

JEAS Submission and Author's Guidelines:

1. Manuscript Format & Preparation :

All submissions should include, in the following order: (1) title page, (2) abstract/keywords, (3) main text with tables, and figures, (4) endnotes, (5) acknowledgements, and (6) references. All pages must be typed using 10-point Times New Roman (or similar) font. Please use a 1-inch margin on all sides. The object is to provide reviewers and editors with easy-to-read text and space for notes. It is the responsibility of authors to submit manuscripts in the proper JEAS prescribed format (<https://jeas.ruet.ac.bd/guidelines/template>). Manuscripts not submitted in JEAS format will be returned for revision.

If you have any questions regarding the submission of manuscripts, please contact (jeas@ruet.ac.bd).

2. How To Submit :

During the First paper submission process, Authors are requested to create an author account through JEAS website: (<https://submit.jeas.ruet.ac.bd/>)

You will be guided step by step through the creation and uploading of your files. All correspondence, including notification of the Editor's decision and requests for revision, takes place by e-mail. Electronic submission substantially reduces the editorial processing and reviewing times, and shortens overall publication times.

3. Submission of a Manuscript:

During the initial paper submission process, Authors are requested to read carefully the submission guidelines before submitting their manuscripts

i. Legal Requirements

Submission of a manuscript implies that

- (1) the work described has not been published before (except in the form of a conference abstract or as part of a published lecture or thesis for an academic qualification),
- (2) is not under consideration for publication anywhere else,
- (3) its publication has been approved by all co-authors, if any, as well as by the responsible authorities-tacitly or explicitly-at the institute where the work has been carried out.

ii. Permissions required

Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s), and to include evidence that such permission has been granted when submitting their

papers. Any material received without such evidence will be assumed to originate from the author(s).

iii. Changes of Authorship

This policy concerns the addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts.

Before the accepted manuscript is published in online: Requests to add or remove an author, or to rearrange the author names, must be sent to the Executive Editor at jeas@ruet.ac.bd from the corresponding author of the accepted manuscript and must include:

(a) The reason the name should be added or removed, or the author names rearranged and

(b) Written confirmation (e-mail, fax and letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed. Requests that are not sent by the corresponding author will be forwarded by the Executive Editor to the corresponding author, who must follow the procedure as described above.

Note that: (1) Executive Editor will inform the Editor in Chief of any such requests and (2) production of the accepted manuscript is suspended until authorship has been agreed.

4. Revised Manuscript Submission :

To submit your revised manuscript (maximum 10 pages):

Please upload the following files:

1. Manuscript (*.pdf)
2. Manuscript (*.doc)
3. **Manuscript with track changes**
4. Graphical abstract (".jpeg, Size: 2x4").
5. Copyright
6. Review response