**Checklist Form for Submitting Manuscript**

To meet the publication standard, please check the manuscript according to the list below one by one. If there is no mistake in each part, please put a checkmark **Yes** in the appropriate box. If you find any error, please place a checkmark **No** in the appropriate box, make the correction in your manuscript and mark it yellow. Then, when submitting the article, include this completed form.

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| **Title** | **Yes** | **No** |

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| 1. There should be only one sentence in the title of the manuscript.
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| 1. The title should be a declarative sentence. There should be **no end marks** in the title of the manuscript. For example, question mark "?"
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| 1. The title of the manuscript should be no less than 7 words and no more than 25 words.
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| 1. Please capitalize the first letter in each word of the title, except the function words or proper nouns.
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| **For example:** Nurture in Technological Innovation and Social Responsibility *(capitalize the first word of the title and subtitle and proper nouns only)* |
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| **The Name of the Author** | **Yes** | **No** |

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| 1. Titles are not included in the name of the author.

Such as: ~~Dr~~. ~~Prof~~. |  |  |
| 1. Please write the authors' **full names**. There should NOT be only one word in the name of the author. If the authors' names are unique, please inform us (especially for the capital and small letter, or comma among the names).
 |  |  |
| 1. There should be no comma in the name of one author.

For example: A.**,** Wilson (The comma will be deleted.) |  |  |
| 1. There should be a period in the abbreviated form of the name. For example: A. Wilson
 |  |  |
| 1. Please capitalize the first letter in the name of the author.

For example: Afrin Wilson |  |  |
| 1. Please check and confirm the name(s) of the author(s).
 |  |  |
| **For example:** Levon Wilson, Silva M. Wilson |
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| **The Affiliation of the Author** | **Yes** | **No** |

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| 1. The affiliation of the author should include department/faculty, university/institute, city, and nation. (There should be **no** **PO Box, postcode, telephone, fax, or road** in the author's affiliation.)
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| 1. The affiliation of the author should be written in English.
 |  |  |
| 1. The affiliation of the author should NOT be in the abbreviated form.
 |  |  |
| 1. Please check and confirm the names of the authors and the corresponding affiliations.
 |  |  |
| **Such as:**Polytechnic Institute, New York University, New York, USA School of Business and Technology, University of North Texas, Denton, USA  |
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| **Email Address** | **Yes** | **No** |

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| 1. The email address should be available.
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| 1. Please check and confirm the authors and the corresponding email addresses.
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| 1. One email address should be only attached to one author.
 |  |  |
| 1. If there is a corresponding author in the manuscript, he or she should provide his or her email address. (There should be only one corresponding author.)
 |  |  |
| **Such as:** afrin.wil@xxxxxx.edu (Afrin Wilson) |
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| **Abstract** | **Yes** | **No** |

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| 1. The abstract should be no less than 100 words and no more than 150 words.
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| 1. The abstract must be one paragraph.
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| **For example:****Abstract**The abstract is an independent essay that introduces the topic of the manuscript. It generally includes brief explanations of the research **objective**, the research **method**, the research **analysis**, the research **results**, the research **conclusion**, etc. An excellent abstract should give prominence to the research's innovative results, have a clear conclusion, avoid the repetition of content, and give the full name of the abbreviations at the first time, which makes the manuscript easy to understand... (The abstract should be between 100 and 150 words).  |
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| **Keywords** | **Yes** | **No** |

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| 1. The number of keywords should be no less than 3 phrases and no more than 8 phrases.
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| 1. Keywords must be brief and concise.
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| **For example:** Wholesale Monetary Policy, Dhaka Stock Exchange (DSE), Stock Return |
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| **The Titles in the Main Body of the Manuscript** | √ | **No** |

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| 1. The manuscript that meets the standard of publication should have the following sections:

1. Introduction2. Literature Review3. Methodology *(A conceptual paper might not have this section)*4. Discussion5. Conclusion and Recommendation |  |  |
| 1. Do NOT number the titles of article sections.
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| **Tables**  | **Yes** | **No** |

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| 1. The tables in the manuscript should not be in the form of pictures. They should be editable.
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| 1. A caption should be given to each table and be placed immediately above its table.
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| 1. Tables should be numbered consecutively throughout the manuscript using the single-number system.

Such as: Table 1, Table 2, Table 3… |  |  |
| 1. Please check and confirm whether the way to split table into rows and columns is correct.
 |  |  |
| 1. The source of information should be listed below the table.
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| **Such as:** Table 1. Descriptive statistics of approximate normalityTable 2. Unit root & stationary tests |
| Source: Authors' finding |
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| **Figures** | **Yes** | **No** |

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| 1. A caption should be given to each Figure and be placed immediately beneath its Figure.
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| 1. The captions for the figures should not be included in the figures and should be editable.
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| 1. Figures should be numbered consecutively throughout the manuscript using the single-number system.

Such as: Figure 1, Figure 2, Figure 3… |  |  |
| 1. The word Figure should not be abbreviated.

Such as: Figure 1, Figure 2, Figure 3 (Don't use Fig. 1, Fig. 2, Fig. 3…) |  |  |
| 1. There should be no wavy lines in the figures.
 |  |  |
| 1. The contents in the figures should be clear.
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| 1. The words in the figures should be written in English.
 |  |  |
| 1. The source of information should be listed below the figures.
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| **Such as:** Figure 1. Approximate rateFigure 2. Unit root & stationary tests |
| Source: Authors' finding |
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| **Formulas**  | **Yes** | **No** |

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| 1. The number of the formulas should be successive.
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| 1. The number of the formulas should be out of the formula edited box and editable.
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| 1. If formulas are being created by Math Type in the manuscript, please offer the name of the software the author used to edit the formulas.
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| 1. There should be **no messy code** in the formulas.
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| **Such as:** (1)(2) |
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| **Biography**  | **Yes** | **No** |

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| 1. The author's biography should be no more than 100 words.
 |  |  |
| Afrin WilsonAfrin Wilson is a XXXXXXXXXXXXXXXXXXXX. He works at XXXXX. He has published multiple articles in academic journals in XXXXXXXXXXXXX. |
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| **References** | **Yes** | **No** |

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| 1. There should be at least 25 references.
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| 1. Please check and confirm whether the references and the number of the references are correct.
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| 1. The references should be listed according to APA Style's latest version.
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| **Others**  | **Yes** | **No** |

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| 1. There should be no hidden words in the manuscript.
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| 1. There should be no comment in the manuscript. However, please check and revise them according to the comments and then delete them if there are comments.

For example: C:\Program Files\Tencent\QQEIM\Users\2853817793\Image\C2C\7YPNZ5EVO51{032ACW[[JF0.jpg  |  |  |
| 1. Authors may include Acknowledgements or Conflict of Interest statements.
 |  |  |
| 1. Footnotes are NOT allowed.
 |  |  |
| 1. The authors' biographies cannot be presented as footnotes but must be listed below the References as a separate part "About the Authors."
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**The article must have a maximum of 5,000 words.**This limit applies to all article sections, including the title, author (s)/affiliation, abstract, keywords, figure/tables), legends, and references.