

## **Publication Ethics and Publication Malpractice Statement**

This Journal adheres to ensure the highest possible ethical standards of publication practice. Our statement here closely draws upon wording of this Code. The full Code can be found at: <https://publicationethics.org/node/11184>

### **As Editors of BJO:**

1. Editors are accountable and should take responsibility for everything they publish.
2. Editors should make fair and unbiased decisions independent from commercial consideration and ensure a fair and appropriate peer review process.
3. Editors should adopt editorial policies that encourage maximum transparency and complete, honest reporting.
4. Editors should guard the integrity of the published record by issuing corrections and retractions when needed and pursuing suspected or alleged research and publication misconduct.
5. Editors should pursue reviewer and editorial misconduct.
6. Editors should critically assess the ethical conduct of studies in humans and animals.
7. Peer reviewers and authors should be told what is expected of them.
8. Editors should have appropriate policies in place for handling editorial conflicts of interest.

### **As Authors of BJO:**

1. The research being reported should have been conducted in an ethical and responsible manner and should comply with all relevant legislation.
2. Researchers should present their results clearly, honestly, and without fabrication, falsification or inappropriate data manipulation.
3. Researchers should strive to describe their methods clearly and unambiguously so that their findings can be confirmed by others.
4. Researchers should adhere to publication requirements that submitted work is original, is not plagiarized, and has not been published elsewhere.
5. Authors should take collective responsibility for submitted and published work.
6. The authorship of research publications should accurately reflect individuals' contributions to the work and its reporting.
7. Funding sources and relevant conflicts of interest should be disclosed.

### **As Reviewers of BJO:**

1. Provide prompt, timely feedback to the Editors on manuscripts.
2. Maintain confidentiality of all documents in the review process.
3. Alert the Editors of any reason or possible or actual conflict of interest in relation to a manuscript or its authors, or knowledge of a study or project, and withdraw from the process.
4. Advise the Editors of possible plagiarism where authors have not cited work correctly or duplicated work in publications, including their own.

5. Give timely, feedback to authors which does not personally criticize them and provides clear supportive statements to back up their review decisions.
6. Alert the Editors when presented with a manuscript for which they do not have the expertise to review.

## **GUIDE FOR AUTHORS**

Types of Contributions:

1. Research papers - original full-length research papers which have not been published previously.
2. Review articles - will be accepted in areas of topical interest, will normally focus on literature published over the previous five years.
3. Short communications - Short communications of up to 3000 words, describing work that may be of a preliminary nature but which merits immediate publication.

General: Manuscripts must be typewritten. Time New Roman with a font size of 10pt should be used. The corresponding author should be identified (include E-mail address). Full postal addresses must be given for all co-authors. Authors should consult a recent issue of the journal for style if possible. The manuscript must be at least 10 pages with a maximum of 15 pages in A4 format. The Editors reserve the right to adjust style to certain standards of uniformity.

Title: Should be concise and informative with all capital letters. Should be no longer than 15 words.

Short version of the title (Running head): Less than 60 letters.

Authors: Give the full name of all authors and their complete addresses. Contact information for the corresponding author, complete mailing address, and e-mail address.

Abstract: Not exceeding 250 words. Clearly summarize the important findings of the paper. It should contain hard facts such as objectives, methods and major results.

Keywords: Provide 4-6 keywords which can be used as an index to direct readers to articles.

Introduction: The introduction must provide the necessary background of the paper and a brief review of related literature. A clear statement of the objectives should also be included.

Materials and Methods: Describe the experimental procedures clearly enough for others to repeat the same experiment so that the same result could be obtained.

Results and Discussion: This section should contain "Results" and interpretation of the results in relation to existing knowledge.

Conclusions: State conclusion (do not summarize) briefly.

Tables: Number each table with Arabic numerals. Place a descriptive caption at the top of each table. Footnotes should be identified by lower-case letters appearing as superscripts in the body of the table and preceding below the table. The same data should not appear in both tables and figures.

Figures: (graphs, charts, line drawings, photographs). Figures with high-resolution images, preferably JPEGs. Type in the legend, with Arabic numbering, immediately below your image file.

Acknowledgments: List sources of financial or material support and the names of individuals whose contributions were significant but not deserving of authorship.

References: All references should be listed at the end of the paper using the following patterns:

Journal Articles:

Author(s). (Year). Article title. Abbreviation. Journal title, Volume number (issue number), Number of pages.

Example:

Lambrecht, W.R.L., Rodina, A.V., Limpijumnong, S., Segall, B., and Meyer, B.K. (2002). Valence band ordering and magneto-optic excitation fine structure in ZnO. *Physical Review B.*, 6,507(7),5,207.

Books:

Author(s). (Year). Book title. Book edition. Publisher name, Place of publication. Total number of pages.

Example:

Spally, M.R. and Morgan, S.S. (1989). *Methods of Food Analysis*. 2nd ed. Elsevier, NY, 605p.

Chapter in Book:

Author(s) of the chapter. (Year). Title of the chapter. In: Title of the book. Author(s) or Editor(s). Publisher name, Place of publication, Pages of the chapter.

Example:

Aina, P.O., Lal, R., and Taylor, G.S. (1979). Effect of vegetal cover on soil erosion on an alfiso. In: *Soil Physical Properties and Crop Production in the*

Tropics. Lal, R., and Greendla, D.J., (eds). Wiley, NY, p. 501-508.

Conference Proceedings:

Editor(s). (Year). Title of publication or conference. Name of conference (if not the 2nd element); inclusive dates of conference; place of conference, Publisher name, Place of publication, Number of pages.

Example:

Moschandreas, D.J., Karuchit, S., Lebowitz, M.D., O'Rourke, M.K., and Robertson, G. (2002). Contribution of the inhalation route to cumulative risk estimates from multiple route exposures to pesticides in NHEXAS-AZ residences. Proceedings of the 9th International Conference on Indoor Air Quality and Climate; June 30-July 5, 2002; Monterey, California, USA, p. 10-18.

Conference Abstracts:

Author(s) of abstract. (Year). Title of abstract, [abstract]. Name of conference; inclusive dates; place of conference. Page of program or proceedings. Abstract number.

Example:

Opassiri, R., Ketudat-Cairns, J.R., Wara-Aswapati, O., Akiyama, T., Svasti, J., and Esen, A. (2002). Structure and expression of  $\beta$ -glucosidase genes in rice (*Oryza sativa* L.), [abstract]. Plant Biology 2002: Annual Meeting of the American Society for Plant Biology; August 3-7, 2002; Denver CO, USA, p. 45-49. Abstract no. 62.

Scientific and Technical Reports:

Author(s), (performing organization). (Year of publication). Title. Publisher name or sponsoring organization, Place of publication, Report number. Total number of page. Availability statement (for example: Available from: NTIS, Springfield, Va).

Example:

National Institutes of Health [NIH], (U.S.). (1988). Report of the Human Fetal Tissue Transplantation Panel, consultants to the Advisory Committee to the Director, NIH. Final report. Bethesda, Md.: NIH. 2 volumes. Available from: NTIS, Springfield, Va.

Dissertation:

Author. (Year of degree). Title, [type of publication, for example: dissertation, Ph.D. thesis, [MSc. thesis]]. Place of institution: institution granting the degree, Total number of pages. Availability statement.

Example:

Jiwalak, N. (2002). Preparation and characterization of activated carbon from lignite coal by physical and chemical activation, [MSc. thesis]. School of Chemical Engineering, Institute of Engineering, Suranaree University of Technology. Nakhon Ratchasima, Thailand, 89p.

Electronic Journal Article:

Author(s). (Year of publication). Title of article. Abbreviated journal title [type of medium]; volume number(issue number):pagination. Availability statement. [Date of accession if needed].

Example:

Cisler, S. (1990). Mediatracks. Public Access Comput Syst. Rev. [serial online]; 1(3):109-115. Available from: Public Access Computer Systems Forum PACS-L via the Internet. Accessed date: Nov 29, 1990.

Web Page:

Author(s). (Year of access). Title of page or article. Location of the owner of the web site: Owner of the web site. Available from: URL. Accessed date:.

Example:

U.S. Department of Agriculture [USDA]. (2000). Biotechnology. Washington, D.C.: USDA. Available from: www.usda.gov. Accessed date: Jan 27, 2000.

Patents:

Name of the inventor of the patented device or process, the word "inventor"; Company name, the word "assignee. Date issued [month day, year]. Title. Patent descriptor [including name of country issuing the patent and the patent number].

Example:

Harred, J.F., Knight, A.R., and McIntyre, J.S., inventors; Dow Chemical Company, assignee. April 4, 1972. Epoxidation Process. U.S. patent no. 3654317.

In Press Items:

Identify as "In press."

Unpublished Items:

Name of researcher(s). (Year). Unpublished data. Institution of first researcher. Location of institution.

Example:

Sapers, G.M., and Buchanan, R.L. (1997). Unpublished data. Eastern Regional Research Center, Agricultural Research Service, U.S. Department of Agriculture, Wyndmoor, PA, USA.

## Formatting

- No space between number and degree sign . . . .50°C
- Space between measurement and number . . . .25 mm
- No space between % and number . . . .50%
- 2 commas in a series of 3 items . . . .lions, tigers, and bears
- manufacturer locations . . . .include city, country: Dhaka, Bangladesh.

## Notes:

The in-text citation should follow the name-year system: Harrison and Brown (1975) or (Harrison and Brown, 1975). If more than two authors, the citation is given as Jones et al. (1985) or (Jones et al., 1985). Use a comma between author and year as well as between the years of the same author.

Use semi-colons between citations.

Examples:

(Katz, 2000)

(Katz and Baird, 2000)

(Katz, 1999a, 1999b)

(Katz, 1999; James, 1999; Baird, 1999, 2000)