

## **Author's Guideline for Social Change**

### **Notes for Contributors**

Social Change is a regular publication that we welcome submissions examining issues of social and human development aspects. Original contributions to the journal are most welcome. Articles for publishing consideration are subject to a peer reviewing process. The Editorial board reserves the right to edit a part or whole of the selected papers.

### **Types of Submission**

Social Change accepts article submissions up to 8,000 words, including abstract, tables, figures, notes and references. The journal also invites shorter submissions up to 5,000 words that review and analysis current policy practice and different issues of human and social development. Manuscripts must be typewritten on one side of 8.5 X 11 inch paper in double spacing. Only one copy is required. The maximum length of papers is 8,000 words. Longer papers may be accepted only in special cases. Manuscripts should be carefully checked before they are submitted, and should be preceded by a covering page stating the title of the paper, full names of authors, identification of each author (position and institutional or other affiliation), and mailing address for each author. A summary of about 150 words outlining the scope of the work should be included. Manuscripts must not have been published previously in any periodical and should not be submitted elsewhere until a decision is received from this journal. Submissions are peer -reviewed.

### **Preparing Documents for Submission**

***Title page document:*** A separate document containing the manuscript title, author names, the corresponding author, author affiliations notes on each author up to 80 words in length, 5 keywords and an abstract of up to 200 words.

**Main document :** Remove all obvious author identifying information, including self-citations and acknowledgements. Arrange your document in the following order: main text, References, Endnotes.

**Text :** 12 point Times New Roman font, 1.2 or 1.5 line spacing.

**Quotations :** indent quotations of more than 40 words. For shorter quotations, include them in the paragraph and use single quotation marks. Interview quotations should be indented, even where shorter than 40 words, and followed by italicized identifying information in brackets, for example: (Suzanne, daughter, regional area).

**Headings :** first word capitalized, 12 point casing, aligned with left margin, no numbering.

**Table and Figures :** Include on separate sheets following the list of references or in separate files. Number tables and figures separately and numerically, include a short descriptive title, and insert any notes and legend below. Indicate placement in the text, for example: 'Insert Table 1 here'.

**Endnotes :** use sparingly, in text explanations are preferred. Place endnotes after the list of references.

**References in the text:** References should be arranged in alphabetical and chronological order, In the text, in brackets, author's surname followed by date of work, in the reference list at the end of the paper, author's surname and initials followed by the title of the book, publisher and year of publication, or title of periodical, volume, number, date, page numbers, and place of publication. Title of books and periodicals should be underlined in the manuscripts. [Followed the 'Harvard style' particularly APA (American Psychological Association).

**Photography/Image/Maps in the text:** Illustration in the form of photography and drawings is welcome. Photographs should be clear with strong contrasts and printed on glossy paper. They should be numbered consecutively on the back with captions typed on separate

sheets of paper. Copyright materials must be cleared by contributors. Maps and diagrams should be nearly drawn on white paper or a tracing medium. The ratio of height to width should preferably conform to that of the journal page and allowance must be made for captions.

Statements and options expressed in articles published in Social Change are solely the responsibility of the individual author's and co-authors.

### ***Presenting Research Methodologies and Ethics***

Social Change has a broad readership. To ensure the readability of the journal to its diverse and multi-disciplinary audience, authors should include, where relevant, the following items in their manuscript:

Incorporate a dedicated discussion of the methodology, outlining the approach taken, its relevance to the research issues at hand and any innovations involved.

Provide details of any formal ethical approval, recruitment strategy, the process used for obtaining informed consent and any ethical concerns that arose during the research.

Explain the research setting and include the sample size and /or key characteristics of participants where relevant.

Describe the process of analysis for desktop reviews, e.g. coding strategies, including computer coding, and when part of a research team, the role of each person in the analysis, consideration of any bias and strategies for ensuring consistency between researchers.

Outline any limitations of the research, including that relating to the data and methodology.

Limit the use of jargon, but where used place it in single quotation marks and explain its meaning in the text.

Declare any funding arrangements and the role of the funding body in the research.

**Submission:**

Authors can submit the best manuscript of him through e-mail address: socialchange.ypsa@gmail.com. All manuscripts must be submitted to: Social Change (<http://ypsa.org/social-change/>), Editor in Chief: Md. Arifur Rahman, Email: socialchange.ypsa@gmail.com or Editor-in-chief, Social Change, YPSA (Young Power in Social Action), House-f 10 (P), Road-13, Block-B, Chandgaon R/A, Chittagong-4212.

The reviewers' recommendations determine whether an article will be:

1. Accepted
2. Accepted subject to minor revisions
3. Accepted subject to re-submission with significant revision
4. Rejected

The Editor in Chief reserves the right to reject any article or to make comments and modifications before publication. Intellectual Press shall not be held responsible for errors which are the result of authors' oversights.

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**The Review Process**

The Social Change journal employs a double-blind peer review process where the identities of authors and referees are concealed from each other. The expert assessments of two referees are sought and a third may be consulted from time to time. Most papers require some revision. Once a paper is accepted, the editors will correspond with you to ensure that your article fully complies with the Social Change Journal style in the final proofs. To facilitate the publication process, please ensure your manuscript is correctly laid out.

Journal Copies: All authors receive a hard copy of the issue in which their article appears and a PDF proof copy.