

INSTRUCTIONS TO AUTHORS FOR THE PREPARATION OF PAPERS

TITLE OF THE STUDY

First A. Author, Second B. Author* and Third C, Author

Institution Name, Location

This manuscript provides you with the basic guidelines for preparing camera-ready papers for the conference. Use this document as a template to compose your paper if you are using **Microsoft Word 6.0 or later version**. Otherwise, use this document as an instruction set (or as a “template”) to prepare your manuscript. Abstract of the paper should be written in a single column across the page like this paragraph. The rest of the paper should be in two-column format. The suggested sequence is: **Introduction, Objectives, Research methods, Results and Discussion, and Conclusion**. **Key words** should be limited to five words.

Key words: Annual; Conference; Social Research; Bangladesh

1. INTRODUCTION

This document is a template for Microsoft *Word* versions 6.0 or later. The manuscript you prepare will be included in the proceeding as it is received. Therefore, it is imperative that the instructions in this guide be strictly followed while you prepare your manuscript. This will enable the Conference organizers to maintain uniformity of the printed proceedings.

You can type over sections of this document or cut and paste from another document and then use markup styles. The pull-down style menu is at the left of the Formatting Toolbar at the top of your Word window (for example, the style at this point in the document is “Body Text 2”). Highlight a section that you want to designate with a certain style, and then select the appropriate name on the style menu. The style will adjust your fonts and line spacing. *Do not change the font sizes or line spacing to squeeze more text into a limited number of pages.* Use italics for emphasis; do not underline.

2. IMPORTANT INFORMATION

Make sure that the manuscript of your paper is prepared using this BISR format. **Your paper must be limited to a maximum of 6 pages.**

The title and author(s) of the paper as shown in abstract submission will appear in the final program as well as in the author index. If there is any change in the title or author(s) on the final manuscript, please inform the changes to the conference Secretariat.

The deadline for the receipt of your first draft of the article on **September 20, 2017** and final accepted camera-ready manuscript is on **October 10, 2017**. You can send the soft copy of the manuscript via email. The soft copy is preferred to be received as a MS office word file. If you are using any other software, you have to send the source files of your paper and a pdf copy of the paper as well. The final copy of the manuscript should be sent to: bisrconference@gmail.com

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3. OPTIONS FOR PREPARATION OF MANUSCRIPT

3.1 A4 Size Paper

Your manuscript must be printed in actual size (i.e. exactly how it is to appear in the proceedings) with two columns using a high quality (600 dpi) printer to simplify the printing process with the one camera setting and to ensure uniformity of the appearance for the proceedings. All manuscripts should conform to the following specifications:

- a) On the first page, the distance from the top edge of the paper to the top of the first line of type (i.e. the title) should be **1.5** inch. All the margins are given in Table 1.
- b) The text should be centered left-to-right on the page: i.e. left and right margins should be the same.
- c) The distance between the two columns of the text should be 0.27 inch. This document has these settings.

4. RECOMMENDED FONT SIZES

The main body of the manuscript must be prepared using **Times New Roman** font with **10** points. This document is printed with **10** point Times New Roman using single line spacing. Some technical formatting programs print mathematical formulas in italic type with subscripts and superscripts in a slightly smaller font size. This is acceptable.

4.1 Page Margins

All dimensions are in inches.

Table 1. Page margins

Page	Top	Bottom	Left/Right
First	2.0	1.0	1.1
Rest	1.25	1.0	1.1

5. HEADLINES

Major headings are to be column centered in a bold font and in capitals without underline. "**HEADINGS**" at the top of this paragraph is a major heading.

5.1 Subheading

Subheadings should be in a bold font and with only initial of each word capitalized. They should start at the left-hand margin on a separate line.

5.1.1 Sub-subheadings: Sub-Subheadings are to be in a bold font. They should start at the beginning of a paragraph.

5.1.2 Title: The title should be centered across the top of the first page and uses **14 point bold Times New Roman**.

5.2 Authors' names and address

The authors' names in a **bold** type and address in a plain type should be centered below the title. In this document, author's name and address are printed with **12- point bold** and with **11 point plain Times New Roman**, respectively. Please include corresponding author(s) E-mail address (s) at the lower part of the left column of the first page as shown in this document.

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5.3 Figures, Tables and Nomenclature

All figures should have properly labeled axes. Large figures and tables may span both columns. Place figure captions below figures and table captions above tables. Captions should be centered and should start with initial capitalized as shown in this document. Use the abbreviation "**Fig.**", even at the beginning of a sentence. Do not abbreviate "Table" Both figures and tables are numbered with Arabic numerals.

All figures should be clear black and white prints. Make sure that you include a caption for each photograph or line drawing. For the best reproduction of line drawings, we prefer the original black on white drawings pasted in position within the manuscript on the layout paper. Figure labels should be legible, approximately with 10-point type. Do not use blueprint Xerox etc. Nomenclature should be in a standard acceptable form.

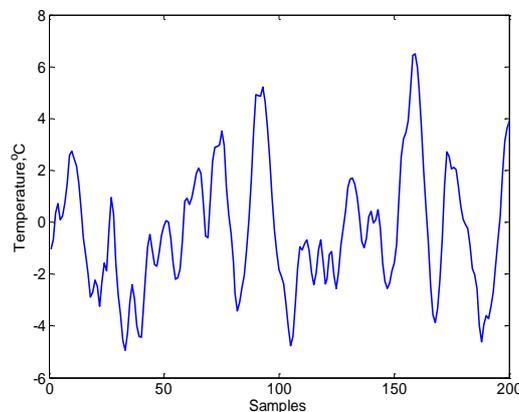


Fig. 1: Time trend of temperature data

6. REFERENCES

References cited in the text should be listed at the end of the paper in an alphabetical order according to author, patentee, or editor. Footnotes should be avoided. Please note that the references at the end of this document are in the preferred referencing style. Papers that have not been published should be cited as "**unpublished.**" Capitalize only the first word in a paper title, except for proper nouns and element symbols. References in the text should be cited by the last name of the author (both authors, if there are only two authors) and first authors plus "et al." when more than two authors) and year in such format as (**Rahman 2017; Rahman and Alam 2014; Alam et. al. 2012**). Information taken from internet should be properly cited.

7. CONCLUSIONS

Please make extra efforts to follow these guidelines as the quality of publication depends on you. Thank you for your cooperation and contribution. We look forward to seeing you at the conference in Dhaka.

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