

ARTICLE PREPARATION GUIDELINES

The full length paper should **not exceed 10 pages** including tables and figures on **B5** (176 mm x 250 mm). The manuscript should contain the **Title of the paper, Abstract, Key words, Introduction, Methodology, Results and discussion, Conclusion, Acknowledgement** (if any) and **References**. The Manuscript should be written as editable/source files e.g. Microsoft Word (**.doc or docx and pdf.**). Tables, figures and captions/legends should be embedded in the text where they naturally belong. The language of the manuscript should be in UK English and be **single-spaced** throughout and **double column** typed using Times New Roman with **font size 9**. The page margin of the paper at the top, bottom, left and right is **1 inch** (25 mm).

In general, authors are encouraged to review and mimic the format and style of manuscript provided in RRI website (**www.rri.gov.bd**). Further guidance is provided herein.

Title page: The first page should indicate the title, the author(s) surname with stated as template and affiliations, postal and institutional e-mail address (if any, rather than a personal address) only for the corresponding author. The title of the paper should **not exceed 90 characters** without spaces and font size should be Times New Roman **11** (*Upper case, bold*). The name of the author(s) should appear just below the title of the paper in the centre position with font size **9**. Affiliations, postal and e-mail address should appear as the foot note at the bottom of the 1st page of the paper with font size **8** (Times New Roman). The title should unambiguously **reflect** the content of the paper.

Abstract: Each manuscript should begin with a single-paragraph abstract within limit of **150-250** words (font size **8**). The abstract should summarize all aspects of the manuscript [problem(s) addressed, objective(s), methodologies, important result(s), and conclusion(s)].

Key words: Provide a list of **6-8** key words (in alphabetical order, font size **8**) is essential. Key words should include important words cited in the text.

Heading and Sub-heading:

Headings identify new sections of your disquisition, and must be easy to distinguish from the paragraph text. The font for **all headings must be the same size (10 pt. bold)** and type as the rest of the disquisition. Subheadings appear between paragraphs of text, and do not use the same formatting that is used for the major headings. If you use several levels of sub-headings, the different levels of sub-headings must be easily identifiable. **Sub-headings** can be distinguished through the use of *italic font* (**9 pt.**).

Figures and tables:

The final size of the figures and tables should be fitted within the page margin. All figures must be numbered consecutively with Arabic numerals along with concise descriptive captions provided just beneath it. Each figure and table must be clearly referenced in the text. When referring to a Figure in the text, the word "Figure" should be abbreviated as "**Fig.**", while "**Table**" is **not abbreviated**. (e.g. **Fig. 4, Table 5**). Place the tables as **editable text** and **not as images**. All illustrations should be in **".jpg"** format. Use a resolution of at least **300 dpi**. Remember that text and symbols should be **legible** in print.

Please avoid bogging down the statement with too many facts and figures. A maximum of 7 illustrations and/or tables is allowed. Please **avoid** sentences that **give no information** other than directing the reader to the Figure or Table. The font size of **table and figure captions** should be **9** Times New Roman throughout and **not bold**.

Table captions will go above the body of the Table and are **left justified**; Tables are read from the top down while figures are bottom down. Tables should be numbered consecutively with Arabic numerals (**Table 1, Table 2** etc.). **Foot-notes to tables** (if any) indicated by lower-case superscript letters are acceptable (**usually 8 pt**).

Conclusion

The main conclusions of the work should be presented in a short conclusion section, which may stand alone. The contribution of the work to the scientific community and its implications should be emphasized.

Units, abbreviations, symbols and equations

Only metric units (**SI**) should be used in a manuscript. After the first appearance of a term in full, a standard abbreviation may be used. Please take care that all terminology and notation used will be widely understood. Superscripts, **not slashes (/)**, should be used to describe units, e.g. **m³s⁻¹, kg m⁻³ s⁻¹, m s⁻¹**.

Equations: Mathematical expression/equation should be inserted using Microsoft Word. Equations should be numbered consecutively and referenced in the text [e.g. **Eq. (1)**],

for example,

$$Q = (0.403 + 0.53h_w/p)(2g)^{0.5}b [(h_w + u_w^2/2g)^{1.5} - (u_w^2/2g)^{1.5}] \quad \text{Eq. (1) (not bold)}$$

In case of double-spaced columns (for resubmitted article)

Column Width: 2.48 inch
Column Spacing: 0.2 inch
with equal column width

File Format

MS Word (doc or. docx)

File Name 2 to 4 words. Use the title of your research paper as the file name. **Avoid** the words RRI, Journal, Manuscript, Paper for RRI etc.

References

It is recommended to include references to papers from peer reviewed periodicals. Citations from non-available sources (proceedings, reports) should not be encouraged. References should be listed at the end of the manuscript according to the alphabetical order of the author's **surname** followed by the year, title of the paper, **abbreviated name of the journal**, volume number and after colon page number for example:

(In case of scientific journal)

Hasanuzzaman, A. K. M and Mehedi H. M. (2016). Numerical modelling using MIKE 21C for the proposed bridge on Kalni river under Habiganj road division. *Tech. J. River Res. Inst.* 13(1): 76-86.

Moududi, M. A. A., Kanungoe, P., Hossain, M. A., Islam, M. J and Mehedi, .H. M. (2016). Post-evaluation of the Ganges left bank erosion protection projects from Pankanarayanpur to Indo-Bangladesh border. *Tech. J. River Res. Inst.* 13(1): 111-124

(In case of Book example): The title should be *italic* and the name of publisher should be given with total page number. e.g.

Guy H.P. (1999). *Laboratory Methods for Sediment Analysis*. Adelaide Univ. Press Australia P.500.

(In case of thesis):

Mehedi, H.M. (2005). *Determination of friction angle of soil by Double-Punch Test*. Unpublished B.Sc. Dissertation, Bangladesh Agricultural University, Mymensingh

(Web site reference example):

RRI (2016). History of RRI. River Research Institute, Faridpur [online]. <http://www.rri.gov.bd/history-rri-0> (Accessed 22 March 2017).

Citations in the main text should be denoted with the **author's surname** and the year of publication (e.g.: using the data obtained by Mehedi *et al.* (2017) or using data from literature (Shaha *et al.*, 2010; Moniruzzaman and Nayan, 2016). If the text contains two or more papers written by the same author(s) in the same year, the citations should be differentiated by a letter; e.g.: (Mehedi, 2014a; Mehedi, 2014b).

N.B. Aside from scientific papers/journal articles or any other reliable sources, non-scientific publications/texts (blogs, websites, personal communications, newspapers, magazines and periodicals) are **not encouraged as a reference**.

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Plagiarism is the use of another's work, words, or ideas (entirely or partly) without acknowledgement or turning in someone else's work as your own. Plagiarism is an act of fraud and is considered a form of theft, a breach of honesty in the scientific or academic community. Make clear in your written work where you have borrowed from others data, opinions, ideas, or specific language. Paraphrasing, rewording and rewriting sentence can be of help avoiding plagiarism. To this end, submitted articles may be checked. Where an article, for example, is found to include material plagiarized from other works or third-party copyright material without permission or with insufficient acknowledgment, we must notify the head of department or dean of the author's institution taking up the matter. In that case, RRI Editorial Committee reserve the right to ban submitted article without assigning any reason whatsoever.

N.B. Article format should strictly adhere the aforementioned instructions.