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1. NAEM JOURNAL is a peer-reviewed journal that publishes high quality articles focusing on quality education, education policy, teaching learning practices, teachers' professional learning and development, educational research, and manuscript of any recent research findings related to education and other fields of knowledge.
2. The article(s) should be original and demonstrate the authors' own thoughts and analysis.
3. Three (03) copies of typed manuscript should be submitted on one side of the paper with a double space and appropriate left and right margins (1x1x1x1x1inch with A4 size paper). A typical manuscript should be no more than five thousand (5000) words excluding references.
4. An abstract of maximum two hundred and fifty (250) words should be given along with the article.
5. The main heading and the sub-heading of the article (s) should be aligned left in the body of the text.
6. Articles or manuscripts submitted elsewhere for publication are not acceptable. The copy right of the paper will be reserved by the NAEM authority once the article is published in NAEM JOURNAL,
7. The views expressed in the published articles are those of the authors and do not necessarily constitute any endorsement by the academy or the Editorial Board or the Editor.
8. No material will be published if it creates conflicts with the aims and objectives of the academy as well as religious or cultural or political feelings of any section.
9. Articles submitted to this journal will be peer reviewed anonymously by two reviewers. The editors of the journal reserve the right to reject papers before review if the articles do not meet basic standard of the journal. The editors' decision is final.

10. Manuscripts should be compiled in the following order: (Highest Similarity Index 25% is Acceptable for Plagiarism Checking)

Abstract: Maximum 250 words

Key words: 4 - 6 key words

Introduction: Statement of the problem, rationale/significance of the study, objectives/research questions, limitations (if any) and others

Literature Review: Summaries of previous research, conceptual/theoretical framework

Methodology: Study areas and period of time, nature of the study, procedures of sampling, data collection methods, data analysis, ethical considerations and others

Findings and discussions: Data Analysis/results, interpretation and presentation

Conclusion

Recommendations (if any)

References: (APA referencing style, 7th edition)

[Note: The aforesaid format of preparing the research article may vary from discipline to discipline].

Acknowledgement: Funding authority (if applicable)

11. The author(s) should mention his/her name, affiliation and address on the manuscript. Name(s) and designation(s) of the author(s) with full mailing address and telephone number should be sent in a separate sheet. Please provide a short biographical note (no more than 70 words) for each author.
12. The author(s) should be consistent with British/American spelling style throughout the manuscript.
13. Tables, graphs, maps, diagrams may be used in the article with sources of data.
14. The articles should be written in English. If the Editorial Board thinks that one article is provisionally accepted for publication but it needs to be shortened or particular expressions to be deleted or rephrased then it will be sent to the author of the article for proposed changes prior to its publication.
15. Three copies of Journal will be given free of cost to the authors whose writings will be published.
16. The article should be submitted with both soft and hard copies (03) to the Editor, NAEM JOURNAL, NAEM, Ministry of Education, Dhanmondi, Dhaka-1205.