

[1] U. Fano and A. R. P. Rao, Atomic Collisions and Spectra (New York: Academic), Vol 1, Ch 2, Sec. 4, p-25 (1986).

[7] T. Atsumi, T. Isihara, M. Koyama and M. Matsuzawa, Phys. Rev. A **42** (1990) 6391.

[11] T. Le-Brum, M. Lavoille and P. Morin X-ray and Inner Shell Processes (AIP conf. Proc. 215) eds T. A. Carison, M. O. Krause and S. Manson (New York: AIP) pp-846 (1990).

[14] S. B. Hansen, K. B. MacAdam and L. G. Gray, 12th Int. Conf. on Atomic Physics (Ann. Arbor) Abstracts, pp-12, (1990).

[15] H. Pauly, Atomic and Molecular Beams Methods eds. G. Scoles, D. Bassi, U. Buck and D. Laine (London: Oxford University Press), pp-83, (1988).

[19] W. Fritsch (private communication) (1980)

[21] K. B. MacAdam (to be published) (1991).

[23] T. Roy, Band Structure Calculation of an Alloy, Ph. D. Thesis (University of Calcutta, India) (1992).

(viii) **Foot notes:** As far as possible, footnotes should be avoided.

(ix) **Appendices:** All appendices should be numbered consecutively and typed on separate sheet.

Manuscripts which do not conform to these conventions are returned to the authors immediately.

4. Corrections and Modifications: Authors are requested to exercise utmost care in preparing the manuscripts so that there is little need to incorporate alterations at the Final stage. Extensive modifications at this stage are not allowed.

5. Correspondence: All correspondence regarding the manuscripts should be sent to: The Editor, Bangladesh Journal of Physics, Department of Physics, University of Dhaka, Dhaka-1000, Bangladesh,

with full reference to the paper concerned i.e. the name(s) of author(s), the full title and the reference number, if any. Soft copy should be sent to the following email address: bjp_bps@yahoo.com

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The authors are requested to include the following important Information in their Covering Letters while submitting the papers to Bangladesh Journal of Physics.

- The mailing address of the Corresponding Author with E-mail, Fax and Phone Nos.
- A list of Potential Referees with addresses for the submitted Manuscript.
- The specific Field under which the Manuscript is to be placed.
- Whether the Manuscript should be published as (a) Review, (b) Full paper, (c) Short note, (d) Rapid communication.
- Justification if the Manuscript is to be published as a Rapid communication.

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- When you browse our website, we collect anonymised data about your use of the website; for example, we collect information about which pages you view, which files you download, what browser you are using, and when you were using the site.
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- Registering an account allows you to log in, manage your profile, and participate as an author/reviewer/editor. We use cookies and session information to streamline your use of the website (for example in order for you to remain logged-in when you return to a journal). You can block or delete cookies and still be able to use the websites, although if you do you will then need to enter your username and password to login. In order to take advantage of certain features of the websites, you may also choose to provide us with other personal information, such as your ORCID, but your decision to utilize these features and provide such data will always be voluntary.
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- We do not share your personal information with third parties, other than as part of providing the publishing service.
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- Any personal data accompanying an article or a book (that will have been added by the submitting author) is published alongside it. The published data includes the names, affiliations and email addresses of all authors.
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- We store the account data so that you may choose to become a reviewer and be able to perform those tasks, or to become an author and submit an article and then track progress of that article.
- Published personal data that accompanies an article or a book forms part of the official published record in order for the provenance of the work to be established, and for the work to be correctly attributed.

2.5 what to do if you want to get a copy of your data, or want your data to be removed

- You are able to view, change and remove your data associated with your profile. Should you choose to completely delete your account, please contact us at support@ubiquitypress.com and we will follow up with your request as soon as possible.
- To conform to publication ethics and best practice any personal data that is published alongside an article or book cannot be removed. If you have a query about a publication to which you are attributed please contact info@ubiquitypress.com

3. When registering as a reviewer

3.1 what data we collect

- To become a reviewer you must first register as a user on the website, and set your preference that you would like to be considered as a reviewer. No new personal data is collected when a registered user elects to become a reviewer.
- When registering an account we ask you to log in and provide certain personal information (such as your name and email address), and there is the option to register using an ORCID which will pre-fill the registration form.
- Reviewers can also be registered by editors who invite them to review a specific article. This requires the editor to provide the reviewer's First Name, Last Name, and Email address. Normally this will be done as part of the process of inviting you to review the article or book.
- On submitting a review, the reviewer includes a competing interest statement, they may answer questions about the quality of the article, and they will submit their recommendation.

3.2 why we collect the data

- The data entered is used to invite the reviewer to peer review the article or book, and to contact the reviewer during and the review process.
- If you submit a review then the details of your review, including your recommendation, your responses to any review form, your free-form responses, your competing interests statement, and any cover letter are recorded.

3.3 what we do (and don't do) with the data

- This data is not shared publicly and is only accessible by the Editor and system administrators of that journal or press.
- The data will only be used in connection with that journal or press.

- Data that is retained post final decision is kept to conform to publication ethics and best practice, to provide evidence of peer review, and to resolve any disputes relating to the peer review of the article or book.
- For journals or presses that publish the peer reviews, you will be asked to give consent to your review being published, and a subset of the data you have submitted will become part of the published record.

3.4 what to do if you want to get a copy of your data, or want your data to be removed

- If you would no longer like to be registered as a reviewer you can edit your profile and tick the box 'stop being a reviewer'. This will remove you from the reviewer database, however any existing reviews you may have carried out will remain.
- If you have been contacted by an editor to peer review an article this means that you have been registered in the system. If you would not like to be contacted for peer review you can reply to the email requesting that your data be deleted.

4. When being registered as a co-author

4.1 what data we collect

- Co-author data is entered by the submitting author. The submitting author will already have a user account. According to standard publishing practice, the submitting author is responsible for obtaining the consent of their co-authors to be included (including having their personal data included) in the article/book being submitted to the journal/press.
- The requested personal data for co-authors are at the bare minimum; first name, last name, institution, country, email address. This can also include; ORCID ID, Title, Middle Name, Biographical Statement, Department, Twitter Handle, LinkedIn Profile Name or ImpactStory ID.

4.2 why we collect the data

- Assuming that it is accepted for publication, this data forms part of the official published record in order for the provenance of the work to be established, and for the work to be correctly attributed.
- Author names, affiliations and emails are required for publication and will become part of the permanent cited record.

4.3 what we do (and don't do) with the data

- The co-author's personal data is stored in the author database. This personal data is only used in relation to the publication of the associated article.
- Any co-author data collected is added to the author database and is only used in association with the article the user is co-author on.

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5.1 what data we collect

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5.2 why we collect and store the data, and for how long

- This data would be collected to keep you updated with any news about the platform or specific journal

5.3 what we do (and don't do) with the data

- We use mailchimp to provide our mailing list services. Their privacy policy can be found [here](#)

5.4 what to do if you want to get a copy of your data or want your data to be removed

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