



Institute of Public Finance Bangladesh (IPF)

Finance Division

Ministry of Finance

Government of the People's Republic of Bangladesh

IPF Journal of Economics & Finance Publication Policy 2025

Institute of Public Finance Bangladesh (IPF)


Finance Division, Ministry of Finance

Government of the People's Republic of Bangladesh

Table of Contents

1. Preamble.....	3
1.1 Title	3
1.2 Definitions	3
2. About the Journal and the Policy	4
3. Aims and Scope of the Journal and Article Types.....	4
3.1 Aims and Scope.....	4
3.2 Article Types	4
4. Peer Review Process	5
5. Publication Ethics for Authors	5
6. Authorship Policy	6
7. Plagiarism Policy	6
8. Open Access Policy.....	7
9. Copyright and License	7
10. Publication Details	7
10.1 Submission Deadlines	7
10.2 Peer Review Timeline	7
10.3 Publication Frequency and Date.....	7
10.4 Charge/ Fee.....	7
11. Ethical Responsibilities	8
11.1 Ethical Responsibilities of the Reviewers	8
11.2 Ethical Responsibilities of the Editor/ Editorial Board	8
12. Journal Roles.....	8
12.1 Editorial Board	8
13. Review of the Policy	9
14. Miscellaneous.....	9
Annex A: Disclaimer Letter for Accepted Manuscript.....	10
Annex B: Submission Guidelines for the Authors.....	11
Annex C: Manuscript Review Form for Reviewers.....	17





1. Preamble

WHEREAS the Institute of Public Finance Bangladesh (IPF), established in 2013 under the Finance Division, Ministry of Finance, the Government of the people's Republic of Bangladesh, is mandated to enhance public financial management, advanced economic research, and support evidence-based policy making.

AND WHEREAS the dissemination of rigorous scholarly knowledge through a peer-reviewed journal is essential to bridge academic inquiry and national economic development.

AND WHEREAS the *IPF Journal of Economics and Finance* shall uphold the highest standards of academic integrity, transparency, and ethical publication practices to serve policy makers, researchers and the public interests.

AND WHEREAS it is imperative to establish a formal governance framework to ensure the journal's credibility, accessibility, and alignment with Bangladesh's socioeconomic priorities.

NOW, THEREFORE, the Institute of Public Finance hereby enacts this Publication Policy to regulate the operations, ethical conduct, and scholarly standards of the IPF Journal of Economics and Finance, effective from the date of adoption.

1.1 Title

This policy will be called the “*IPF Journal of Economics and Finance Publication Policy 2025*”.

1.2 Definitions

For the purpose of this policy, the following definitions will be used:

- a) **Policy:** “IPF Journal of Economics and Finance Publication Policy 2025”.
- b) **Journal:** IPF Journal of Economics and Finance
- c) **Institute:** Institute of Public Finance Bangladesh (IPF).
- d) **Manuscript:** A scholarly paper submitted by an author(s) for publication in the *IPF Journal of Economics and Finance*, which includes original research, policy analysis, or review of relevant economic literature.
- e) **Author:** Any individual or group of individuals who has contributed significantly to the research and writing of a submitted manuscript.
- f) **Peer Review:** The process by which submitted manuscripts are evaluated by relevant experts to assess the manuscript's quality, relevance, originality, and contribution to the concerned academic field.
- g) **Editor/editorial Board:** A group of individuals nominated/appointed by the IPF responsible for managing the review process, making publication decisions, and maintaining the journal's academic and ethical standards.
- h) **Publication Ethics:** A set of principles that govern the behavior of authors, reviewers, and editors to ensure honesty, transparency, and integrity in the publication process.
- i) **Plagiarism:** The act of using someone else's work, ideas, or expressions without proper acknowledgment, which is strictly prohibited and grounds for rejection or retraction.



- j) **Open Access:** A publishing model that allows free and unrestricted online access to journal content(s) for all users.
- k) **Conflict of Interest:** Any financial, personal, or professional relationship that could unduly influence an author's or reviewer's objectivity in the research or publication process.
- l) **Original Research:** A study that presents new data or analysis not previously published, which contributes novel findings to the field of economics or public finance.
- m) **Revision:** Modifications or improvements made to a manuscript following feedback from reviewers or editors before it is accepted for publication.
- n) **Governing Council (GC):** The Governing Council of the Institute of Public Finance (IPF) Bangladesh
- o) **Executive Committee (EC):** IPF Executive Committee that works under the direction of the Governing Council.
- p) **Director General (DG):** Director General of the IPF.

2. About the Journal and the Policy

The *IPF Journal of Economics and Finance*, a publication of the IPF under the Finance Division (FD), Ministry of Finance, advances scholarly discourse on economic and financial issues critical to Bangladesh's development. This policy establishes the operational framework for the journal, ensuring rigorous peer review, ethical integrity, and accessibility.

As a peer-reviewed platform, the journal will publish original research, policy analyses, and critical reviews that address national and global economic challenges—from fiscal governance to emerging techniques in economics and finance. This document elaborates submission protocols, editorial standards, and publication ethics to uphold academic excellence and transparency.

3. Aims and Scope of the Journal and Article Types

3.1 Aims and Scope

The *IPF Journal of Economics and Finance* will publish original and high-quality research articles, policy analyses, review papers, and commentaries focusing on key economic and financial issues relevant to Bangladesh and beyond. These include the entire gamut of economics and finance including public financial management, fiscal and monetary policies, external sector analysis, modeling and analysis of fiscal risks, dynamics of economic growth, capital and money markets, and impacts of development or improvement of technologies and systems.

3.2 Article Types

Original Research (Preferably within 8,000 words): Manuscripts which are based on analysis which have not been previously published and/or deeper analyses of issues already explored by other researchers that add further value or help narrow research gaps in the concerned field of study.





Review Article (Preferably within 7,000 words): Manuscripts that offer a broad, insightful perspective on contemporary or significant issues in economics and related fields by summarizing and synthesizing existing research on a specific topic, typically based on previously published articles. These articles highlight unresolved questions and propose directions for future research to address those gaps

Commentary (Preferably within 2,000 words): Manuscripts that offer remarks on issues or criticisms of published work.

4. Peer Review Process

In submitting works to the journal, authors agree that their works will be published if accepted. Submission does not guarantee acceptance. The journal follows the double-blind peer-review system where neither the author nor the reviewer is aware of each other's identity. The Editor/editorial Board first reviews each submission to determine whether it is suitable to be sent out for peer review. If the submission is suitable, the Editor/ Editorial Board will be sent out the manuscript for peer review.

Reviewers will evaluate the manuscript based on the whether the manuscript-

- Is original.
- Makes clear links to the aims and scopes of the journal.
- Makes theoretical or substantive contribution to specific areas of knowledge.
- Is methodologically sound.
- Maintains ethical standards.
- Produces results that are clearly presented and support the conclusions.
- Correctly refers to previous relevant works and contribution.

Reviewers are not expected to correct or edit manuscripts as language correction is not part of the peer-review process. Manuscripts are evaluated by at least two reviewers and, following their indications the manuscript will be accepted, returned to the authors for corrections, or rejected. If two reviewers provide different opinions on any article, then the article will be sent to a 3rd reviewer. The Editorial Board will take a decision based on the 3rd reviewer's feedback. No member of the Editorial Board will be involved in the reviewing process. The decision is at the sole discretion of the Editorial Board.

5. Publication Ethics for Authors

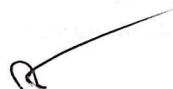
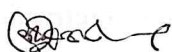
Submission of a paper implies that the work is original and has not been published previously and is not under consideration for publication elsewhere.

The author(s) may be requested to revise any article in response to the review thereof by any reviewer.

The author(s) shall be fully responsible for the accuracy of the data used in his/her manuscript. The author(s) should submit the paper after a comprehensive plagiarism check.

The author(s) should preserve a copy in his/her custody.

Before publishing the accepted article, the author(s) will be required to submit a disclaimer letter as formatted by IPF, where the author(s) shall affirm solemnly that the article represents his/her/their work and has not been published elsewhere in any form [A sample of the disclaimer letter is given in **Annex A**].



The author(s) do not have an opportunity to make any type of changes after the final submission (after the adjustment of the reviewer's comments) unless allowed by the Editor/editorial Board.

If the Editorial Board believes that a provisionally accepted article needs to be shortened, or that certain words or sentences should be removed or rewritten, the suggested changes will be shared with the author(s) for approval before the article is published.

The authors(s) will bear sole responsibility for everything including views, opinions, analysis, data etc. contained in the manuscript accepted after peer review by the Editorial Board. The IPF or its Editors or the Editorial Board of the Journal shall not bear any liability for contents of the articles published in the Journal.

6. Authorship Policy

Authorship represents both credit for scholarly contributions and accountability for the integrity of the research work. All individuals listed as authors must have made a significant contribution to the research and should be able to take public responsibility for appropriate portions of the content.

To qualify as an author, individuals must meet at least one of the following criteria:

- a) substantial involvement in the conception or design of the work.
- b) substantial involvement in the acquisition, analysis, or interpretation of data.
- c) substantial involvement in the development of software used in the research.
- d) Substantial involvement in the drafting or substantive revision of the manuscript.

In addition, all authors shall submit the final version of the manuscript accompanied by a cover letter jointly signed by all authors of the manuscript. The cover letter will clearly list all authors accurately, their contact details including email and cellphone numbers, and their consensus of the order of appearance of their names in the manuscript.

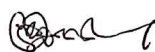
7. Plagiarism Policy

The Institute strongly upholds academic honesty and the integrity of scholarly work. All authors submitting to the journal must ensure that their manuscripts are original and that the work of others is properly acknowledged. Presenting someone else's data, text, ideas, or findings as one's own—whether through direct copying, close paraphrasing, or summarizing without proper citation—constitutes plagiarism and is strictly prohibited.

Verbatim quotations from other sources must be clearly identified using quotation marks and must be properly cited. In cases where copyrighted material is included, authors must obtain the necessary permissions from the original copyright holder prior to submission.

To ensure originality, all submitted manuscripts will be screened for plagiarism using reliable detection software. The journal will also use AI-detection tools to verify whether any part of the manuscript has been generated or influenced by artificial intelligence.

If potential plagiarism or misuse of AI tools is detected, the editorial team will conduct a thorough review. Authors will be contacted and provided with an opportunity to respond. If misconduct is confirmed beyond reasonable doubt, the manuscript will be rejected. For already published articles, the journal reserves the right to issue formal correction (erratum) or retract the publication entirely, depending on the severity of the issue. In cases of retraction,



the article will remain accessible online but marked clearly as “Retracted,” along with a linked explanation. In serious cases, notifications to concerned parties including the author’s affiliated institution will be issued.

8. Open Access Policy

As long as the IPF desires, the *IPF Journal of Economics and Finance* will be published as an open-access journal, freely available to readers worldwide without any cost to users or their institutions. All content of the journal will be copyrighted and can be cited or reused with proper attribution.

9. Copyright and License

The copyright of each published article remains with the author(s). By submitting to and publishing in the *IPF Journal of Economics and Finance*, authors agree to allow the journal to publish their work and to be recognized as the original publisher.

Authors shall also permit others to freely access, share, and use the article, as long as the original work is not changed, the original authors are properly credited, and full citation details, including the journal name, are mentioned.

10. Publication Details

10.1 Submission Deadlines

Submission deadlines will be declared in the ‘call for papers’ published in the IPF website and in other electronic and print media as decided by the IPF.

10.2 Peer Review Timeline

Peer review will be conducted as far as possible according to the following timeline:

- Initial editorial screening will be completed within 10 days of submission.
- Primary feedback to authors, including the decision to move forward to peer review, will be given within 20 days of submission.
- Peer review reports will be completed within 2 months of submission. If revisions are required, authors will be allowed to get up to 1 month to resubmit their manuscripts.

10.3 Publication Frequency and Date

The *IPF Journal of Economics and Finance* will be a bi-annual publication and will be published preferably every year in June and December. However, the IPF authorities may adjust the frequency of publication and may not strictly follow the publication deadlines.

10.4 Charge/ Fee

Unless otherwise stated by the IPF, the *IPF Journal of Economics and Finance* will not impose any submission or processing charges. For printed journal copies, a single author will be entitled to receive two complimentary copies of the issue in which their article is published. In the case of multiple authors, each contributing author will receive one copy free of charge.



11. Ethical Responsibilities

11.1 Ethical Responsibilities of the Reviewers

- The reviewer assists the editor in making editorial decisions and, through the editorial communications with the author, may also assist the author in improving the paper.
- Any selected reviewer who feels him/herself unqualified to review the manuscript or knows that its prompt review will be impossible should notify the editor and excuse themselves from the review process.
- Any manuscript received for review must be treated as a confidential document. They must not be shown to or discussed with others except as authorized by the Editor/editorial Board.
- Reviews should be conducted objectively. Personal criticism is inappropriate. Reviewers should express their views clearly with supporting arguments.
- Reviewers should identify relevant published work that has not been cited by the authors. A reviewer should also call to the editor's attention for any substantial similarity or overlap between the manuscript under consideration and any other scholarly work he has personally reviewed or studied.
- Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

11.2 Ethical Responsibilities of the Editor/ Editorial Board

- The Editor/editorial Board at any time will evaluate manuscripts for their intellectual content without regard to the race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors.
- The Editor and any member of the Editorial Board must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.
- Unpublished materials disclosed in a submitted manuscript must not be used in an Editor's own research without an expressed written consent of the concerned author.
- The Editor will acknowledge the receipt of the paper within 10 days through e-mail.
- The primary feedback about the paper (just after primary screening by the Editor to decide whether the paper should be given for review or not) should be provided within 20 days.

12. Journal Roles

12.1 Editorial Board

The editorial board of the journal will comprise the following members where IPF Executive Committee is authorized to coopt new members and reform editorial board subject to the approval of the Chairman of the Governing Council of IPF.




01	Dr. Md. Khairuzzaman Mozumder, Secretary, Finance Division & Chairperson, IPF Governing Council	Chief Editor
02	Professor Masuda Yasmin, Chairperson, Department of Economics, University of Dhaka	Editor
03	Dr. Mohammad Abu Yusuf, Additional Secretary, Finance Division	
04	Dr. Ziaul Abedin, Additional Secretary, Finance Division	
05	Dr. Chowdhury Zia Uddin Hayat, Joint Secretary, Finance Division	
06	Mr. Anarul Kabir, Joint Secretary, Finance Division	
07	Director General, IPF (Ex-Officio)	Associate Editor
08	Dr. Md. Rashedur Rahman Sardar, Deputy Secretary, Finance Division	
09	Dr. K. M. Alamgir Kabir, Deputy Secretary, Finance Division	
10	Dr. Asif Iqbal, Deputy Secretary, Finance Division	
11	Ms. Suhana Islam, Senior Assistant Secretary, Finance Division	
12	Mr. Ashraful Alam, Senior Assistant Secretary, Finance Division	
13	Mr. Shahriar Jamil, Senior Assistant Secretary, Finance Division	

13. Review of the Policy

The policy may be updated and revised to cope with the changing institutional and societal needs with approval of the Chairman of the Executive Committee (EC) of the IPF.

14. Miscellaneous

If any matter outside the scope of this policy is presented for consideration, the Executive Committee of IPF will decide the matter taking into consideration the recommendation, if there is any, of the editorial board of the journal.





Annex A: Sample of the Disclaimer Letter for Accepted Manuscript

IPF Journal of Economics and Finance

Disclaimer Letter for Accepted Manuscript

To

The Editor

IPF Journal of Economics and Finance

Institute of Public Finance Bangladesh (IPF)

1st 12-Storeyed Government Office Building (7th Floor)

Segunbagicha, Dhaka-1000.

Subject: Disclaimer Letter for Accepted Manuscript

Dear Sir/Madam,

I/We, the undersigned author(s) of the manuscript titled:

“[Insert Full Title of the Article]”

Hereby solemnly affirm and declare that:

1. The article is an original work and has been written solely by me/us.
2. It has not been published previously, in whole or in part, in any format (print or digital).
3. The manuscript is not under consideration for publication elsewhere.
4. All sources used have been duly acknowledged and properly cited.
5. I/We take full responsibility for the accuracy, originality, and ethical integrity of the article.
6. I/We agree to comply with the editorial and publication policies of the IPF Journal of Economics and Finance.

I/We understand that failure to adhere to this declaration may result in withdrawal of the manuscript and appropriate action by the journal.

Manuscript ID (if available): [Insert ID]

Date of Acceptance: [Insert Date]

Name of Author(s)	Signature	Date
[Author 1 Full Name]	_____	[DD/MM/YYYY]
[Author 2 Full Name]	_____	[DD/MM/YYYY]
[Add more rows if needed]		

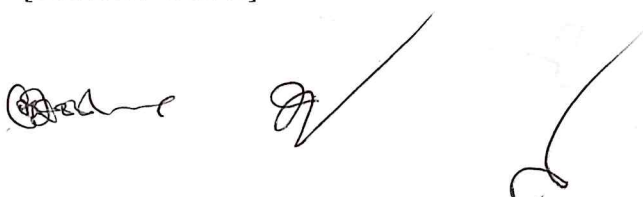
Sincerely,

[Corresponding Author's Name]

[Institutional Affiliation]

[Email Address]

[Contact Number]



Annex B: Submission Guidelines for the Authors

General:

Language: The journal is published in English, using either British or American spelling and terminology consistently. Authors are responsible for ensuring the clarity and quality of language before submission.

Line Spacing: Single space in all materials, including notes and references, should be used.

Manuscript Submission: Submission of a manuscript implies that the work described has not been published before; that it is not under consideration for publication anywhere else; that 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. The publisher will not be held legally responsible should there be any claims for compensation.

Permissions

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) for both the print and online format 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 authors.

Manuscript Submission

Until further advised by the IPF, authors will submit manuscripts through email. The email address for submission of manuscripts will be notified by the IPF.

Title Page

The title page should include:

- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) and address(es) of the author(s)
- Email and telephone number(s) of the corresponding author

Abstract

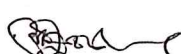
The author(s) will include in the manuscript an abstract of approximately 200 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.

Keywords

The author(s) will provide 5 to 7 keywords under the abstract separated by commas or semicolons. Consider standard words or terms that describe your methodology, empirical investigation, and conclusions. The author(s) will avoid general and plural terms and multiple concepts (avoid, for example, "and" "of"), and only use abbreviations that are firmly established in the field. If a common abbreviation or synonym is used, the author(s) will include it in addition to the standard word(s).

Introduction and Literature Review

The author(s) will state the objectives of the work and provide background, including a brief review of the relevant literature. The author(s) will address previous work of others related to the topic, particularly their approach and results. This section should explain why the topic



of the research is important, providing adequate background to set the stage for the remainder of the paper.

Text Formatting

Manuscripts must be submitted in 'docx' format created in Microsoft Word (version 2016 or newer). The author(s) will-

- Use either 'Times New Roman' or 'Arial' as font of the text. Size of the font will be 12.
- Create the manuscript on an A4 size paper with margins as stated below:
 - 4.5-centimeter margin on the left.
 - 4.5-centimeter margin on the right.
 - 6.5-centimeter margin from the top; and
 - 6.5-centimeter margin from the bottom.
- Use the automatic page numbering function to number the pages.
- Create in black and white the entire manuscript including graphs, tables, headers, footers etc. For lines, bars etc. in the graphs, formatting should be used in such a way that readers can easily distinguish each line, bars etc.
- Not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or Math Type for equations.

Headings

The author(s) will not use more than three levels of displayed headings.

Abbreviations/Acronyms

Abbreviations or acronyms should be defined at first mention and used consistently thereafter.

Footnotes

Footnotes can be used to give additional information. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables. Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols. Always use footnotes instead of endnotes.

Acknowledgments

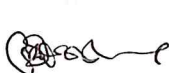
Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.

Appendices

If there is more than one appendix, they should be identified alphabetically as A, B, etc. It is suggested that the appendices should be as concise as possible.

Referencing

In both text citation and reference list standard referencing system like APA formatting and style 7th edition/ Harvard (Author-Date) Style/Journal-Specific Styles/IEEE Style will be applied.



Basic format to reference journal articles

The basics of a Reference List entry for a journal article:

- Author or authors. The surname is followed by first initials.
- Year of publication of the article.
- Article title.
- Journal name title (in italics).
- Volume of journal.
- Issue number of journals
- Page numbers

<u>In-Text Example</u>	<u>Reference List Examples</u>
Direct quote According to Paul (2011), Bangladesh maintained a fixed exchange rate until the late 1970s.	Paul, BR. (2011). Revisiting Export-Led Growth for Bangladesh: A Synthesis of Cointegration and Innovation Accounting, <i>International Journal of Economics and Finance</i> , vol. 3, no. 6, pp. 3-15.
Indirect quote Paul (2011) found that Bangladesh maintained a steady exchange rate until the late 1970s,	Alam, Q & Teicher, Julian. (2012), The State of Governance in Bangladesh: The Capture of State Institutions, <i>South Asia: Journal of South Asian Studies</i> , vol. 17 no, 45, pp. 1-27
Two authors (Alam & Teicher 2012) or Alam & Teicher (2012) found that	
More than two authors (Vacik et al. 2009) or Vacik et al., (2009) found---	Vacik,H, Rahman,MM. Ruprecht, H & Frank, G, (2009), Dynamics and structural changes of an oak dominated Natural Forest Reserve in Austria, <i>Botanica Helvetica</i> , vol. 119, no. 1, pp. 23-29

Tables

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, author(s) will supply a table caption (title) explaining the components of the table.
- Author(s) will identify any previously published material by giving the original source in the form of a reference at the end of the table caption.

- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

Figures

- Variance of type size within an illustration should be minimal, e.g., author(s) will not use 8-pt type on an axis and 20-pt type for the axis label.
- Author(s) will avoid effects such as shading, outline letters, etc.
- Author(s) will not include titles or captions within illustrations.
- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in text in consecutive numerical
- Figure parts should be denoted by lowercase letters (a, b, c, etc.)
- If an appendix appears in the article and it contains one or more figures, author(s) will continue the consecutive numbering of the main text.
- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Author(s) will identify all elements found in the figure in the figure caption; and use boxes, circles, etc. as coordinate points in graphs.
- Author(s) will identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.
- When preparing figures, the author(s) will size figures to fit in the column width.

Permissions

If the author(s) include figures that have already been published elsewhere, she/he must obtain permission from the copyright owner(s).

Guidelines for Supplementary Materials

Authors shall submit supplementary materials such as datasets, multimedia content, or additional figures along with their manuscripts. All supplementary materials must be provided in standardized formats (e.g., Excel for datasets, MP4 for videos).

Data Sharing and Reproducibility

Authors are required to provide a Data Availability Statement specifying where the data supporting their findings can be accessed.

Ethical Responsibilities of Authors

This journal will be committed to upholding the integrity of the record. The journal will follow standard guidelines on how to deal with potential acts of misconduct.

Authors should refrain from misrepresenting research results which could damage the trust in the journal, the professionalism of authorship, and ultimately the entire research endeavor.





Maintaining integrity of the research and its presentation can be achieved by following the rules of good scientific practice, which include:

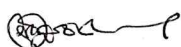
- All authors must disclose any financial, personal, or professional conflicts of interest that could influence their research. Similarly, editors and reviewers are required to disclose any conflicts related to the submissions they handle.
- The author(s) will declare that the manuscript has not been submitted to another journal for simultaneous consideration.
- The author(s) will declare that the manuscript has not been published previously (partly or in full), unless the new work concerns an expansion of previous work (please provide transparency on the re-use of material to avoid the hint of text-recycling (“self-plagiarism”).
- The author(s) will not split a single study into several parts to increase the quantity of submissions and submitted to various journals or to one journal over time.
- The author(s) will declare that no data has been fabricated or manipulated (including images) to support conclusions.
- The author(s) will declare that they consent to submit the manuscript and that consent has been received from the responsible authorities- tacitly or explicitly- at the institute/organization where the work has been carried out, before the work is submitted.
- Authors whose names appear on the submission will share collective responsibility and accountability for the content.
- Changes of authorship or in the order of authors are not accepted after the final acceptance of a manuscript.
- Adding and/or deleting authors and/or changing the order of authors at revision stage may be justifiably warranted. A letter must accompany the revised manuscript to explain the reason for the change(s) and the contribution role(s) of the added and/or deleted author(s). Further documentation may be required to support your request.
- Upon request, authors should be prepared to send relevant document or data in order to verify the validity of the results. This could be in the form of raw data, samples, records, etc.
- When an author discovers a significant error or inaccuracy in his/her own published work, it is the author’s obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.

Research Data Policy

A submission to the journal implies that materials described in the manuscript, including all relevant raw data, will be available to the IPF, editors, EC members, reviewers wishing to use them for non-commercial purposes, without breaching participant confidentiality. Upon request, authors will submit any data used for analysis and mention sources of the data.

DOI Assignment and Digital Archiving

The journal will assign a Digital Object Identifier (DOI) to every published article. To ensure long-term preservation, the journal may utilize digital archiving services.



Ethical Research Guidelines

Authors must comply with ethical standards, including obtaining Institutional Review Board (IRB) approval for research involving human subjects. All relevant research must adhere to the Declaration of Helsinki or equivalent ethical frameworks.

Complaints and Appeals Policy

The journal will maintain a transparent process for handling complaints and appeals regarding editorial decisions. Authors can formally appeal to decisions, and these will be reviewed by an independent panel as decided by the IPF.

Author Contribution Statements

Authors are required to include a detailed Author Contribution Statement in their submissions, clearly outlining the roles of each contributor (e.g., conceptualization, data analysis, manuscript writing).



Annex C: Manuscript Review Form for Reviewers

Title:

Manuscript Number:

1. Originality: Does the paper contain new and significant information adequate to justify publication?

2. Relationship to Literature: Does the paper demonstrate an adequate understanding of the relevant literature in the field and cite an appropriate range of literature sources? Is any significant work ignored?

3. Methodology: Is the paper's argument built on an appropriate base of theory, concepts, or other ideas? Has the research or equivalent intellectual work on which the paper is based been well designed? Are the methods employed appropriate?

4. Results: Are results presented clearly and analyzed appropriately? Do the conclusions adequately tie together the other elements of the paper?

5. Implications for research, practice and/or society: Does the paper identify clearly any implications for research, practice and/or society? Does the paper bridge the gap between theory and practice? How can the research be used in practice (economic and commercial impact), in teaching, to influence public policy, in research (contributing to the body of knowledge)? What is the impact upon society (influencing public attitudes, affecting quality of life)? Are these implications consistent with the findings and conclusions of the paper?

6. Quality of Communication: Does the paper clearly express its case, measured against the technical language of the field and the expected knowledge of the journal's readership? Has attention been paid to the clarity of expression and readability, such as sentence structure, jargon use, acronyms, etc?

7. Additional comments, if any:

8. Comments to the editor:

9. Recommendation:

- Accept
- Minor Revision
- Major revision
- Reject

Reviewer's Name and Signature


Md. Mizanur Rahman
Deputy Director
Institute of Public Finance Bangladesh (IPF)
Finance Division, Ministry of Finance


Md. Abdur Rahman
Director (Joint Secretary)
Institute of Public Finance Bangladesh (IPF)
Finance Division, Ministry of Finance


Dr. Ziaul Abedin
Director General
Institute of Public Finance Bangladesh (IPF)
Finance Division, Ministry of Finance

Annex 1: The research design and methodology

Table of contents

1. Introduction

1.1 Background and rationale for the study

1.2 Objectives and research questions

1.3 Significance of the study

1.4 Scope and limitations

2. Literature review

2.1 Theoretical framework

3. Methodology

3.1 Research design

3.1.1 Study design

3.1.2 Study population

3.1.3 Sampling method

3.1.4 Data collection

4. Results and discussion

Dr. Ziauddin Ahmad
Director General
Ministry of Health
Government of Punjab
Lahore, Pakistan

Md. Abdul Rahman
Deputy Director
Ministry of Health
Government of Punjab
Lahore, Pakistan

Md. Muzamil Khan
Deputy Director
Ministry of Health
Government of Punjab
Lahore, Pakistan