**Guide to Authors**

Prior to submission to the *Bangladesh Journal of Psychology*, authors are requested to carefully read and follow the submission guidelines detailed below. Manuscripts that do not conform to the submission guidelines may be returned without review.

1. **Manuscripts** must be prepared according to the *Publication Manual of the American Psychological Association* using the 7th edition. It should be typed in double space on a single side of A4-size papers using 12-point Times New Roman font, leaving appropriate margins, and pages should be numbered starting with the title page.
2. **The title page** of the manuscript should contain only (i) the title of the manuscript, the names(s) and address(es) of the author(s), (ii) a short title not exceeding 12 words precisely delineating the main variables studied, (iii) the name and address of the author to whom correspondence and proofs should be sent, and (iv) an electronic-mail address of the correspondent author.
3. **An abstract** of 200–250 words should follow the title page on a separate sheet and should include (i) rationale or justification of the study, (ii) purpose of the study, (iii) method (sample size, measures, and data analysis), (iv) findings, and (v) their implications.  After the abstract, author must supply up to five **keywords**.
4. **Headings and sub-headings** for different sections/sub-sections of the manuscript should be as follows:

* **Introduction**: This section invites readers to join the author on a journey of discovery. It must be dedicated to inform readers about the research question and indicate why it is important. This section also clearly shows the linkage between previous and present research works.
* **Method:** This section should explain the process of investigation. It should be divided into four sub-sections: Subjects/Participants, Measures, Design, and Procedure. The Design sub-section may be omitted in the case of a survey, but it is a must in the case of an experiment.
* **Results:** This section should drive the paper.
* **Discussion:** This section should establish the authors reputation as a scientist.

1. **Tables, figures**, **and figure legends** should be inserted in the manuscript close to where they would appear in the published article. Tables and figures should be consecutively numbered in Arabic numerals. Authors are advised to use Word's insert table function when they create tables.
2. **Citations** in the text should follow the author’s last name, year style. For example: Moon, 1968 - in case of a single author; Estes & Skinner, 1940-in case of two authors; Miller et al., 1975 - in case of three or more authors.
3. The **References** section should be alphabetized by the last name of the first author involved in the study. “A hanging indent is to be employed for each reference where the 1st line would not be indented, but the remaining line(s) of the same reference would be five-space indented. That is, 0.5 inch (1.27cm) from the left margin for the second and subsequent lines of each reference. Each listed reference should be cited in text, and each text citation should be listed in the references section. Examples of basic reference formats:

### Journal article

McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic model of child language development. Psychological Review, 126(1), 1–51. <https://doi.org/10.1037/rev0000126>

**Journal article without DOI (when DOI is not available)**

Reitzes, D. C, & Mutran, E. J. (2004). The transition to retirement: Stages and factors that influence retirement adjustment. *International Journal of Aging and Human Development, 59* (1), 63-84.

### Authored book

Brown, L. S. (2018). Feminist therapy (2nd ed.). American Psychological Association. <https://doi.org/-10.1037/0000092-000>

### Chapter in an edited book

Balsam, K. F., Martell, C. R., Jones. K. P., & Safren, S. A. (2019). Affirmative cognitive behavior therapy with sexual and gender minority people. In G. Y. Iwamasa & P. A. Hays (Eds.), Culturally responsive cognitive behavior therapy: Practice and supervision (2nd ed., pp. 287–314). American Psychological Association. <https://doi.org/10.1037/0000119-012>

#### Published thesis online (e.g. in institutional repositories)

Miller, T. (2019). Enhancing readiness: An exploration of the New Zealand Qualified Firefighter Programme [Master's thesis, Auckland University of Technology]. Tuwhera. https://openrepository.aut.ac.nz/handle/10292/12338

**Unpublished dissertation and thesis**

Stewart, Y. (2000). *Going online: The affordances of online counseling for families affected by alcohol and other drug issues.* [Unpublished master's thesis]. Auckland University of Technology.

**Online Assistance for Manuscript Preparation**

* For further help, author/s can visit the following web link:

<https://apastyle.apa.org/style-grammar-guidelines/paper-format/sample-papers>

* After entering the above-mentioned website then go to the subsection named “Sample Papers from Publication Manual”. Any of the three links in this subsection can certainly help authors.

<https://apastyle.apa.org/style-grammar-guidelines/paper-format/professional-annotated.pdf>

<https://apastyle.apa.org/style-grammar-guidelines/paper-format/professional-paper-annotated.docx>

<https://apastyle.apa.org/style-grammar-guidelines/paper-format/professional-paper.docx>

* Authors can also get help from the subsection titled “Professional Paper Template Samples by Paper Type” from the website mentioned above ([https://apastyle.apa.org/style-grammar-guidelines/paper-format/sample-papers).](https://apastyle.apa.org/style-grammar-guidelines/paper-format/sample-papers).%20)